



# 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

<b>A.</b>	Permittee Name: City of West Palm Beach		
<b>B.</b>	Permit Name: Palm Beach County Municipal Separate Storm Sewer System		
<b>C.</b>	Permit Number: FLS000018-003 (Cycle 3)		
<b>D.</b>	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:		
<b>E.</b>	Reporting Time Period (month/year): 3 / 2011 through 9 / 2011		
<b>F.</b>	Name of the Responsible Authority: David Hanks Title: Director of Public Utilities Mailing Address: PO Box 3366 City: West Palm Beach      Zip Code: 33402      County: Palm Beach County Telephone Number: 561.494.1046      Fax Number: 561.494.1115 E-mail Address: <a href="mailto:dhanks@wpb.org">dhanks@wpb.org</a>		
<b>G.</b>	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Benny Rodgers Title: Utilities Operations & Maintenance Superintendent Department: Public Utilities Mailing Address: P.O. Box 3366 City: West Palm Beach      Zip Code: 33402      County: Palm Beach County Telephone Number: 561.822.2187      Fax Number: 561.822.2193 E-mail Address: <a href="mailto:brodgers@wpb.org">brodgers@wpb.org</a>		

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

<b>A.</b>	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>B.</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)
<b>C.</b>	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

A.

Provide a brief statement as to the status of monitoring plan implementation:  
The monitoring plan is carried out as a joint effort by the Palm Beach County co-permittees. Please refer to the Palm Beach County Joint Annual Report for the monitoring information.

*DEP Note: All co-permittees may refer to the PBC Joint AR here as follows: "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.

DEP Notes:

- All co-permittees may refer to the PBC Joint AR here as follows: "Please see the Palm Beach County Joint Annual Report for the monitoring information."
- See Part V of the permit for the monitoring requirements.

C.

Attach a monitoring data summary, as required by the permit.

### SECTION IV. FISCAL ANALYSIS

A.

Total expenditures for the NPDES stormwater management program for the current reporting year: \$9,746.962  
*DEP Note: If program resources have decreased from the previous year, attach a discussion of the impacts on the implementation of the SWMP as per Part II.F of the permit.*

B.

Total budget for the NPDES stormwater management program for the subsequent reporting year: \$9,844.431

### 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):

Attached

N/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**

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

(such as

### 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): David Hanks

Title: Director of Public Utilities

Signature: David Hanks

Date: 2/27/2012



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	<b>Structural Controls and Stormwater Collection Systems Operation</b>																																		
	<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><i>DEP Note: The permittee needs to "customize" this section by adding any structural controls to the list below that are part of the permittee's MS4 currently or are planned for the future. The permittee may remove any structural controls listed that it does not have currently or will likely not have during this permit cycle. Please see the attached description of each type of structure. In addition, the permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.</i></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> <p><i>DEP Note: If the minimum inspection frequencies set forth in Table II.A.1.a of the permit were not met for one or more type of structure, the permittee must 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. Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i></p>																																		
	<table border="1"> <thead> <tr> <th>Type of Structure</th><th colspan="5">Number of Activities Performed</th><th>Documentation / Record</th><th>Entity Performing the Activity</th><th>Comments</th></tr> <tr> <th></th><th>Total Number of Structures</th><th>Number of Inspections</th><th>Percentage Inspected</th><th>Number of Maintenance Activities</th><th>Percentage Maintained</th><th></th><th></th><th></th></tr> </thead> <tbody> <tr> <td>Dry retention systems</td><td>7</td><td>24</td><td>80</td><td>10</td><td>80</td><td>Dry Retention Report/HiperWeb Work Order Tracking Software</td><td>Public Utilities Stormwater Drainage</td><td></td></tr> </tbody> </table>	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	7	24	80	10	80	Dry Retention Report/HiperWeb Work Order Tracking Software	Public Utilities Stormwater Drainage								
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	7	24	80	10	80	Dry Retention Report/HiperWeb Work Order Tracking Software	Public Utilities Stormwater Drainage																												

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.					C.	D.	E.	F.
Permit Citation/S WMP Element	Permit Requirement/Quantifiable SWMP Activity					Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Exfiltration trench / French drains (linear feet)	7325	4	60	2	25	HiperWeb Work Order Tracking Software	Public Utilities Stormwater Drainage	Based on locations currently identified. Footage will increase as areas are identified during maintenance and inspection.
	Grass treatment swales (miles)	1.3	7	100	7	100	HiperWeb Work Order Tracking Software	Public Utilities Stormwater Drainage	Swale area maintained by CWPB and grassy area adjacent to private property is the property owner responsibility to maintain.
	Dry detention systems	8	36	100	23	100	HiperWeb Work Order Tracking Software	Public Utilities Stormwater Drainage	
	Wet detention systems	2	6	100	12	1	HiperWeb Work Order Tracking Software	Public Utilities Stormwater Drainage	
	Pollution control boxes	12	12	100	1	100	HiperWeb Work Order Tracking Software	Public Utilities Stormwater Drainage	
	Stormwater pump stations	6	62	100	62	100	HiperWeb Work Order Tracking Software	Public Utilities Pumping Operations	
	Major stormwater outfalls	44	1	25	1	25	HiperWeb Work Order Tracking Software	Public Utilities Stormwater Drainage	Some inspections were conducted before March of 2011.
	Weirs or other control structures	4	30	100	92	100	HiperWeb Work Order Tracking Software	Public Utilities Stormwater Drainage	
	MS4 pipes / culverts (miles)	169	165	15	165	15	GIS	Public Utilities Stormwater Drainage	Cleaned or inspected by TV
	Inlets / catch basins / grates	4315	4315	100	26	100	HiperWeb Work Order Tracking	Public Utilities Stormwater	



