

# STORM WATER MANAGEMENT PROGRAM

CITY OF SURPRISE



PREPARED FOR:  
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SURPRISE, AZ 85374

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## **ATTACHMENTS**

- Attachment A AZPDES Phase II MS4 Permit
- Attachment B Revised NOI
- Attachment C City Maps
- Attachment D SWMP Responsibilities
- Attachment E SWMP Implementation Schedule
- Attachment F SWMP Modification Log
- Attachment G Target Operations and Potential Pollutants for Municipal Operations
- Attachment H Authorized Signer



## ABBREVIATIONS / ACRONYMS

AAC	Arizona Administrative Code
ADEQ	Arizona Department of Environmental Quality's
ATD	Authorization to Discharge
AZPDES	Arizona Pollutant Discharge Elimination System
BMP	Best management practice
CFR	Code of Federal Regulations
CWA	Clean Water Act
EPA	Environmental Protection Agency
ERP	Enforcement Response Plan
GIS	Geographic Information System
HHW	Household Hazardous Waste
IDDE	Illicit Discharge Detection and Elimination
IC	Illicit Connection
ID	Illicit Discharge
LID	Low Impact Development
MCFCDD	Maricopa County Flood Control District
MCM	Minimum Control Measure
MEP	maximum extent practicable
MPA	municipal planning area
MS4	municipal separate storm sewer system
NOI	Notice of Intent
NOT	Notice of Termination
NPDES	National Pollutant Discharge Elimination System
O&M	operation and maintenance
SOP	Standard Operating Procedure
SPA	Special Planning Area
SWMP	Storm Water Management Plan (also referred to as a Storm Water Management Program)
SWPPP	Storm Water Pollution Prevention Plan
TMDL	Total Maximum Daily Load
USGS	United States Geological Survey

## EXECUTIVE SUMMARY

This Storm Water Management Plan (also referred to as a Storm Water Management Program [SWMP]) has been prepared by the City of Surprise (City) as required by the Arizona Department of Environmental Quality's (ADEQ) Arizona Pollutant Discharge Elimination System (AZPDES) General Permit Number AZG2002-002 (Permit). The Permit was issued by ADEQ effective on December 19, 2002 and has been administratively continued since the Permit expired on December 19, 2007.

The SWMP describes the policies and procedures the City implements to reduce, to the maximum extent practicable (MEP), pollutant discharges to and from the small municipal separate storm sewer system (MS4). The overall goal of the program is to ensure to the MEP that discharges from the MS4 do not cause or contribute to exceedances of surface water quality standards.

As required by the Permit, the SWMP addresses the six minimum control measures (MCMs): Public Education and Outreach, Public Involvement/Participation, Illicit Discharge Detection and Elimination, Construction Site Stormwater Runoff Control, Post-Construction Stormwater Management in New Development and Redevelopment, and Pollution Prevention/Good Housekeeping for Municipal Operations. The SWMP is designed to be a comprehensive program document outlining how the stormwater program is implemented and maintained, therefore, additional sections have been added to describe other Permit-required support activities, including Training, SWMP Evaluation and Revision, Reporting, and Signatory Requirements.

The SWMP describes the best management practices (BMPs) the City implements and also describes the overall approach to stormwater pollution prevention planned by the City. The SWMP addresses the requirements of the Permit and reflects the needs and constraints of the City.

The SWMP complies with the requirements specified in Code of Federal Regulations (CFR) Chapter 40 Part 122.32, incorporated by reference in Arizona Administrative Code (AAC) R18-9-A902 and A905. The SWMP has been prepared to meet the requirements identified in the Permit and is certified according to Permit Section VI.L.

## 1.0 CERTIFICATION STATEMENT

Permittee Name: City of Surprise

Permit Number: AZG2002-002

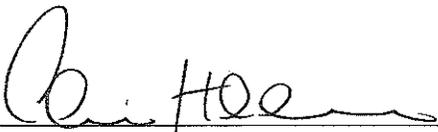
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*I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering 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.*

  
\_\_\_\_\_  
Chris Hillman, City Manager

4-29-14  
\_\_\_\_\_  
Date

## 2.0 INTRODUCTION

This Storm Water Management Plan (also referred to as a Storm Water Management Program) (SWMP) is the primary document describing the City's programs and procedures for compliance with the Arizona Department of Environmental Quality's (ADEQ's) general permit (AZG2002-002) for the discharges of stormwater from the City's Municipal Separate Storm Sewer Systems (MS4s). A copy of the Permit is included in Attachment A. The City desires to discharge under that permit and thus has submitted the Notice of Intent (NOI) and prepared and implemented this SWMP in accordance with Part III and Part V of the permit. The City filed an initial NOI in 2003 and submitted a revised NOI in 2014. A copy of the 2014 revised NOI is included as Attachment B.

This SWMP addresses stormwater runoff and discharges located within the City. This SWMP was developed to serve as a comprehensive management tool to protect stormwater quality throughout the City. The goal of this SWMP is the protection of the City's surface water bodies through compliance with the Arizona Pollutant Discharge Elimination System (AZPDES) MS4 program requirements.

This SWMP generally follows the format provided by ADEQ in the SWMP Model to fulfill requirements in the Small MS4 General Permit (AZG2002-002) published February 20, 2003. The City modified the model outline by combining various training requirements into one section and adding two new sections (SWMP Revision and Reporting).

The City has developed best management practices (BMPs) for the six minimum control measures (MCMs) to reduce the discharge of pollutants to the maximum extent practicable (MEP). The MCMs are discussed in detail in Section 3 and include:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Runoff Control
6. Pollution Prevention & Good Housekeeping for Municipal Operations

The City passed Ordinance 2012-06 §1 on May 8, 2012, now presented in City Code Sections 58-491 to 58-495. It covers discharge restrictions to the public stormwater system, construction site stormwater runoff control requirements, multi-sector industrial facility stormwater runoff requirements, post-construction stormwater runoff requirements, and illicit connections to the MS4.

### 2.1. REGULATORY BACKGROUND

In response to concern over the pollution in America's waterways, Congress passed the Clean Water Act (CWA) in 1972. The CWA is the primary federal law that protects our nation's surface water bodies or waters of the United States. Polluted stormwater runoff was addressed specifically under the CWA by a two-phase program that relies on the National Pollutant Discharge Elimination System (NPDES) permit coverage. The two phases of the NPDES stormwater program are known as Phase I and Phase II.

In 1990 the Environmental Protection Agency (EPA) implemented Phase I of the NPDES stormwater program, under the CWA. Phase I addressed the prevention of pollution from stormwater runoff from medium and large MS4s (serving populations over 100,000), construction activities disturbing 5 acres of land or greater, and 10 categories of industrial activities.

To expand the protection of water bodies and promote cleaner water, the Phase II Final Rule was published in 40 CFR on December 8, 1999. This rule extends the NPDES permit coverage to include small MS4s serving urbanized areas (a residential population of at least 50,000 and an overall density of at least 1,000 people per square mile), as well as that from small construction activities. The City of Surprise was listed in Appendix 6 to the Preamble of 40 CFR, Federal Register Vol. 64, No. 235 p. 68812, as a governmental entity located fully or partially within an urbanized area; and therefore, is required to comply with the Phase II Final Rule requirements.

The goals of the Phase II Final Rule are similar to the Phase I program, which are to reduce the discharge of pollutants to the MEP, protect water quality, and satisfy the water quality requirements of the CWA.

The City submitted its original NOI application, prior to the March 10, 2003 deadline, to the ADEQ, which has primacy over the NPDES program in Arizona through their AZPDES program. By submitting the NOI, the City effectively applied for coverage under the Permit No. AZG2002-002. The original SWMP dated March 2003 was submitted with the NOI as part of the general permit requirements. The 2003 SWMP was updated in August 2008 to incorporate comments from ADEQ as well as subsequent changes in City practices and programs. The 2008 SWMP was revised in 2014 to reflect the updated format and to incorporate additional information. See Section 2.5 for a detailed description of SWMP changes. The revised NOI was submitted to ADEQ in April 2014.

## **2.2. GEOGRAPHIC SETTING**

The City is located in Maricopa County, in the northwest region of the Phoenix metropolitan area. The City's municipal planning area (MPA) encompasses approximately 300 square miles and is broken down into six special planning areas (SPAs). Current city boundaries consist of approximately 72 square miles and include most of SPA-1 and SPA-3, and portions of SPA-2 and SPA-5. SPA-4 and SPA-6 are located north of the current city boundaries. Attachment C contains maps depicting current City boundaries and SPAs.

- Approximately 66% of SPA-1 is currently incorporated within the City's boundaries, with several unincorporated county areas making up the remainder.
- Approximately 50% of SPA-2 is currently incorporated within the City's boundaries, with unincorporated county areas making up the remainder.
- Approximately 50% of SPA-3 is currently incorporated within the City's boundaries with unincorporated county areas making up the remainder.
- Current city boundaries do not extend into SPA-4.
- Approximately 10% of SPA-5 is currently incorporated within the City's boundaries with unincorporated county areas making up the remainder.
- Current city boundaries do not extend into SPA-6.

Average annual precipitation ranges from between 5 and 8 inches per year for the Maricopa County Flood Control District (MCFCD) precipitation stations located south of the Dove Valley Road Alignment (SPA-1, SPA-2, SPA-3, SPA-5, and the southern portion of SPA-4). The precipitation stations located north of the Dove Valley Road Alignment (SPA-6 and northern portion of SPA-4) have higher average annual precipitation rates ranging between 9 and 11 inches per year.

There are two characteristic types of rain events: winter storms and summer storms. Winter storms generally occur between October and May with light to moderate precipitation extending over relatively large areas and lasting several hours. The heaviest precipitation occurs between December and March. Summer storms generally occur between June and September, and include the summer monsoon season. These storms are characterized by bands of locally heavy rain within larger areas of light to moderate rainfall. Localized heavy storms are generally of shorter duration than winter storms, often lasting less than one hour.

### **2.3. RECEIVING WATERS**

Stormwater runoff within the City is generally transported via streets, open channels, and other conveyances, directly to City community retention basins, parks, washes, and nearby rivers. The current city boundaries are primarily within the Agua Fria Watershed (United States Geological Survey [USGS] Cataloging Unit 15070102). The Agua Fria River passes through the eastern portion of SPA-1, with only approximately 6,600 feet or 1.25 miles of the river included within current city boundaries. The Agua Fria River has been identified as the receiving water of the United States for the City's stormwater discharge. However, as the City incorporates portions of the MPA to the west and northwest, the Hassayampa River (within the Hassayampa Watershed [USGS Cataloging Unit 15070103]) may become an additional water of the United States receiving City stormwater discharges. Both the Agua Fria and Hassayampa Rivers are within the Middle Gila River Basin. Neither the Agua Fria River nor Hassayampa River is listed as outstanding or impaired waters in the areas that receive City discharges.

### **2.4. SWMP IMPLEMENTATION**

Overall responsibility for administering the Permit and SWMP rests with the City Manager; however, implementing the SWMP requires participation from multiple departments throughout the City. Key supporting departments include Public Works (specifically, Utilities, Wastewater, Streets, and Environmental), Engineering, and Communications. The responsibilities for each department as well as the title of the responsible person(s) are detailed in Attachment D. The department responsible for each BMP has been identified on the implementation schedule in Attachment E. This document is meant to be a living document and as departments, responsibilities, personnel, or any other procedures/practices change within the City, this information will be updated accordingly. Changes to the SWMP are documented in the SWMP Modification Log provided in Attachment F.

### **2.5. CHANGES FROM 2008 SWMP**

The City's previous SWMP was prepared in August 2008 and was designed to comply with the provisions of the AZPDES Small MS4 General Permit (AZG2002-002). The 2008 SWMP consisted of 10 sections:

1. Overview of the Storm Water Management Plan
2. Geography, Demographics, & Hydrology
3. Program Management
4. Public Education and Outreach
5. Public Participation & Involvement
6. Illicit Discharge Detection & Elimination
7. Construction Site Runoff Control
8. Post-Construction Runoff Control
9. Pollution Prevention & Good Housekeeping
10. References

In the 2014 update, new SWMP sections were added and existing sections were re-organized to clarify Permit requirements and to simplify SWMP. New sections include: Training, Qualifying State or Local Program, Sharing Responsibility, Monitoring, SWMP Evaluation and Revision, SWMP Reporting, and Signature Requirements (Sections 4-10 respectively). The six MCMs have been collected into a single section (Section 3) and the measureable goals to be reported in the Annual Report have been revised. Other changes had been made to reflect revised policies, practices, and personnel.

During the 2014 SWMP update, a number of BMPs were modified, replaced, and in some cases removed. Table 2-1 summarizes the changes to the BMPs and provides a brief explanation for each change. Future modifications to the SWMP will be documented in Attachment F.

**TABLE 2-1 SUMMARY OF BMP CHANGES**

MCM-BMP #	2008 BMP	2014 MODIFICATION
1-1	Stormwater Pollution Prevention Brochure	Modified – Incorporate target pollutants and topics for future publications to incorporate water conservation topics from former BMP 1-4. Target pollutants include: sediment, oil, grease and toxic chemicals from motor vehicles, pesticides and nutrients from lawns and gardens, viruses, bacteria, and nutrients from pet waste and failing septic systems, and heavy metals. Topics for future updates to the stormwater pollution prevention brochure will be documented in the annual report for the reporting period in which the changes are completed.
1-2	Business Education Program	Modified - Revised frequency of the BMP to identify new businesses from once to annual to ensure relevant business sectors are addressed.
	Water Conservation Practices for Homeowners	Modified – This BMP (former BMP 1-4) has minimal potential for reducing stormwater pollution. The City’s water conservation program will continue but will not be part of the SWMP. Incorporated conservation components into the Stormwater Brochure (BMP1-1).
1-5	Make SWMP Available	Moved – BMP was moved from Public Involvement (formerly BMP 2-4) to Public Education.
1-6	Regional Public Sector Outreach	Moved – BMP was moved from Public Involvement (formerly BMP 2-2) to Public Education.



MCM-BMP #	2008 BMP	2014 MODIFICATION
3-1	Identify Illicit Discharges & Connections	Added – Development and implementation of IDDE Standard Operating Procedures
3-3	Illegal Dumping/ Illicit Discharge Ordinance	Replaced – This BMP (former BMP 3-3) is complete. The City passed Ordinance 2012-06 §1 on May 8, 2012, now City Code Sections 58-491 to 58-495. In its place, the City plans to revise the ordinance to strengthen its enforcement powers and develop an Enforcement Response Plan (ERP).
4-1	Grading & Drainage Plan	Modified – This BMP was modified to include a required source for construction site BMP specifications and a requirement to submit the NOI and certified receipt or ADEQ Authorization to Discharge (ATD) with construction plans. These measures were added when the BMP for Stormwater Pollution Prevention Plan (SWPPP) review was removed. See below.
	Construction Runoff Control Ordinance	Complete – This BMP (former BMP 4-2) is complete. The City passed Ordinance 2012-06 §1 on May 8, 2012, now City Code Section 58-491 to 58-495. It covers construction site stormwater runoff control requirements in City Code section 58-492. Enforcement actions conducted under this ordinance are reported under BMP 3-3.
	Construction Plan & SWPPP Review	Replaced and Moved – Replaced construction SWPPP review and approval BMP (former BMP 4-3) with a required source for construction site BMP specifications and a requirement to submit the NOI and certified receipt or ADEQ ATD with construction plans. These BMPs ensure that construction sites obtain the required AZPDES permit coverage and that construction BMPs are appropriate. These new requirements were combined with Grading & Drainage Plan into a new BMP 4-1 called Construction Plan Review (see above).
4-3	Construction Site Operator Education	Added – This BMP was added to provide information to construction site operators on the City’s requirements for stormwater pollution prevention.
	Post Construction Ordinance	Complete – This BMP (former BMP 5-2) is complete. The City passed Ordinance 2012-06 §1 on May 8, 2012, now City Code Sections 58-491 to 58-495. It covers construction site stormwater runoff control requirements in City Code Section 58-494. Enforcement actions conducted under this ordinance are reported under BMP 3-3.
	Drywell Permits	Removed – Drywells are not regulated under AZPDES Program. They are not part of the City’s MS4 or Waters of the U.S. The City’s drywell activities will not be included in the SWMP or reported in the Annual Report. No replacement BMP equally protective of stormwater quality is proposed because drywells do not impact stormwater quality.
	O&M Reporting of Privately-Owned Stormwater Structures	Replaced – This BMP (former BMP 5-4) was not practicable to implement and therefore not effective in preventing stormwater pollution. It was replaced with a BMP (current BMP 5-3) to conduct post-construction inspections to ensure that final grading and drainage structures are constructed as planned and are operating as designed. This will help ensure the long-term operation of post-construction structural BMPs.
5-3	Low Impact Development	Added – This BMP was added to evaluate Low Impact Development (LID) practices that would contribute to the reduction of pollutants in stormwater discharges.