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	Ditches / conveyance swales (miles) 0		Software	Drainage	
	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.				
Part III.A.2	<b>Areas of New Development and Significant Redevelopment</b>				
	Report the number of new development and significant redevelopment projects reviewed by the permittee for post-development stormwater considerations.  <i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. This provision DOES NOT APPLY to Indian Trail Improvement District (ITID), Northern Palm Beach County Improvement District (NPBCID), South Indian River Water Control District (SIRWCD), and FDOT.</i>				
	Significant redevelopment projects reviewed	0			
	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.  <i>DEP Note: Refer to Part III.A.2 of the permit for details regarding what the review entails, and what must be included in the summary report and follow-up report. Please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E. This provision DOES NOT APPLY to ITID, NPBCID, SIRWCD, and FDOT.</i>				
	Year 2 ONLY: Attach the summary report of the review activity				
	Year 4 ONLY: Attach the follow-up report on plan implementation				
Part III.A.3	<b>Roadways</b>				
	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.  <i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. In addition, the permittee may choose its own units of measurement for the reporting items. Unit options for the amount of litter include: bags, cubic yards, pounds, tons. Unit options for the amount of area covered by the activity include: square feet, linear feet, yards, miles, acres. If all litter collection is performed by staff or by contractors, but not by both, please remove the non-applicable reporting items.</i>				
	PERMITTEE Litter Control Program: Frequency of litter collection	0			Parks Maintenance removes litter as part of right of way maintenance. Swales adjacent to private property is the property owner's responsibility.

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Permit Citation/SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	PERMITTEE Litter Control Program: Estimated amount of area maintained (linear feet)	0			
	PERMITTEE Litter Control Program: Estimated amount of litter collected (cubic yards)	0			
	CONTRACTOR Litter Control Program: Frequency of litter collection	0			
	CONTRACTOR Litter Control Program: Estimated amount of area maintained (linear feet)	0			
	CONTRACTOR Litter Control Program: Estimated amount of litter collected (cubic yards)	0			
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.					
<i>DEP Note: The permittee may choose its own unit of measurement for the amount of litter collected. Unit options include: bags, cubic yards, pounds, tons. If an Adopt-A-Road or similar program is not implemented by the permittee, please note that in Column F but do not remove the Adopt-A-Road Program reporting items.</i>					
	Keep PBC Beautiful Trash Pick-up Events: Total miles cleaned	0			
	Keep PBC Beautiful Trash Pick-up Events: Estimated amount of litter collected (cubic yards)	0			
	Adopt-A-Road Program: Total miles cleaned	0			
	Adopt-A-Road Program: Estimated amount of litter collected (cubic yards)	0			
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.					
<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. Also, the permittee may choose its own unit of measurement for the amount of sweeping material collected. Unit options include: cubic yards, pounds, tons.</i>					
<i>DEP Note: If the permittee has curbs and gutters but no street sweeping program is implemented, the permittee must provide an explanation of why not in the Year 1 Annual Report. Refer to Part III.A.3 of the permit for the information that must be included in the explanation (including the alternate BMPs used or planned in lieu of street sweeping). Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</i>					
	Frequency of street sweeping	Weekly	Street Sweeping Monthly Report	Public Works Streets Maintenance-Sweeper Division	712 miles swept weekly
	Total miles swept (per year)	22,072	Street Sweeping Monthly Report	Public Works Streets Maintenance-Sweeper Division	Mileage calculated by CWPB Fleet Maintenance Program FMG218
	Estimated quantity of sweeping material collected (cubic yards)	738,220	Street Sweeping Monthly Report	Public Works Streets Maintenance-Sweeper Division	

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Permit Citation/S WMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Total nitrogen loadings removed (pounds)	952,900	Load Reduction Spreadsheet	Public Works Streets Maintenance-Sweeper Division	
	Total phosphorus loadings removed (pounds)	611,007	Load Reduction Spreadsheet	Public Works Streets Maintenance-Sweeper Division	
	Year 1 ONLY: If have curbs and gutters, attach explanation of why no street sweeping program and the alternate BMPs used or planned				
	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.				
	<i>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</i>				
		Number of Inspections			
	CWPB Municipal Complex:	4	Palm Beach County Hazard Waste Generator Inspection Report	Palm Beach County Health Department	
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.				
	<i>DEP Note: A "stormwater retrofit project" is one implemented primarily to provide stormwater treatment.</i>				
	<i>DEP Note: The status of the flood control and retrofit projects should be reported as of the last day of the applicable reporting period. Therefore, there should be no duplication for those reported as planned, for those reported as under construction and for those reported as completed.</i>				
	<i>DEP Note: If applicable, please provide the title of the attached list of flood control projects that did not include stormwater treatment in Column D and the name of the entity who finalized the list in Column E.</i>				
	Flood control projects completed during the reporting period	1	Project Status Reports	Engineering Stormwater Project Senior Engineer – Tracy Ward	33 <sup>rd</sup> Street /Poinsettia Avenue Improvements



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	Flood control projects completed during the reporting period that did <u>not</u> include stormwater treatment	1	Project Status Reports	Engineering Stormwater Project Senior Engineer – Tracy Ward	Project was retrofit. See attachment: A4 Flood Control Projects for explanation
	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		SFWMD ERP Permit	Engineering Stormwater Project Senior Engineer – Tracy Ward	See attachment: A4 Flood Control Projects for explanation
	Stormwater retrofit projects planned	2	Capital Project Statue Report	Engineering Services with Engineering Consultant	Dredging of 6 outfalls into Lake Worth Lagoon; Flagler Court Stormwater treatment is included as part of the project
	Stormwater retrofit projects under construction during the reporting period	0			
	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"> <li>• Operating municipal landfills;</li> <li>• Municipal waste transfer stations;</li> <li>• Municipal waste fleet maintenance facilities; and</li> <li>• Any other municipal waste treatment, waste storage, and waste disposal facilities.</li> </ul> <p>Report the number of applicable facilities and the number of the inspections conducted for each facility.</p> <p><i>DEP Note: The permittee needs to "customize" this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If "0" is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. An applicable facility under Part III.A.5 includes, but is not limited to, those facilities/yards where street sweeping material and/or yard waste are temporary stockpiled, and where solid waste collection vehicles are parked and/or maintained. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.</i></p>				
		Number of Inspections			