### **3.0 CONTROL MEASURES**

The City has evaluated the permit requirements for the six MCMs specified in Part V.B. of the general permit. Based on that review, the City has selected BMPs for each MCM that the City believes will accomplish the goal of minimizing pollution from stormwater runoff to the MEP. Each BMP is then broken down into measurable goals to accomplish the BMP.

The City has identified dates by which implementation of each BMP will begin, frequency for each BMP, measurable goals and responsible persons for each action. A table summarizing the BMPs for each MCM is provided in Attachment E.

#### **3.1. PUBLIC EDUCATION AND OUTREACH (MCM-1)**

This section describes how the City disseminates information on the importance of preventing stormwater pollution to the general public and targeted sectors. The requirements for this section are outlined in Permit Section V.B.1.

The Permit requires the City to implement a public education program or conduct equivalent outreach activities to inform the public about stormwater pollution issues. The target audience for the City's public education and outreach campaign consists of residents, business owners, and City Employees. These audiences have been selected since they possess the largest potential for reducing stormwater pollution.

The target pollutants for the public education and outreach campaign consist of: sediment from construction; oil, grease and toxic chemicals from motor vehicles; pesticides and nutrients from lawns and gardens; viruses, bacteria, and nutrients from pet waste and failing septic systems; and heavy metals from automobiles.

##### Residents

Residents comprise the largest audience for the stormwater public education and outreach campaign. Although all of the City's residents would benefit from the education and outreach campaign, the primary target audience within this group is homeowners. The target activities are vehicle washing and maintenance, lawn care, domestic animal waste, and septic systems.

##### Business Sector

Business and commercial sector education and outreach are important because this sector conduct activities with the potential to release all of the target pollutants. Specific target audiences within this sector include auto repair facilities, restaurants, and construction sites.

Outreach to the construction sector is especially important since the Permit requires the City to conduct construction site inspections. Outreach and education will ensure that this sector is aware of the pollution prevention requirements and the need for City inspections.

##### City Staff

This audience will receive information and training on stormwater pollution prevention measures specific to their positions as well as awareness training since municipal employees are in a unique position to notice and report illicit discharges. A detailed description of the plan for training the City staff is described in section 4.

The City has selected six BMPs that will provide the greatest benefit in meeting the Public Education and Outreach MCM.

- Stormwater Pollution Prevention Brochure (BMP 1-1)
- Business Education & Outreach Campaign (BMP 1-2)
- Stormwater Publications (BMP 1-3)
- Stormwater Webpage (BMP 1-4)
- Make the SWMP Available to the Public (BMP 1-5)
- Regional Public Sector Outreach (BMP 1-6)

These are discussed in more detail in the remainder of this section.

### **BMP 1-1 Stormwater Pollution Prevention Brochure**

The City developed a stormwater pollution prevention informational brochure for residents in April 2004. The brochure is revised over time to meet changing needs of the public education and outreach campaign and changes are reported in the annual report. The brochure includes the City's stormwater hotline and the types of discharges to report. It also provides control measures for sediment; automotive fluids; pesticides and herbicides; viruses, bacteria, and nutrients; and heavy metals. The brochures are distributed at select City department customer counters, public meetings, and events. In addition, the brochure is available for download on the City's stormwater website.

As measurable goals for this BMP, the City reports whether the brochure was revised during the reporting period and the number of brochures distributed in the annual report.

### **BMP 1-2 Business Education & Outreach Campaign**

The City has developed fact sheets for the following types of businesses: home repair and general contractors, automotive repair shops, vehicle body repair and washing, nurseries and landscapers, retail and food service; and residential and office cleaners. They have also developed a fact sheet for cleaning and maintaining outdoor areas that is applicable to many business sectors. The City reviews the list of targeted business sectors annually to add or revise sectors as needed.

The measurable goals for this BMP are to review the targeted business types annually and to distribute fact sheets at public meetings and events.

### **BMP 1-3 Stormwater Publications**

To keep stormwater pollution prevention on the minds of the residential and business sectors, the City periodically publishes articles in a local newspaper, in the City's newsletter (Progress), on government access television, on the City's external or internal webpages, or in other forms of media. The frequency of these publications will be determined as the necessity and as opportunity arises.

These periodic publications are designed to randomly keep this issue in the foreground as opposed to providing a continuous flow of information. When possible, these publications will provide new information to the public as opposed to reiterating information already developed as part of the public education and outreach campaign. These publications may also be used to promote the existing public education outreach campaign.

The City reports the number and type of articles produced each year in the annual report.

#### **BMP 1-4 Stormwater Webpage**

The City has created a stormwater webpage to disseminate information about the stormwater pollution prevention program to residents, business owners, and developers. The website provides access to the stormwater brochure (BMP1-1) and the business sector factsheets (BMP 1-2) in addition to other relevant information such as:

- Importance of stormwater quality
- Pollution prevention tips
- Information about the stormwater hotline
- A downloadable copy of this SWMP
- Information pertaining to the City's AZPDES permit requirements
- Links to applicable ADEQ and EPA websites

As measureable goals for this BMP, the City reports significant new content added to the website and the number of web page hits in the annual report.

#### **BMP 1-5 Make the SWMP Available to the Public**

The City makes a copy of the SWMP available upon request for interested parties to review at select City departments and City Hall. Additionally, the SWMP will be available for download on the City's stormwater webpage.

The City reports whenever the SWMP is revised and a new version posted on the website in the annual report.

#### **BMP 1-6 Regional Public Sector Outreach**

The City is an active participant in Stormwater Outreach for Regional Municipalities (STORM), a regional organization for stormwater outreach/education. STORM was founded in 2002, in response to federal regulations requiring certain municipalities to implement measures to educate the public on the protection of stormwater quality. STORM provides public education by advertising on radio and television, placing theater ads, maintaining a website [www.azstorm.org](http://www.azstorm.org), and participating in public events. STORM also organizes periodic seminars for business sectors such as construction and Multi-Sector General Permit holders.

The City reports STORM outreach and education activities in the annual report.

### **3.2. PUBLIC INVOLVEMENT AND PARTICIPATION (MCM-2)**

This section describes the City's on-going and planned processes to involve the public in fundamental support of the City's SWMP. The requirements for this section are outlined in permit section V.B.2.

The City has selected three BMPs that will provide the greatest benefit in meeting the Public Education and Outreach MCM.

- Community Stormwater Hotline (BMP 2-1)
- Household Hazardous Waste (HHW) Program (BMP 2-2)
- Public Meetings & Events (BMP 2-3)

These are discussed in more detail in the remainder of this section.

### **BMP 2-1 Community Stormwater Hotline**

The stormwater hotline provides a method for City residents to report illegal dumping to the stormwater system, dry weather discharges from stormwater outfalls, or other instances of stormwater pollution. Residents are encouraged to report the following types of information on the stormwater hotline:

- Leaking or blocked stormwater systems
- Dry weather discharges that may contain a pollutant
- Silt and sediment runoff from poorly controlled construction sites
- Chemical dumping
- Information on malfunctioning septic systems

There is also a reporting link on the City's stormwater webpage to allow reporting via the internet. This option may be more suitable to some of the City's residents and allows reporting 24 hours a day.

When a complaint is reported to the hotline or online, the City requests the location of the incident, the type of incident, contact information, and any additional relevant information. The complaint is then routed to the proper personnel for further investigation.

The measurable goal for this BMP is the number of reports received each year through the hotline and webpage.

### **BMP 2-2 Household Hazardous Waste Program**

To keep household products such as paint, stain, varnish, paint thinners, cleaners, adhesives, pesticides, batteries, motor oil, antifreeze, gasoline and pool chemicals from being dumped in a manner that can negatively impact stormwater quality, the City has established a HHW collection and disposal program.

The City has established a website identifying the types of materials that can and cannot be disposed at City HHW collection events and listing the dates and locations of collection events. The website also provides the locations of small electronic and used battery drop-off locations.

The measurable goal associated with this BMP is the number of events held each reporting period.

### **BMP 2-3 Public Events & Meetings**

The City holds several annual "Mall Events" which City departments attend to provide a venue for public input. Generally, City staff set up booths at these events allowing direct contact with the public for the receipt of comments and suggestions about City programs. Activities can include trivia games, brochures and fact sheet distribution, and give-aways of items related to stormwater pollution prevention, such as pet waste collection bags and reusable grocery bags.

The City also holds periodic public information meetings to keep residents, businesses, and employees informed of new or changing City policies and procedures. These include, but are not limited to, Council and local home owner association meetings. The City's residents and stakeholders have the opportunity to make comments regarding the City's stormwater program at these meetings, and those comments will be considered in any future revisions to this SWMP.

The measurable goals for this BMP are to track and report the number of public events and meetings with stormwater participation each year.

### **3.3. ILLICIT DISCHARGE DETECTION AND ELIMINATION (MCM-3)**

The City is responsible for implementing an Illicit Discharge Detection and Elimination (IDDE) program designed to eliminate illicit discharges (IDs), illicit connections (ICs), and improper disposal (dumping) to the MS4. An ID is any discharge to a MS4 that is not composed entirely of stormwater except discharges pursuant to an AZPDES permit and certain allowable non-discharges listed in the SWMP (section 3.3.1.). ICs are any man-made conveyance connecting an ID directly to an MS4. This section outlines the City's methods for detecting and eliminating non-stormwater discharges. The requirements for this section are outlined in permit section V.B.3. Training components specific to IDDE activities are discussed in section 4.

#### **3.3.1. Allowable Non-Stormwater Discharges**

The City Code includes provision for some allowable non-stormwater discharges. According to City Code Section 58-491, the following non-stormwater discharges are not prohibited by the City when conducted in accordance with 40 CFR 122.26(d)(2)(iv)(B)(1)

- Dust control
- Emergency firefighting activities
- Flows from riparian habitats and wetlands
- Flows from natural seeps and springs
- Individual residential or not-for-profit vehicle washing, consisting of water without the addition of any pollutant and where the operation components of the vehicle are not cleaned.
- Street washing activities consisting of water without the addition of any pollutant

The following discharges to the MS4 require a permit or approval of the City:

- Diverted stream flows
- Fire hydrant flow tests
- Flows consisting of uncontaminated groundwater
- Waterline flushing and dye testing

The following discharges to the MS4 are expressly prohibited:

- Flows from crawl space pumps
- Flows from foundation and footing drains
- Non-agricultural irrigation, including landscape irrigation and lawn watering
- Recreational or aesthetic water bodies such as swimming pools, spas, hot tubs, fountains, ponds, etc.

- Refrigeration condensate/runoff, including that from air conditioners and evaporative coolers
- Vehicle washing activities where the wash water contains any pollutant. This includes any washing activities where the engine, transmission, brakes, or other operational components of a vehicle are cleaned
- Lot hosing/cleaning from any industrial, commercial, or retail facility

All other non-stormwater discharges to the MS4 are prohibited.

### 3.3.2. IDDE BMPs

The City has selected three BMPs that will provide the greatest benefit in meeting the IDDE MCM.

- Identify IDs & ICs (BMP 3-1)
- Map Stormwater System (BMP 3-2)
- Illegal Dumping/Illicit Discharge Ordinance (BMP 3-3)

#### **BMP 3-1 Identify IDs and ICs**

Under the original SWMP, the City developed a general plan for addressing IDs and ICs. Potential IDs and ICs are identified two ways: City inspection of major outfalls and reports from the public and municipal employees. The City inspects 20 percent of its major outfalls every year with the entire system screened every five years. If an ID is reported or detected, the City investigates the source of the discharge within fourteen (14) calendar days.

The general procedures for IDDE investigation are:

- If dry weather flow is observed and the City is unable to identify the source of the discharge, collect samples for laboratory analysis, as appropriate.
- If the discharge is determined to be hazardous, the City's will authorize its emergency response personnel and a hazardous waste contractor to remediate the site.
- If a discharge is found to be illicit, the City will notify the property owner and/or other responsible parties to cease such discharge and/or remove any IC within 14 calendar days (2 weeks). Enforcement actions can take place at any time following the detection of an ID or IC.

The City will collect the general procedures into Standard Operating Procedures (SOP) for IDDE as part of this BMP.

The measurable goals for this BMP are development and implementation of an SOP for IDDE and tracking and reporting the number of IC/IC investigation each reporting period.

#### **BMP 3-2 Map Stormwater System**

The City has developed a stormwater system map that includes major outfall locations and municipal stormwater structures on a geographic information system (GIS) map server. The map is updated as new development and re-development creates new municipally-owned stormwater infrastructure.

The measurable goal for this BMP is to continue to update the stormwater system map as needed.

### **BMP 3-3 Enforcement Response Plan**

The City passed Ordinance 2012-06 §1 in 2012. It covers discharge restrictions to the public stormwater system (City Code Section 58-491) and ICs to the MS4 (City Code section 58-495). The City emphasizes education and outreach over enforcement, however, the City is currently revising the stormwater enforcement ordinance (Ordinance No. 07-07, effective July 28, 2007) to strengthen the enforcement component. Once the revised enforcement ordinance is finalized, the City will compile current procedures, with revisions for the new ordinance, into an ERP covering IDDE, construction and post-construction enforcement.

The measurable goals for this BMP are to revise the stormwater enforcement ordinance by October 2014, develop and implement an ERP by June 2015 and to track and report the number of enforcement actions initiated during each reporting period.

### **3.4. CONSTRUCTION SITES (MCM-4)**

This section describes the City's procedures for plan review, site inspection, and stormwater enforcement at construction sites. The requirements for this section are outlined in Permit section V.B.4.

Target construction sites are those that result in the disturbance of one (1) or more acres, as well as those disturbing less than one acre if those activities are part of a larger common plan of development or sale with an overall planned area of disturbance equal to or greater than one acre.

Target pollutants from construction sites include but are not limited to: sediment, paint, oil and grease, debris, and chemicals (as from concrete wash-out water).

Under the 2008 SWMP, the City required the submittal and review of construction Storm Water Pollution Prevention Plans (SWPPPs) as a component of this MCM. The City has since revisited this issue and determined that reviewing and approving SWPPPs exposes the City to an unacceptable level of risk. The City plans to modify its Stormwater Ordinance to require the submittal of the contractor's NOI application form and certified receipt or ADEQ's ATD prior to issuing a building permit. The City continues to review grading and drainage plans for compliance with the City Code.

The City has selected three BMPs that will provide the greatest benefit in meeting the Construction Site MCM.

- Construction Plan Review (BMP 4-1)
- Construction Site Inspections (BMP 4-2)
- Construction Site Operator Education (BMP 4-3)

These are discussed in more detail in the remainder of this section.

### **BMP 4-1 Construction Plan Review**

The City currently requires submittal of the grading and drainage plans for review and approval prior to issuing a grading permit. The grading and drainage plan must establish which areas of the site will be graded, how drainage patterns will be directed, and how runoff velocities will affect receiving waters. The grading and drainage plan must also include information regarding when earthwork will start and stop, must establish the degree and length of finished slopes, and must clearly dictate



where and how excess material will be disposed of (or where borrow materials will be obtained if needed).

Only those areas necessary for building activities and equipment traffic should be cleared and graded. The lowest elevation of the site should remain undisturbed to provide a protected stormwater outlet before stormwater catch basins or other construction outlets are installed. The City requires that a grading and drainage plan conforming to the above specifications and City Code be submitted and approved before a grading permit will be issued.

With the implementation of this new SWMP, the City verifies contractors have obtained Construction General Permit coverage by requiring all target construction sites to submit the contractor's NOI application form and certified receipt or ADEQ's ATD as part of the building permit application process. A grading permit will not be issued by the City until the NOI application form and certified receipt or ADEQs ATD are submitted along with other appropriate documentation.

The City also requires that all construction site stormwater control measures follow the specifications in the Maricopa County, Drainage Design Manual, Volume III Erosion (revised January 2010).

The measurable goal for this BMP is to track and report the number of construction plans reviewed for stormwater compliance during each reporting period.

#### **BMP 4-2 Construction Site Inspections**

To verify construction site operator(s) are operating in compliance with the City Code, the City conducts construction site inspections. City representatives inspect target construction projects to verify compliance with appropriate City ordinance(s) and to confirm stormwater perimeter controls are installed, maintained, and functioning properly. The City has the authority to cite operators of construction sites found to be out of compliance.

The City collects reports of discharges from construction sites via the stormwater hotline and the webpage. The City inspectors are trained on the City's construction stormwater requirements as described in section 4.