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Permit Citation/S WMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	<b>Fleet Maintenance</b>	4	Palm Beach County Hazard Waste Generator Inspection Report	Palm Beach County Health Department	
<b>Part III.A.6</b>	<b>Pesticides, Herbicides, and Fertilizer Application</b>				
	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 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.				
	<i>DEP Note: If "0" is reported in Column C for any of the reporting items, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training / certification was previously provided / obtained, and the names of the personnel and contractors previously trained / certified.</i>				
	<b>PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides</b>	9	State Certifications, CWPB Parks Maintenance & Watershed Management	Florida Department of Agriculture & Consumer Services	5 certified applicators in Parks Maintenance and 4 certified applicators in Watershed Management. Employee keep original license and a copy is on file with historical NPDES Reports
	<b>CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides</b>	0			
	<b>CONTRACTORS: FDACS certified / licensed applicators of fertilizer</b>	0			
	<b>PERSONNEL: Green Industry BMP Program training completed</b>	0			This program is under development for implementation by 2014
	<b>CONTRACTORS: Green Industry BMP Program training completed</b>	0			City does not hire contractor's for fertilizer application
	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				

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	<p>Guidance Models for Ordinances, Covenants and Restrictions." If the broader Florida-friendly ordinance described above is not adopted, then all local governments within the watershed of a nutrient-impaired water body 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. The ordinance shall be adopted within 24 months of the date of permit issuance. Provide a copy of the adopted ordinance with the subsequent Year 1 or Year 2 Annual Report.</p> <p><i>DEP Note: This provision DOES NOT APPLY to ITID, NPBCID, SIRWCD, and FDOT. For all other permittees, if this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, then please indicate that in Column F, but do not remove this reporting item.</i></p> <p><i>DEP Note: Please provide the title and citation of the ordinance in Column D, and the name of the entity who finalized the ordinance in Column E.</i></p>				
	Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance				CWPB adopting ordinance
	<p>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.</p> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain unless the permittee chooses to reference the PBC Joint AR, as demonstrated in the first reporting item below. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, and the PBC Joint AR is not referenced, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: All the permittees may refer to the PBC Joint AR in place of reporting individual items as demonstrated in the row below. The permittees may remove all reporting items except the first reporting item if they include reference to the PBC Joint AR. However, a permittee can choose to also report any outreach activities it performs in addition to the joint effort – in such a case, please keep the reporting items that are applicable.</i></p> <p><i>DEP Note: Indicate under Column E "Entity Performing the Activity" if FYN or IFAS is performing any of the reported public education and outreach activities. In addition, please complete the following line:</i></p> <p style="text-align: center;"><b>FYN PROGRAM FUNDING: Permittee Provides Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount of Funding = \$</b></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.			
	Newspapers & newsletters: Number of articles/notices published	2	Utility Billing Inserts	Public Utilities Stormwater Drainage and Construction Services	Protect Florida's Water! Stop Pointless Personal Pollution and Flood Hazard & Preparation Information
	During Year 1 of the permit, develop and implement a written plan for the training of all permittee personnel applicators and contracted applicators to emphasize the stormwater implications of pesticide, herbicide and fertilizer application. Follow-up training shall be provided annually. Training to obtain or maintain an FDACS certificate and/or license				



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Permit Citation/SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	<p>does not satisfy this requirement. Report the number of permittee personnel applicators and contracted applicators who participated in training on the stormwater implications of pesticide, herbicide and fertilizer application (both in-house and outside training).</p> <p><b>DEP Note:</b> 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.</p>				
<b>Part III.A.7.a</b>	<b>Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures</b>				
	<p>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.</p> <p><b>DEP Note:</b> If applicable, please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.</p>				
	<b>ATTACH a report on any amendments to the applicable legal authority</b>				
<b>Part III.A.7.c</b>	<b>Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal</b>				
	<p>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.</p> <p><b>DEP Note:</b> If "0" is reported in Column C for the first reporting item, please include an explanation in Column F for why no proactive inspections were performed. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</p> <p><b>DEP Note:</b> Proactive inspections may include, for example, suspect areas (e.g., industrial areas), commercial businesses (e.g., restaurants, car washes, service stations, laundries / dry cleaners, auto body shops, mobile carpet cleaners) or temporary activities (e.g., special events / fairs / circus) that would not otherwise be inspected during routine inspections and maintenance of the MS4, in association with high risk industrial facilities or construction sites, or in response to citizen or staff reports.</p> <p><b>DEP Note:</b> Refer to Part III.A.7.c of the permit for what must be included in the written proactive inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</p>				
	<b>Proactive inspections for suspected illicit discharges / connections / dumping</b>	92	Municipal Maintenance Yard Inspection Checklist	Code Enforcement	
	<b>Illicit discharges / connections / dumping found during a proactive inspection</b>	2	Municipal Maintenance Yard Inspection Checklist	Code Enforcement	Follow up inspection conducted, issues corrected.
	<b>Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection</b>	0			
	<b>Fines issued for illicit discharges / connections / dumping found during a proactive inspection</b>	0			
	<b>Year 1 ONLY: Attach the written proactive inspection program plan</b>				See attached
	<p>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</p>				

**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
	number of investigations conducted, the number of illicit activities found, and the number and type of enforcement actions taken.				
	<i>DEP Note: If the number of reports received differs from the number of reactive investigations, please provide an explanation for the discrepancy in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i>				
	Reports of suspected illicit connections / discharges / dumping received	483	CommunityPlus-Code Case Statistics Summary	Code Enforcement	
	Reactive investigations of reports of suspected illicit discharges/ connections / dumping	483	CommunityPlus-Code Case Statistics Summary	Code Enforcement	
	Illicit discharges / connections / dumping found during a reactive investigation	2	Notice of Violation	Code Enforcement	
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation	0			
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0			
	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).				
	<i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i>				
		Initial Training	Refresher Training		
	Personnel trained	12	0	CWPB Municipal Field Staff Illicit Discharge Connection Training Roster Sheet	Public Works Administration Director and Superintendent Training held Sept. 2010
	Contractors trained	0	0		
Part III.A.7.d	<b>Illicit Discharges and Improper Disposal — Spill Prevention and Response</b>				
	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.				
	<i>DEP Note: The permittee may report the number of hazardous material spills separately from the number of non-hazardous material spills, or report one combined number, to more accurately reflect its tracking of these spills.</i>				
	Hazardous and non-hazardous material spills responded to	62	Firehouse RMS	Fire Department	
	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).				

**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
	<i>DEP Note: If "0" is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</i>					
		Initial Training	Refresher Training			
	Personnel trained	0	138	Firehouse Record Management System (RMS)	Fire Department	Training is conducted in an ongoing basis throughout the year. There are no set "courses".
	Contractors trained	0	0			
Part III.A.7.e	<b>Illicit Discharges and Improper Disposal — Public Reporting</b>					
	<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> <p><i>DEP Note: The permittee should "customize" the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of "Estimated percentage of the population reached by the activities in total" must remain unless the permittee chooses to reference the PBC Joint AR, as demonstrated in the first reporting item below. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If "0" is reported in Column C for all the reporting items, and the PBC Joint AR is not referenced, please include in Column F an explanation for why no outreach was performed.</i></p> <p><i>DEP Note: All the co-permittees may refer to the PBC Joint AR in place of reporting individual items as demonstrated in the first line below. The co-permittees may remove all the other reporting items except the first one if they include reference to the PBC Joint AR. However, a permittee can choose to also report any outreach activities it performs in addition to the joint effort – in such a case, please keep the reporting items that are applicable.</i></p>					
	<b>Public education and outreach program</b>		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.			
	<b>Newspapers &amp; newsletters: Number of articles/notices published</b>		2	Utility Bill Insert	Stormwater Drainage and Construction Services	Protect Florida's Water! Stop Pointless Personal Pollution and Flood Hazard & Preparation Information
Part III.A.7.f	<b>Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control</b>					
	<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</p>					



**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
	<p>number of Web site visits (if applicable).</p> <p><i>DEP Note:</i> The permittee should “customize” the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of “Estimated percentage of the population reached by the activities in total” must remain unless the permittee chooses to reference the PBC Joint AR, as demonstrated in the first reporting item below. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If “0” is reported in Column C for all the reporting items, and the PBC Joint AR is not referenced, please include in Column F an explanation for why no outreach was performed.</p> <p><i>DEP Note:</i> All the co-permittees may refer to the PBC Joint AR in place of reporting individual items as demonstrated in the first line below. The co-permittees may remove all the other reporting items if they include reference to the PBC Joint AR. However, a permittee can choose to also report any outreach activities it performs in addition to the joint effort – in such a case, please keep the reporting items that are 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.			
Part III.A.7.g	Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
	<p>Annually review (and revise, as needed) and implement the permittee’s written procedures to reduce or eliminate <u>sanitary wastewater contamination</u> 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.</p> <p><i>DEP Note:</i> The permittee needs to “customize” this section as it pertains to the type of activities undertaken to reduce or eliminate SSOs and inflow / infiltration <u>into the MS4</u>. The first three reporting items below are <u>examples</u>.</p> <p><i>DEP Note:</i> The permittee should contact the appropriate authorities for accurate reporting information, such as the sanitary sewer system operator who is responsible for investigating and eliminating SSOs and the local health department who is responsible for permitting / overseeing septic tank systems.</p> <p><i>DEP Note:</i> Report only the SSOs and inflow / infiltration incidents <u>into the MS4</u>.</p>				
	Activity to reduce/eliminate SSOs and inflow / infiltration: Repair / lining of sanitary sewer system	86	Sewer Spills Cleanup Data Spreadsheet	CWPB Waste Water Collections Department	
	Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	0	0	0	
	Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	0			
	SSO incidents discovered	7	Analytical Sewer Collections Spreadsheet	Public Utilities-Industrial Pre Treatment	
	SSO incidents resolved	7	Analytical Sewer Collections – Environmental Compliance Spreadsheet	Public Utilities-Industrial Pre Treatment	

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.	C.	D.	E.	F.				
Permit Citation/S WMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments				
	Inflow / infiltration incidents discovered	0							
	Inflow / infiltration incidents resolved	0							
	Name of owner of the sanitary sewer system	City of West Palm Beach Public Utilities							
Part III.A.8.a	<b>Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections</b>								
	<p>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:</p> <ul style="list-style-type: none"> <li>• Operating municipal landfills;</li> <li>• Hazardous waste treatment, storage, disposal and recovery facilities;</li> <li>• 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</li> <li>• 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.</li> </ul> <p>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.</p> <p><i>DEP Note: The TRI is updated every spring / summer by the U.S. EPA at <a href="http://www.epa.gov/triexplorer">www.epa.gov/triexplorer</a>. Select "Facility" on the left, chose your Geographic Location, and then select "Generate Report." Please indicate in Column F when (month / year) you last checked EPA's TRI for applicable facilities.</i></p> <p><i>DEP Note: The total number of high risk facilities reported needs to equal the sum of the numbers of the four types of applicable facilities.</i></p> <p>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 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.</p> <p><i>DEP Note: If "0" is reported for the number of inspections conducted and the permittee has one or more high risk facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary</i></p>								
		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	277			Potential High Risk Facilities Inventory				
	New high risk facilities added to the inventory during the current reporting period	0			Mock Roos				
	Operating municipal landfills	0			Source: DEP Solid Waste Site				
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	275	90	0	High Risk Facility Inspection Reports				
	EPCRA Title III, Section 313 facilities (that are	2	2	0	Code				
					Source: EPA				