The measurable goal for this BMP is to track and report the number of inspections conducted during each reporting period. Enforcement actions are tracked and reported under BMP 3-3.

#### **BMP 4-3 Construction Site Operator Education Program**

To assist the target construction sites in complying with construction MCM requirements, the City added construction site operators to the public education and outreach campaign's target audience (see section 3.1). Specific materials have been developed for this target audience. These materials are available for download on the City's website at:

<http://www.surpriseaz.gov/index.aspx?NID=701>

The measurable goal for this BMP is to track and report the number of webpage hits during each reporting period.

### **3.5. POST-CONSTRUCTION SITES (MCM 5)**

This section identifies programs the City carries out to reduce pollution from new development and redevelopment areas, including both structural and non-structural BMPs, maintenance of infrastructure, and enforcement of regulations. The requirements for this section are outlined in permit section V.B.5.

Target development projects are new development and redevelopment sites that result in the disturbance of one (1) or more acres, as well as those disturbing less than one acre if those activities are part of a larger common plan of development or sale with an overall planned area of disturbance equal to or greater than one acre. Some post-construction BMPs may also include existing development as a target development.

Target pollutants from post-construction sites include typical urban stormwater pollutants such as: sediment; automotive fluids; pesticides and herbicides; viruses, bacteria, and nutrients; and heavy metals.

The City has selected three BMPs that will provide the greatest benefit in meeting the Construction Site MCM.

- Developer Education Program (BMP 5-1)
- Post-Construction Inspections (BMP 5-2)
- Low-Impact Development (BMP 5-3)

These are discussed in more detail in the remainder of this section.

#### **BMP 5-1 Developer Education Program**

To assist the target development projects in complying with post-construction MCM requirements, the City added developers, architects, and individuals involved in the construction and operation and maintenance (O&M) of structural BMPs to the public education and outreach campaign's target audience (see section 3.1). Specific materials have been developed for this target audience. These materials are available for download on the City's website at:

<https://www.surpriseaz.gov/1358/Design-Guidelines>

The measurable goal for this BMP is to track and report the number of webpage hits during each reporting period.

#### **BMP 5-2 Post-Construction Inspections**

To verify post-construction BMPs were constructed as planned and operating as designed, the City conducts post-construction site inspections of private and municipal construction sites. Target post-construction projects are inspected by City staff for compliance with City Ordinance(s). The inspector has the authority to cite any owner or operator of a site if stormwater control measures are not constructed as planned or operating as designed. The City inspectors are trained on the City's post-construction stormwater requirements as described in section 4.

The measurable goal for this BMP is to track and report the number of post-construction inspections conducted each reporting period.

### **BMP 5-3 Low Impact Development**

The City will evaluate LID practices that would contribute to the reduction of pollutants in stormwater discharges from new construction, significant redevelopment, and retrofits of commercial and residential areas for applicability, regulatory hurdles, and other factors. The analysis findings will be reported in the 2015-2016 annual report. At that time, the SWMP may be amended to include BMPS for LID.

The measurable goal for this BMP is to report analysis findings in the 2015-2016 annual report.

## **3.6. POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (MCM 6)**

This section outlines the City's O&M program for preventing and/or reducing pollutant runoff from municipal operations. The requirements for this section are outlined in permit section V.B.6. Training components are discussed in section 4.

Target pollutants for municipal operations are presented in Attachment G.

The City has selected five BMPs that will provide the greatest benefit in meeting the Pollution Prevention/Good Housekeeping for Municipal Operations MCM.

- Target Operations (BMP 6-1)
- Municipal Training Program (BMP 6-2)
- Municipal Street & Parking Area Sweeping Program (BMP 6-3)
- Motor Pool Washing Policy (BMP 6-4)
- Retention Basin Operation & Maintenance Program (BMP 6-5)

These are discussed in more detail in the remainder of this section.

### **BMP 6-1 Target Operations**

The City has identified target municipal operations with the greatest potential to impact stormwater quality. Attachment G contains two tables pertaining municipal operations: Table 1 identifies the target operations, the departments that perform those operations, the source or activity, and potential pollutant categories associated with those operations. Table 2 presents potential pollutant categories and associated pollutants.

Stormwater pollution prevention from municipal operations is addressed through the employee training BMP (see section 4). Some of the target operations are also included as a BMP later in this section, and pollutants associated with those operations are addressed there as well. As part of this BMP, the City uses fact sheets developed as part of BMP 1-3 and/or BMP procedures that address pollution prevention from municipal activities.

The measurable goals for this BMP include updates to the list of municipal operations with the potential to impact stormwater quality and revisions to fact sheets and/ or BMPs as needed.

### **BMP 6-2 Municipal Training Program**

See Section 4.

### **BMP 6-3 Municipal Street & Parking Area Sweeping Program**

The City's street sweeping program is designed to remove sediment buildup and oil residue accumulating on City roadways and gutters and to reduce pollutant loading to the receiving water. The City's current sweeping program includes City streets and paved municipal parking areas. The City continues to evaluate the scope of this program as new areas are developed and new surfaces are created.

The measurable goals for this BMP are maintain current street sweeping frequencies, update the program as needed for new development, and report planned changes in the annual report.

### **BMP 6-4 Motor Pool Washing Policy**

The City has developed a policy to reduce to the MEP the washing of motor pool vehicles in areas that drain to the stormwater system. It includes using dry washing techniques, washing at approved professional carwash locations, and washing at city properties that are equipped with approved wash racks. In some cases, solid and liquid waste hauling vehicles may be cleaned initially at landfill locations as the load is being emptied or after the load has been emptied.

Dry washing techniques include using a hand-spray solution and rags, brooms, and scrappers. An approved professional carwash would be required to drain wash water through an oil/sand separator to an approved sanitary sewer connection. Approved wash racks installed on City properties drain either through an oil/sand separator to an approved sanitary sewer connection or to a holding tank with or without an oil/sand separator where the used wash water and associated pollutants are removed and properly disposed.

Target motor pool vehicles for this BMP are those that are registered with the Motor Vehicle Department and commonly used as a form of transportation on City streets. These are broken into two categories, regular and large registered vehicles. Regular registered vehicles include cars, vans, light and heavy duty pickup trucks, utility trucks, and mid-sized buses. Large registered vehicles include full-sized buses, semi-tractor trucks and associated trailers, box trucks, drill rigs, fire trucks, trash collection vehicles, recycling material collection vehicles, street sweepers, wastewater transportation vehicles, and pump trucks.

The measurable goal for this BMP is to evaluate the current wash policy on an annual basis to determine its effectiveness and the potential need for changes, such as the construction of additional municipal wash racks.

### **BMP 6-5 Retention Basin Operation & Maintenance Program**

Retention basins are used widely in the City to store and control stormwater runoff. The use of retention standards and these structural BMPs in the design of the City's stormwater infrastructure is largely the result of necessity since the largest areas of development in recent history has been in SPA-1 where there is little to no system for conveyance of stormwater to nearby rivers. As the City continues to extend into other SPAs, retention basins may or may not continue to be the primary structural BMP employed by the City.

To ensure retention basins function as designed, they must be properly maintained. The City has developed an inventory of City-owned retention basins and maintains municipally-owned retention basins and other stormwater structures. Privately-owned retention basins are required to be maintained by their respective owner(s).

The measurable goals for this BMP are to track and report the number of municipally-owned retention basins and other stormwater structures maintained during each reporting period.

## 4.0 MUNICIPAL EMPLOYEE TRAINING

The City has a training program to address the training requirements for municipal employees outlined in permit sections V.3 (IDDE) and V.6 (Pollution Prevention/Good Housekeeping for Municipal Operators). In addition to this permit required training, the City also trains construction and post-construction inspectors (permit sections V.4 and V.5, respectively). This BMP is identified as BMP 6-2 (see section 3.6); however, it is presented as its own section in this SWMP to consolidate all required municipal training in one location. In addition to the permit-required training topics listed in sections 4.1.1 - 4.1.4, training may include: proper storage and handling of materials; identifying and reporting illicit discharges; general information on the City's AZPDES requirements; and other related issues.

Target employees are construction plan reviewers, construction and post- construction inspectors, code enforcement officers, public safety personnel, and those employees who are involved in target operations and/or their supervisors. The training program is based on the identified needs of the municipal employees.

### 4.1. TYPES OF TRAINING

The following sections describe the different types of stormwater pollution prevention training conducted by the City.