**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
	not landfills or HWTSDR facilities)		Inspection Reports		TRIS
	Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c	0			
	Other facilities determined as high risk by the permittee (that are <u>not</u> facilities identified through the proactive inspections)	0			
<b>Part III.A.8.b</b>	<b>Industrial and High-Risk Runoff — Monitoring for High Risk Industries</b>				
	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			
<b>Part III.A.9.a</b>	<b>Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices</b>				
	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. Report the number of permittee and private pre-construction site plans <u>reviewed for stormwater, erosion, and sedimentation controls</u> , and the number approved.				
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C.</i>				
	PERMITTEE SITES: Construction site plans reviewed	7	Permit Applications	Construction Services	
	PERMITTEE SITES: Construction site plans approved	7	Permit Applications	Construction Services	
	PRIVATE SITES: Construction site plans reviewed	10	Permit Applications	Construction Services	
	PRIVATE SITES: Construction site plans approved	10	Permit Applications	Construction Services	
	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.				
	<i>DEP Note: Please provide an explanation in Column F for any "0" reported in Column C. If the number of applicants notified of ERP or CGP coverage is less than the number of construction site plans reviewed, please provide an explanation for the discrepancy in Column F.</i>				
	Notified of ERP stormwater permit requirements	27	Engineering Site Development	Construction Administration	
	Confirmed ERP coverage	13	Engineering Site Development	Construction Administration	
	Notified of CGP stormwater permit requirements	149	Engineering Site Development	Construction Administration	
	Confirmed CGP coverage	50	Engineering Site Development	Construction Administration	
<b>Part</b>	<b>Construction Site Runoff — Inspection and Enforcement</b>				



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A.	B.	C.	D.	E.	F.
Permit Citation/S WMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
III.A.9.b	<p>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 immediately upon written approval by the Department. 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.</p> <p><i>DEP Note: If "0" is reported in Column C for the number of inspections conducted, please provide an explanation in Column F of why no inspections were conducted. If the number of inspections reported is equal to or less than the number of active construction sites, or the percentage inspected is less than 100%, please provide an explanation in Column F. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</i></p> <p><i>DEP Note: Refer to Part III.A.9.b of the permit for what must be included in the construction site inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.</i></p>				
	PERMITTEE SITES: Active construction sites	14	Daily Reports	Construction Services	
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	1176	Daily Reports	Construction Services	
	PERMITTEE SITES: Percentage of active construction sites inspected	100	Daily Reports	Construction Services	
	PRIVATE SITES: Active construction sites	14	Daily Reports	Construction Services	
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	588	Daily Reports	Construction Coordinators	
	PRIVATE SITES: Percentage of active construction sites inspected	85	Daily Reports	Construction Coordinators	
	Notices of Violation (NOVs) / warning letters / citations issued	37	Daily Reports	Construction Coordinators	
	Stop Work Orders issued	0			Issues with erosion/sedimentation corrected without need for issuing Stop Work or fines.
	Fines issued	0			
	Year 1 ONLY: Attach the written construction site inspection program plan				Attached
Part III.A.9.c	Construction Site Runoff — Site Operator Training				
	<p>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 or under contract with 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</p>				

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A. Permit Citation/S WMP Element	B.  Permit Requirement/Quantifiable SWMP Activity			C.  Number of Activities Performed	D.  Documentation / Record	E.  Entity Performing the Activity	F.  Comments
	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. <i>DEP Note: If "0" is reported for any of these reporting items, please include in Column F an explanation of why training was not provided to / obtained by the permittee's staff and private persons during the applicable reporting year.</i> <i>DEP Note: The permittee should report only the number of staff and private persons (i.e., private construction site operators) trained / certified during the applicable reporting year, and then note in Column F the number of staff and private persons who were previously trained / certified. Private site operator training can include pre-construction meetings.</i>						
		Certification Training	Initial Training (non-certification)	Refresher Training			
	Permittee construction site inspectors	5	0	0		Certificates	ESD Construction Coordinators
	Permittee construction site plan reviewers	6	0	0		Certificates	ESD Construction Coordinators and Construction Services
	Permittee construction site operators	0	0	0			
	Private persons	0	18			Meeting Minutes	Engineering Services Dept.
							Pre-construction meetings with contractors.

**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) — <b>REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY.</b> <i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i>
		Plan for inspections of construction sites (Part III.A.9.b) is attached for approval.
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) <i>DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</i>
		No proposed changes.

## 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	<b>EACH ANNUAL REPORT:</b> 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	<b>EACH ANNUAL REPORT:</b> An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.4	<b>EACH ANNUAL REPORT:</b> 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.	III.A.4.	Flood Control Projects
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.a	<b>EACH ANNUAL REPORT:</b> A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part V.B.9	<b>EACH ANNUAL REPORT:</b> Reporting and assessment of monitoring results. <b>[Also addressed in Section III of the Annual Report Form]</b>		Joint Annual Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part VI.B.2	<b>EACH ANNUAL REPORT:</b> 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.	VI.B.2.	SWMP Effectiveness Evaluation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.e	<b>EACH ANNUAL REPORT:</b> 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	<b>EACH ANNUAL REPORT after approval of the BPCP:</b> 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.	<b>YEAR 1:</b> An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM).	IIIA1	Major Outfall Map/Inventory
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	<b>YEAR 1:</b> 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	<b>YEAR 1 or YEAR 2:</b> A copy of the adopted Florida-friendly Ordinance, if applicable.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	<b>YEAR 1:</b> A proactive illicit discharge / connection / dumping inspection program plan.	III.7.c.	Proactive Illicit Discharge Inspection Program
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	<b>YEAR 1:</b> A construction site inspection program plan. <b>[For approval by DEP]</b>	III.A.9.b.	Construction Site Inspection Program
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	<b>YEAR 2:</b> 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	<b>YEAR 3:</b> 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	<b>YEAR 4:</b> 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	<b>YEAR 4:</b> 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	<b>YEAR 4:</b> The monitoring plan (with revisions, if applicable).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VII.C	<b>YEAR 4:</b> An application to renew the permit.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.d	<b>YEAR 4:</b> A TMDL Implementation Plan / Supplemental SWMP.		