#### 4.1.1. IDDE

As outlined in permit section V.3.e, training is required to inform public employees of hazards associated with illegal discharges and improper disposal of waste. The goals of the program are to raise awareness of IDs and ICs, to prevent ICs and ICs, and to encourage municipal employees to report IDs and ICs they may encounter during the normal course of their jobs.

#### 4.1.2. Municipal Facilities

As outlined in permit section V.6.a, training is required on the O&M program for municipal operations. The goal of the program is to prevent or reduce pollutant runoff from municipal operations due to activities, including but not limited to: park and open space maintenance, fleet and building maintenance, new construction and land disturbances (see sections 4.1.3 and 4.1.4), and stormwater system maintenance. Training topics include:

- Maintenance activities, schedules, and inspection procedures for controls to reduce floatables and other pollutants.
- Controls to reduce or eliminate the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt and sand storage locations and snow disposal areas.
- Procedures to properly dispose of waste removed from the City and municipal operations (including dredge spoil, accumulated sediments, floatables, and other debris).

#### **4.1.3. Construction Inspection**

Training is required for employees responsible for conducting construction site inspections and applying enforcement actions against construction site operators (permit section V.4). The goal of the program is to prevent or reduce pollutant runoff from construction sites.

#### **4.1.4. Post-Construction Inspection**

Training is required for employees responsible for conducting post-construction site inspections and applying enforcement actions (permit section V.5). The goal of the program is to prevent or reduce pollutant runoff from new development and redevelopment projects.

### **4.2. TRAINING FREQUENCY**

The City conducts annual training for new employees and biennial refresher training to existing employees on the topics identified in section 4.1.

### **4.3. TRAINING METHOD**

The City's training program trains employees on an annual basis and when assigned new operations, tasks, equipment, or protocols.

Training will be provided by one or more of the following methods suggested by ADEQ:

- Incorporate stormwater training into existing training programs (i.e. safety, materials handling, new employee orientation, etc.).
- Establish on-the-job awareness and reinforcement (stormwater pollution prevention posters, paycheck inserts, articles on the City's internal website, etc.).
- Provide more customary training such as in-house workshops or conferences.

### **4.4. TRAINING MEASUREABLE GOALS**

The measurable goal for this BMP is to track and report training conducted during each reporting period.

## **5.0 QUALIFYING STATE OR LOCAL PROGRAM**

The City is not substituting any state or local stormwater pollution control program for compliance with one or more of the MCMs (Permit Section V.C).

## **6.0 SHARING RESPONSIBILITY**

The City has the responsibility to implement all measures within this SWMP. There are no shared responsibilities for MCM implementation (Permit Section V.D).

## 7.0 MONITORING

Permit Section V.F requires monitoring for small MS4s that discharge to impaired waters with established Total Maximum Daily Load(s) (TMDLs). The City MS4 drains to the Agua Fria River. At this time, the Agua Fria River in the Surprise area is not listed on Arizona's 303(d) list and there is no established TMDL; therefore, the City's SWMP does not include provision for stormwater monitoring.

## **8.0 SWMP EVALUATION AND REVISION**

The City reviews the SWMP in June of each year starting in June 2014 and evaluate the implementation status of the SWMP components as well as the effectiveness of each component or combination of components. During the annual review, the City determines if the SWMP needs to be revised. If SWMP revisions are needed, the City notifies ADEQ of any additions. If components of the SWMP need to be replaced, the City will submit the proposed revisions to ADEQ with an explanation of why the original practice was ineffective and how the replacement will better address the goals of the management practice.

All changes made to the SWMP under this section will be discussed in the Annual Report and documented in the SWMP Modification Log in Attachment F.

## 9.0 SWMP REPORTING

### 9.1. ANNUAL REPORT

To comply with Permit Section V.G, the City submits annual reports by September 30<sup>th</sup> of each year for the preceding period of July 1 through June 30. The annual report summarizes the following:

- The status of compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, progress towards achieving the goal of reducing the discharge of pollutants to the MEP and protecting water quality, and the measurable goals for each of the minimum CMs.
- Results of information collected and analyzed (if any).
- Changes made to the SWMP since the last annual report and a summary of stormwater activities the City plans to undertake during the next reporting period.
- Proposed changes to the SWMP.
- A description of BMPs to be implemented within new areas annexed over the past year that are located within the regulated boundaries of the MS4.
- A description and schedule for implementation of additional BMPs that may be necessary.
- Notice that the City is relying on another government entity to satisfy some of the permit obligations (if applicable).

The annual report is submitted to:

Arizona Department of Environmental Quality  
Compliance Data Unit  
1110 W. Washington St  
Phoenix, Arizona 85007

### 9.2. OTHER REPORTING

In compliance with Permit Section VI.M, the City also provides reports to ADEQ for the following events:

- Anticipated Noncompliance. The City will give advanced notice to ADEQ of any planned changes that may result in noncompliance with permit requirements.
- Transfers. The City may not transfer the Permit to any person except after notice to the ADEQ Director. Additional modification or revocation may be needed to change the name of the permittee and incorporate other requirements that may be necessary to comply with the permit.
- Other Information. The City will promptly notify ADEQ after becoming aware of a failure to submit any relevant facts or submitting incorrect information in the NOI or in any other report to ADEQ.

Reports made under this section are submitted to the address provided in Section 8.1.

## 10.0 SIGNATURE REQUIREMENTS

As described in permit section VI.L, documentation required by the permit must comply with signatory requirements. As a municipality, NOIs and Notices of Termination (NOTs) must be signed by a principal executive officer or ranking elected official.

All required reports, including this SWMP, must be signed by the principal executive officer or ranking elected official or by their duly authorized representative. A person is duly authorized if:

- The authorization is made in writing by a principal executive officer or ranking elected official.
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of manager, operator, superintendent, or position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the City.

The Authorized Representative Signature form is maintained in the SWMP as Attachment H.

All signed documents under permit section VI.L, must include the following certification statement:

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

## Attachment A

AZPDES Phase II MS4 Permit





STATE OF ARIZONA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER QUALITY DIVISION  
PHOENIX, ARIZONA 85012-2809

ARIZONA POLLUTANT DISCHARGE ELIMINATION SYSTEM  
GENERAL PERMIT FOR DISCHARGE FROM  
SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)  
TO WATERS OF THE UNITED STATES

In compliance with the provisions of the Arizona Pollutant Discharge Elimination System program, (Arizona Revised Statutes, Title 49, Chapter 2, Article 3.1 and Arizona Administrative Code, Title 18, Chapter 9, Articles 9 and 10), this general permit authorizes discharges certified under this general permit from those locations specified throughout the state of Arizona to waters of the United States. These discharges shall be in accordance with the conditions of this general permit.

This permit only authorizes discharges from those operators of small municipal separate storm sewer systems in Arizona who submit a complete Notice of Intent in accordance with Parts III and V of this general permit and who comply with the permit requirements and conditions of Parts IV and VI. All discharges authorized by this general permit shall be consistent with the terms and conditions of this general permit.

This general permit becomes effective on December 19, 2002.

This general permit and the authorization to discharge expire at midnight, December 19, 2007.

Issued this 19<sup>th</sup> day of DEC. 2002.

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

A handwritten signature in black ink, appearing to read "Karen Smith", is written over a horizontal line.

Karen Smith, Director  
Water Quality Division

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## **PART I. COVERAGE UNDER THIS GENERAL PERMIT**

- A. Permit Area. This permit covers the state of Arizona, except for Indian Country.
- B. Eligibility.
  - 1. This permit authorizes the discharge of stormwater from small municipal separate storm sewer systems (MS4s) provided that the permittee complies with all the requirements of this general permit and the MS4:
    - a. Is located fully or partially within an urbanized area as determined by the latest Decennial Census by the Bureau of Census, or
    - b. Is designated for permit authorization by the Department under R-18-9-A902(D)(1), R18-9-A902(D)(2), R-18-9-A902(E), and R18-9-A905(A)(1)(f) which incorporates 40 CFR 122.32.
- C. Non-Stormwater Discharges.
  - 1. The permittee shall prohibit all types of non-stormwater discharges into its MS4 unless the discharges are authorized by a separate NPDES or AZPDES permit or not prohibited under Part I, Section C.2 or are identified by the permittee as occasional incidental non-stormwater discharges under Part V, Section B.3.a.ii.
  - 2. The following categories of non-stormwater discharges (occurring within the jurisdiction of the permittee) are only prohibited if the discharges are identified as significant contributors of pollutants to or from the MS4. If any of the following categories of discharges are identified as a significant contributor, the permittee must address the category as an illicit discharge as specified in Part V, Section B.3:
    - a. Water line flushing,
    - b. Landscape irrigation,
    - c. Diverted stream flows,
    - d. Rising ground waters,
    - e. Uncontaminated ground water infiltration,
    - f. Uncontaminated pumped groundwater,
    - g. Discharges from potable water sources,
    - h. Foundation drains,
    - i. Air conditioning condensate,
    - j. Irrigation water,
    - k. Springs,
    - l. Water from crawl space pumps,
    - m. Footing drains,
    - n. Lawn watering,

- o. Individual residential car washing,
  - p. Discharges from riparian habitats and wetlands,
  - q. Dechlorinated swimming pool discharges,
  - r. Street wash water, and
  - s. Discharges or flows from emergency fire fighting activities.
- D. Limitations of Coverage. This general permit does not authorize:
1. Discharges mixed with sources of non-stormwater unless the non-stormwater discharges:
    - a. Comply with a separate NPDES or AZPDES permit, or
    - b. Are determined not to be a significant contributor of pollutants to waters of the United States;
  2. Stormwater discharges associated with industrial activity as defined in 40 CFR 122.26(b)(14)(i)-(ix) and (xi);
  3. Stormwater discharges associated with construction activity as defined in 40 CFR 122.26(b)(14)(x) or 40 CFR 122.26(b)(15);
  4. Stormwater discharges currently covered under another permit;
  5. Discharges to impaired waterbodies listed under section 303(d) of the Clean Water Act (CWA) if discharges from the MS4 contain, or may contain, pollutant(s) for which the waterbody is listed except:
    - a. If a TMDL has been established, and the stormwater management program (SWMP) is consistent with the requirements of the TMDL, including any wasteload allocation or load allocation in the TMDL. The SWMP must also identify BMPs the permittee will use to meet wasteload allocations or load allocations and include monitoring for associated pollutant(s); and
    - b. If a TMDL has not been established, and the SWMP includes a section describing how the program will control the discharge of 303(d) listed pollutants and ensure to the maximum extent practicable that discharges from the MS4 will not cause or contribute to exceedances of surface water quality standards. The SWMP must also identify BMPs the permittee will use to control discharges and include monitoring of their effectiveness;
  6. Discharges that do not comply with Arizona's anti-degradation rule (R18-11-107). The anti-degradation rule may be obtained from the Department's Phoenix office or from the Department's Web site.

## **PART II. AUTHORIZATION UNDER THIS GENERAL PERMIT**

- A. Application for Coverage.
1. An applicant seeking authorization to discharge under this general permit shall submit to the Department a complete notice of intent (NOI), in accordance with the deadlines in Part III, Section A. The NOI must include the information and attachments required by Part III,

Section B.

If the Department notifies an applicant (either directly, by public notice, or by making information available on the Internet) of other NOI options that become available at a later date, such as electronic submission of forms or information, the applicant may take advantage of those options to satisfy the NOI submittal requirements.

2. If an operator changes or a new operator is added after an NOI has been submitted, the permittee shall submit a new or revised NOI to the Department.
3. A discharger who submits a complete NOI and meets the eligibility requirements in Part I may discharge stormwater from a small MS4 under the terms and conditions of this general permit 30 days after the date the NOI is received by the Department. For the purposes of this permit, receipt is the day the fax was sent, the day the NOI was hand-delivered to the Department, or the day the Department signed certified mail containing the NOI. Submission of the NOI demonstrates the discharger's intent to be covered by this permit; it is not a determination by the Department that the discharger has met the eligibility requirements for the permit.
4. If the Department notifies the applicant of deficiencies or inadequacies in any portion of the NOI (including the stormwater management program), the applicant must correct the deficient or inadequate portions and submit a written statement to the Department certifying that appropriate changes have been made. The certification must be submitted within the time-frame specified by the Department and must specify how the NOI has been amended to address the identified concerns.

B. Terminating Coverage.

1. A permittee may terminate coverage under this general permit by submitting a notice of termination (NOT). Authorization to discharge terminates at midnight on the day the NOT is signed.
2. A permittee shall submit an NOT to the Department within 30 days after the permittee:
  - a. Ceases discharging stormwater from the MS4,
  - b. Ceases operations at the MS4, or
  - c. Transfers ownership of or responsibility for the facility to another operator.
3. The NOT form can be obtained from the Department and must include the following information:
  - a. Name, mailing address, and location of the MS4 for which the notification is submitted;
  - b. The name, address and telephone number of the operator addressed by the NOT;
  - c. The NPDES or AZPDES permit number for the MS4;
  - d. An indication of whether another operator has assumed responsibility for the MS4, the discharger has ceased operations at the MS4, or the stormwater discharges have been eliminated; and
  - e. The following certification:

*I certify under penalty of law that all stormwater discharges from the identified MS4 that are authorized by an AZPDES general permit have been eliminated, or that I am no longer the operator of the MS4, or that I have ceased operations at the MS4. I understand that by submitting this Notice of Termination I am no longer authorized to discharge stormwater under this general permit, and that discharging pollutants in stormwater to waters of the United States is unlawful under the Clean Water Act where the discharge is not authorized by an AZPDES permit. I also understand that the submission of this Notice of Termination does not release an operator from liability for any violations of this permit or the Clean Water Act.*

- f. NOTs, signed in accordance with Part VI, Section L, must be sent to the Department at the following address:

Small MS4 NOT  
Surface Water Permits Unit (5415 B)  
Arizona Department of Environmental Quality  
1110 West Washington  
Phoenix, AZ 85007

### **PART III. NOTICE OF INTENT REQUIREMENTS**

A. Deadlines for Notification.

1. MS4s automatically designated under R18-9-A905(A)(1)(f) are required to submit an NOI and a stormwater management program or apply for an individual permit by March 10, 2003.
2. MS4s designated under R18-9-A902(D)(1), R18-9-A902(D)(2), or R18-9-A902(E) are required to submit an NOI and a stormwater management program within 180 days of notice (unless the Department provides additional time in the designation notice).
3. New MS4s and New Operators
  - a. For new MS4s within urbanized areas which commence discharges subsequent to March 10, 2003, the NOI must be submitted not later than 30 days prior to commencing discharges.
  - b. For new operators of an existing MS4, the NOI must be submitted not later than two days prior to taking operational control of the MS4.
4. If a late NOI is submitted, the authorization is only for discharges that occur after permit coverage is granted. The Department reserves the right to take appropriate enforcement actions for any unpermitted discharges.

B. Contents of Notice of Intent. An applicant eligible for coverage under this general permit shall submit an NOI to discharge under this general permit. The NOI shall contain the following information:

1. The name, mailing address, and telephone number of the municipal entity applying;
2. An indication of whether the applicant is a federal, state, or other public entity;
3. The urbanized area or core municipality (if not located in an urbanized area) where the small MS4 is located; the county(ies) where the small MS4 is located, and the latitude and longitude of the approximate center of the small MS4;
4. The name of the major receiving water(s) and an indication of whether any of the receiving

waters are on the latest CWA section 303(d) list of impaired waters. If the small MS4 discharges to any 303(d) listed waters, include a certification that the SWMP meets the requirements of Part I, Section D.5;

5. An indication of whether all or a portion of the small MS4 is located in Indian country;
6. If the applicant is relying on another governmental entity to satisfy one or more permit obligations (see Part V, Section D), the identity of that entity(ies) and the element(s) the entity(ies) will be implementing;
7. The name and work position or title of the contact person;
8. The signature of the certifying official, signed in accordance with the signatory requirements of Part VI, Section L; and
9. A stormwater management program (SWMP), including best management practices (BMPs) that will be implemented and the measurable goals for each of the stormwater minimum control measures specified in Part V, Section B., the month and year in which the applicant will start and fully implement each of the minimum control measures or the frequency of the action, and the name of the person(s) responsible for implementing or coordinating the SWMP.
10. The following certification:

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. In addition I certify that the permittee will comply with all terms and conditions stipulated in General Permit No. AZG2002-002 issued by the Director.*

- C. Where to Submit. The applicant shall submit the signed NOI to the Department at the following address:

Small MS4 NOI  
Surface Water Permits Unit, 5415B  
Arizona Department of Environmental Quality  
1110 West Washington  
Phoenix, AZ 85007

- D. Co-Permittees Under a Single NOI.