## 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 new written SOP / Plan	Reviewed & no revision needed to existing SOP / Plan	Reviewed & revised existing SOP / Plan	Permit Citation	Description of Required SOPs / Plans
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the litter control program.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the street sweeping program.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for inspections of equipment yards and maintenance shops that support road maintenance activities.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.c	<b>Plan for proactive illicit discharge / connections / dumping inspections.*</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	SOP for reactive illicit discharge / connections / dumping investigations.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for illicit discharge training.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	SOP for spill prevention and response efforts.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	Plan for spill prevention and response training.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.g	SOP to reduce / eliminate sanitary wastewater contamination of the MS4.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.8	SOP for inspections of high risk industrial facilities.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.9.b	<b>Plan for inspections of construction sites.*</b>
<input type="checkbox"/>	<input checked="" 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 SEPARATELY FROM AN ANNUAL REPORT**

<b>Rule / Permit Citation</b>	<b>Report Title</b>	<b>Due Date</b>
Part VIII.B.3.a	<b>6 MONTHS from effective date of permit:</b> TMDL Prioritization Report.	9/2/11
Part VIII.B.3.b	<b>12 MONTHS from effective date of permit:</b> TMDL Monitoring and Assessment Plan.	3/2/12
Part VIII.B.3.c	<b>6 MONTHS from receiving analyses from the lab:</b> TMDL Monitoring Report.	TBD
Part VIII.B.4	<b>30 MONTHS from effective date of permit:</b> A Bacterial Pollution Control Plan (BPCP).	9/2/13

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

## **ATTACHMENT #1**



## Attachment III.A.4.

### Section VII. Stormwater Management Program (SWMP) Summary Table

#### Part II.A.4 Flood Control Projects

*List of the projects where stormwater treatment was not included with an explanation for each of why it was not.*

33<sup>rd</sup> Street / Poinsettia Avenue Improvements – Project included the replacement of inadequate drainage pipes. The proposed pipe sizes, available road right-of-way and water table depths precluded the use of exfiltration trenches for water quality enhancement. A pollution control device was previously installed in the drainage system, downstream of this project.

## **ATTACHMENT #2**

## Attachment VI.B.2. Effectiveness of the SWMP

- a. *Have stormwater pollutant loadings discharged from the MS4 decreased? Why or why not?*

It's our observation that stormwater pollutant discharges from our MS4 have decreased as a result of the programs mandated by our MS4 NPDES permit. This is based on the known quantity of debris (sediment, biological, trash, etc.) that has been removed by street sweeping and catchbasin cleanout. We also believe that substantial pollutant loading removal has resulted from the pollution control devices that we have installed as part of our capital improvement plan (un-related to the requirements of the MS4 NPDES permit.)

- b. *Which components of the SWMP are working well and are effective in reducing stormwater pollutant loadings? Why are they effective?*

We believe that the street sweeping and catchbasin cleanout activities are effective measures in reducing pollutant loadings from our MS4.

- c. *Which components of the SWMP are not working well and need to be revised to make them more effective in reducing stormwater pollutant loadings?*

Public education is difficult to achieve on a local level. Residents do not tune in to local messages. We believe effective change will only be realized with a broader, possibly national-level, campaign. Something more like the "Keep America Beautiful" program in the 1960s/1970s. This could be combined with a curriculum change within the schools, so that students learn the rights and wrongs before they're making decisions themselves. Curriculum changes must occur at the state level.

- d. *Which components of the SWMP do not contribute to reducing stormwater pollutant loads and could be revised or eliminated, and why?*

The Industrial and High Risk Facility Inspection program is time consuming and redundant to the Illicit Discharge Inspection program that focuses on commercial and industrial areas within the MS4 area. Furthermore, the impairment of our waters is overwhelmingly the result of nutrients, not a toxic chemical. The amount of time/money this program takes seems counter-productive to getting at the source of the actual problems.

- e. *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?*

The current monitoring program is useful in assessing the overall (group- or Palm Beach County-wide) effectiveness of the MS4 NPDES permit requirements. The effectiveness can be seen in the results presented in the Joint Annual Report. The information can be used to determine where stormwater retrofit projects are most needed.



## **ATTACHMENT #3**



# West Palm Beach Major Outfalls Map 2011 (Total = 44)

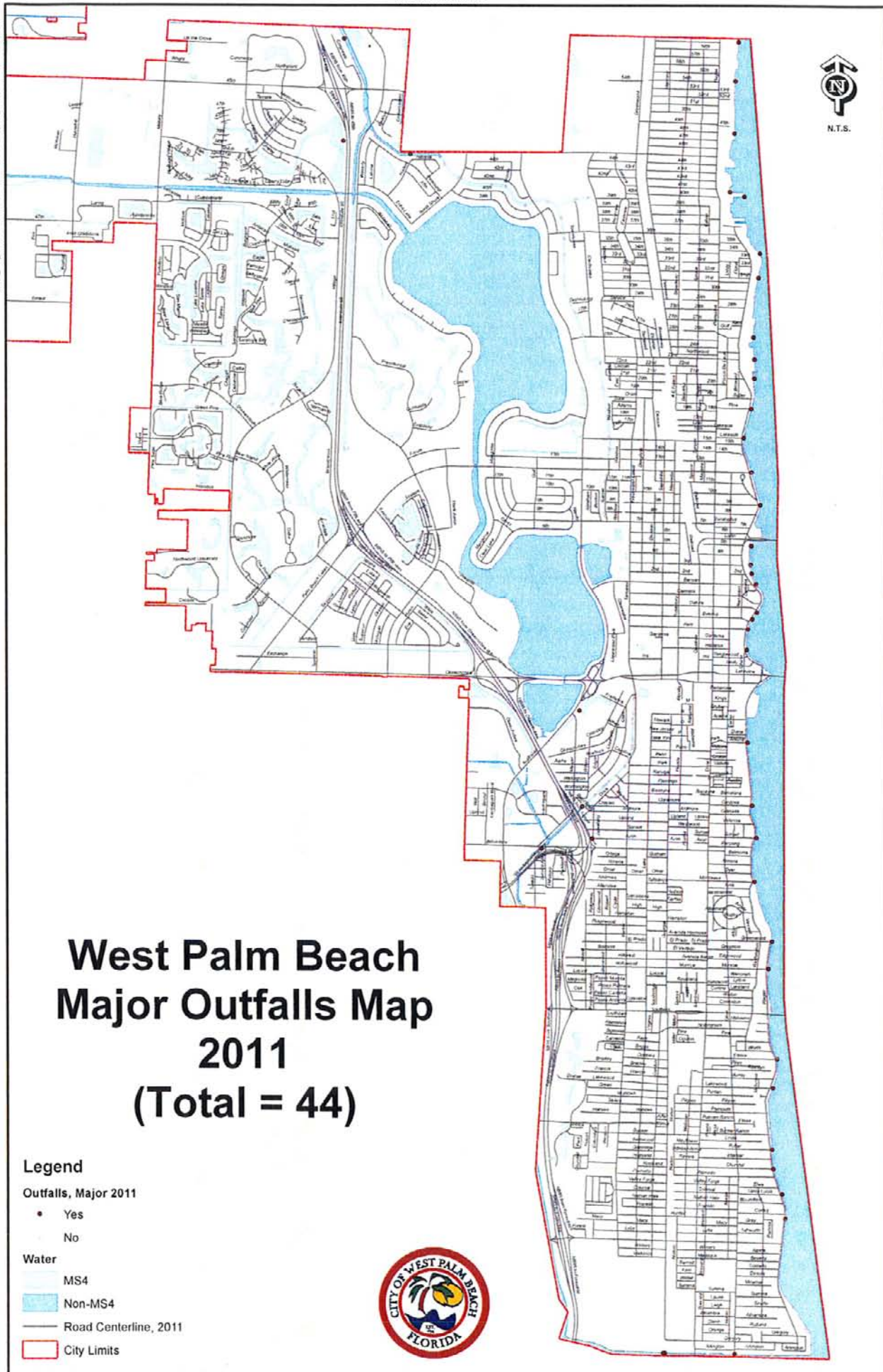
## Legend

### Outfalls, Major 2011

- Yes
- No

### Water

- MS4
- Non-MS4
- Road Centerline, 2011
- City Limits



## **ATTACHMENT #4**

## City of West Palm Beach

### 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 our MS4.

- Portions of our MS4 that have a reasonable potential of containing illicit discharges/connections/dumping are inspected annually. The FDEP has indicated that the portions of our MS4 that have a reasonable potential of containing illicit discharges/connections/dumping should be considered to be the commercially zoned areas/properties that could potentially discharge into our MS4.
- FDEP allows these inspections to be combined with other inspection programs, but the inspections must include specific inspection for potential stormwater contamination.



## **Proactive Inspection Program (Written Procedures)**

### **1. Procedure and Criteria for identifying priority areas/facilities**

For consistency with the Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit, the following areas are considered a priority in the inspection program:

- 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 areas zoned as industrial or commercial, that lie within our MS4 contributing area or in an area that discharges from an outfall for which we are responsible.

The map is updated each year, typically in the month of June, by the Public Utilities department and saved as a PDF format file for use by all.

### **2. List of identified priority areas/facilities**

Each year, a list of addresses is created from an overlay of the map above and the County's current parcel map and associated database. This list is cross-referenced with the Florida Department of Environmental Protection (FDEP) list of facilities that have a Multi-Sector Generic Permit (MSGP). If any facilities that appear to require an MSGP are not on the FDEP list, the names and addresses of those businesses are referred to FDEP. The annual creation of the list of addresses and cross-referencing with the FDEP MSGP database is done by Public Utilities, typically in the month of June each year.

### **3. Annual schedule for inspections**

All priority areas/facilities are inspected at least once within the current five-year permit term. The inspection area has been divided into five zones. One zone will be inspected during each year of the permit term. If an area is found to have illicit discharges/connections/dumping, it is re-inspected for compliance and if warranted, specific facilities within that area are considered for placement on the high risk facility list for more frequent inspection.

In addition, inspections for signs of illicit discharges are part of the Standard Operating Procedure for all structural control inspections and maintenance. A "checkbox" for this activity is included on the inspection forms for those activities. If a suspected illicit is identified, it is reported to Code Compliance for investigation under the Reactive Investigations program.

Finally, all appropriate field personnel receive illicit discharge and illegal dumping identification and notification training. If a suspected illicit is identified during the course of performing their regular activities, it is reported to Code Compliance for investigation under the Reactive Investigations program.

The field inspections are the primary responsibility of Stormwater Drainage & Canal Maintenance. The pro-active inspections that take place during the inspection of structural controls and other MS4 components, is the responsibility of Stormwater Drainage & Canal Maintenance. Inspections are carried out throughout the year.

#### **4. Procedure for conducting inspections**

The inspector(s) patrols the prioritized area searching for indications of illicit discharges/connections/dumping into the City's MS4, in accordance with the training received. If any are identified, the inspector makes a cursory attempt at identifying the source of the illicit. If the source is identified, the inspector makes the decision to either approach the facility owner or refer the finding to his supervisor for further action. In speaking with the facility owner or operator, the inspector advises of the findings and cites the ordinance which prohibits such discharges. The inspector may use photo documentation to support the inspection. The inspector indicates his/her intention to return to verify that the problem has been corrected.

If no source is identified, the findings are reported to the inspector's supervisor for further investigation.

The pro-active inspections that take place during the inspection of structural controls and other MS4 components, is the responsibility of Stormwater Drainage & Canal Maintenance. Inspections are carried out throughout the year.

Table of inspector/zones etc...

#### **5. Procedure for tracing source of discovered illicit discharge**

Visual observation, investigation, and testing if necessary, are used to identify the source of an illicit discharges/connections/dumping.

#### **6. Procedure for eliminating the discharge**

If an illicit connection to the MS4 through a pipe is identified, it is immediately terminated (plugged or removed). If the illicit is traced back to a property owner/operator, the owner of the property is contacted by Code Compliance. The owner is notified of the problem and asked to address the situation immediately. The owner is also notified of the re-inspection date, typically one week.

#### **7. Procedure for documenting the inspections and enforcement activities**

The attached inspection form is used for pro-active inspections and the subsequent follow-up. Photo documentation will also be provided, as needed. Selected activity related to the pro-active inspection program is logged into a database for management. The electronic files facilitate follow-up, referrals and year-end summarizing.

#### **8. Procedures for enforcement actions (or referrals to appropriate jurisdictional authority)**

For cases within West Palm Beach's MS4 contributing area, an unresolved matter is handled by the code compliance division. Code compliance assigns a case number and follows through to resolution. For cases outside West Palm Beach's MS4, the appropriate entity is notified (FDOT, Palm Beach County, etc.) by Code Compliance.

**9. Identification of staff /department/outside entity responsible for inspections and for enforcement**

Inspection activities are carried out by two inspectors and one senior inspector. Follow-up and management are provided by the Stormwater Manager. Documentation is handled by the Records Manager/Data Analyst. Code officers are called in as needed.

**10. Description of resources allocated to implement this permit element**

Approximately \$150,000.00 has been allocated for this program for the 2011/2012 fiscal period. See the Stormwater Utility Budget document.

City of West Palm Beach

Proactive Illicit Discharge/Illegal Connection Inspection Form

(Use as many sheets as necessary)

Date of Inspection: \_\_\_\_\_ Inspector Name: \_\_\_\_\_

☐ New Inspection

☐ Follow-up Inspection

Description of inspection area: \_\_\_\_\_

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

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:

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Type of Enforcement Action Taken: \_\_\_\_\_

Date to verify correction: \_\_\_\_\_



## **ATTACHMENT #5**



## **Engineering Services Operations Manual Standard Operating Procedure**

### **ES-U102 NPDES Construction Site Inspection Plan and Inspection Form**

**1. Objective:**

- 1.1. Implementation of the stormwater, erosion, and sedimentation inspection program for construction sites discharging stormwater to the MS4.
- 1.2. To ensure compliance with regulatory agency permitting requirements.

**2. Scope:**

- 2.1. Construction site inspections are conducted for land-disturbing projects which have potential to discharge stormwater runoff into our MS4.

**3. Reference:**

- 3.1. Palm Beach County MS4 Final Permit (#FLS000018-003).
- 3.2. FDEP Stormwater, Erosion and Sedimentation Control Inspection Training Certification Program.

**4. Outstanding Issues:**

- 4.1. Creation of a fine schedule for erosion control non-compliance.

**5. Approvals:**

- 5.1. Construction Coordinator or Project Engineer.
- 5.2. Inclusion to the project file of the Inspection Forms/Daily Reports.

## **6. Responsibilities:**

- 6.1. Construction Coordinator/Project Engineer/Project Coordinator
  - i. Approve contractor Pollution Control Plan.
  - ii. Approve contractor BMP procedures.
  - iii. Approve reporting results.
  - iv. Document and maintain testing results and records.

## **7. Inputs:**

- 7.1. CWPB Inspection Form/Daily Report.
- 7.2. Contract documents.
- 7.3. Drawings.
- 7.4. SWPPP/Erosion Control Plan.

## **8. Outputs:**

- 8.1. CWPB Inspection Form/Daily Report.

## **9. Control Mechanisms:**

- 9.1. Regulatory requirements.
- 9.2. Final Project Acceptance.
- 9.3. Local Ordinance Sec. 90-201, 90-208.

## **10. Procedure:**

- 10.1. Timing of Construction Site Inspections.
  - i. Before the start of construction, after the placement of BMP's.
  - ii. During construction.
  - iii. At the end of construction.
- 10.2. Prioritizing and frequency schedule for construction site inspections.
  - i. Construction site size.
  - ii. Water body status.
  - iii. Significance of adverse water quality impacts.
  - iv. Seasonality and rainfall.
  - v. Historical inspection considerations.
  - vi. Public/Private development.
- 10.3. Inspection.
  - i. Inspections are the responsibility of the Engineering Services Dept. and/or its designee. The City shall use the "Daily Field Report" form. The designees form shall be approved by Engineering Services.
- 10.4. Inspection reporting.
  - i. Weekly. (Contractor)
  - ii. Shall be completed during every field visit. (City)
  - iii. After every rain event of 1 inch or more. (Contractor/City)

10.5. Enforcement measures.

- i. Notice of violation-verbal. (Documented in reports)
- ii. Notice of violation-written.
- ii. Stop work notice.
- v. Fines.

10.6. Filing reporting documentation.

- i. Reports are to be filed by date in the Engineering Services "F" drive under the Project name and number.
- ii. Contractor to provide weekly/rain event reports to the City.

10.7. Training.

- i. All employees/inspectors shall be certified NPDES inspectors.
- ii. New employees/inspectors shall be provided training.
- iii. Existing employees/inspectors shall be provided refresher training annually.

**11. Associated Documents:**

- 11.1 Inspection form/daily report.
- 11.2. Violation notices.
- 11.3. Contract documents.