Any small MS4 that meets the requirements of Part I of this general permit may choose to partner with another regulated MS4 to develop and implement a SWMP. The MS4s may also jointly submit one NOI. If responsibilities are being shared as provided in Part V, Section D, the SWMP must describe which permittees are responsible for implementing each of the minimum measures. All small MS4 permittees are subject to the provisions in Part V, Section E.

#### **PART IV. SPECIAL CONDITIONS**

Total Daily Maximum Loads (TMDLs) Allocations Established after Permit Issuance. If a TMDL is established for any waterbody into which the permittee discharges prior to the date that the permittee or applicant submits an NOI, and if that TMDL includes a wasteload allocation or load allocation for a parameter likely to be

discharged by the MS4, the permittee must meet the requirements of the TMDL and/or its associated implementation plan. If a TMDL is approved for any waterbody into which the permittee discharges after the date that the permittee or applicant submits an NOI, the Department may require revisions to the SWMP to ensure that the wasteload allocation, load allocation and/or the TMDL's associated implementation plan will be met. Monitoring of the discharges may also be required, as appropriate, to ensure compliance with the TMDL.

## **PART V. STORMWATER MANAGEMENT PROGRAM (SWMP)**

- A. General Requirements. An applicant shall develop, and a permittee shall implement, and enforce a SWMP designed to reduce the discharge of pollutants from a small MS4 to the maximum extent practicable (MEP) to protect water quality. The SWMP shall include management practices; control techniques; system, design, and engineering methods; and other provisions the Department determines appropriate for the control of pollutants.
1. A permittee must fully implement the SWMP, including its measurable goals, no later than December 19, 2007 (except as provided under Part V, Section A.2).
  2. If a permittee is required to obtain permit coverage after March 10, 2003, the permittee shall implement the SWMP, including its measurable goals, for the period between the date of authorization to discharge and the expiration date of this permit. For example, if the permittee was authorized to discharge under this permit on March 10, 2006 the measurable goals established in the SWMP for the period between 2006 and the expiration date of this general permit must be met.
  3. The SWMP shall address each of the minimum control measures of Part V, Section B and must include measurable goals, including interim milestones, for each BMP, including as appropriate, the months and years in which the MS4 will undertake the required actions and the frequency of the action. The name and title of the person or persons responsible for implementing the SWMP shall also be included.
  4. The permittee shall protect water quality by ensuring, to the maximum extent practicable, that no discharge shall cause or contribute to an exceedance of applicable water quality standard. To do so, the permittee shall fully implement all SWMP and permit requirements in accordance with the established time frames.
- B. Minimum control measures.
1. Public Education and Outreach on Stormwater Impacts. The permittee or applicant, as applicable, shall:
    - a. Implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impact of stormwater discharges on waterbodies and the steps that the public can take to reduce pollutants in stormwater runoff.;
    - b. Include the following information in the SWMP:
      - i. A description of the education program and outreach activities;
      - ii. A description of the methods for disseminating information;
      - iii. The target audiences and target pollutants and sources that the applicant will address in the program, and how they were selected;
      - iv. An estimation of the number of people with whom the applicant intends to communicate;

- v. A list of measurable goals for the public education and outreach program;
  - vi. Dates, in terms of months and years, by which the permittee will achieve specific measurable goals
  - vii. The name(s) and title(s) of the person(s) responsible for implementing and coordinating the education activities.
2. Public Involvement/Participation. The permittee or applicant, as applicable, shall:
- a. Develop and implement a plan to encourage public involvement and participation in the development and implementation of the SWMP;
  - b. Comply with state and local public notice requirements when implementing the public involvement/participation program.
  - c. Include the following information in the SWMP:
    - i. A description of the general plan for informing the public of involvement and participation opportunities;
    - ii. The types of activities for public involvement that the program will include and the target audiences;
    - iii. A description of the procedure for receiving and reviewing public comments;
    - iv. An explanation of how interested parties may access the SWMP and NOI;
    - v. A list of measurable goals for the public involvement/participation program;
    - vi. Dates, in terms of months and years, by which the permittee will achieve specific measurable goals and;
    - vii. The name(s) and title(s) of the person(s) responsible for implementing and coordinating the public involvement/participation activities.
3. Illicit Discharge Detection and Elimination. The permittee or applicant, as applicable, shall:
- a. Develop, implement, and enforce a program to detect and eliminate illicit discharges into the small MS4, except those discharges listed below:
    - i. Non-stormwater discharges as listed in Part I, Section C.2 ; This exception does not apply to those categories of discharge which the permittee or applicant has determined to be a significant contributor of pollutants to the small MS4; or
    - ii. Occasional incidental non-stormwater discharges (e.g. non-commercial or charity car washes, etc.) that the permittee does not expect (based on information available to the permittee) to be a significant contributor of pollutants to the small MS4 because of either the nature of the discharges or conditions the permittee has established for allowing these discharges to the small MS4 (e.g., a charity car wash with appropriate controls on frequency, proximity to sensitive waterbodies, BMPs on the wash water, etc.).
  - b. Develop, if not already completed, a storm sewer system map, showing the location of all outfalls and the names and location of all waters of the United States that receive discharges from those outfalls;

- c. To the extent allowable under state or local law, effectively prohibit through ordinance or other regulatory mechanism, non-stormwater discharges into the storm sewer system and implement appropriate enforcement procedures and actions;
  - d. Develop and implement a plan to detect, identify the source of, and address non-stormwater discharges, including illegal dumping, to the system;
  - e. Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste;
  - f. Conduct dry weather field screening for non-stormwater flows. The screening must include qualitative field tests based on color, odor, or visually observed characteristics as indicators of discharge sources. If the qualitative field tests do not provide enough information for the permittee to determine the source of the discharge, the permittee must test the discharge, while in the field, for selected chemical parameters. The permittee must investigate the illicit discharge within 15 days of its detection, and must follow up investigation with an action to further study the source of the discharge or eliminate it.
  - g. Include the following information in the SWMP:
    - i. A description of detection methods;
    - ii. A description or citation of the established ordinance or other regulatory mechanism used to prohibit illicit discharges. If the permittee needs to develop this mechanism, describe the plan and a schedule to do so.
    - iii. A description of enforcement policy and jurisdiction;
    - iv. A description of the non-stormwater discharges allowed in the small MS4 pursuant to Part V, Section B.3.a.i;
    - v. A description of the non-stormwater discharges allowed in the small MS4 pursuant to Part V, Section B.3.a.ii;
    - vi. The methods for informing/training employees about illicit discharges;
    - vii. The methods for informing the public of hazards associated with illegal discharges and improper disposal of waste;
    - viii. A list of measurable goals for the illicit detection and elimination program;
    - ix. Dates, in terms of months and years, by which the permittee will achieve specific measurable goals; and
    - x. The name(s) and title(s) of the person(s) responsible for implementing and coordinating illicit discharge detection and elimination activities.
4. Construction Site Stormwater Runoff Control. The permittee or applicant, as applicable, shall:
- a. Develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to the small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharges from construction activity disturbing less than one acre must be included in the program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. If the Department waives requirements for

stormwater discharges associated with small construction activity, defined under 40 CFR 122.26(b)(15)(i), the permittee is not required to develop, implement, and/or enforce a program to reduce pollutant discharges from these sites;

- b. Using an ordinance or other regulatory mechanism available under the legal authorities of the small MS4, require construction site operators to practice erosion and sediment control and require construction site operators to control waste and properly dispose of wastes, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality. This ordinance must apply, at a minimum, to those sites described in Part V, Section B.4.a.
  - c. Review all site plans for those sites described in Part V, Section B.4.a. for potential water quality impacts, including erosion and sediment control, control of other wastes, and any other impacts that must be examined according to the requirements of the law or ordinance of Part V, Section B.4.b. Before ground is broken at the construction site, the small MS4 operator shall review the plans and, verify (in written communication with the construction site operator) that the BMPs for the site are appropriate;
  - d. Develop and implement procedures for site inspection and enforcement of control measures for those sites described in Part V, Section B.4.a.;
  - e. Include the following information in the SWMP:
    - i. A description or citation of the established ordinance or other regulatory mechanism used to prohibit erosion and ensure proper management of wastes on construction sites per Part V, Section 4.b. If the permittee needs to develop the required regulatory mechanism, describe the plan and a schedule to do so;
    - ii. A description of the sanctions and enforcement mechanism(s) to ensure compliance;
    - iii. A description of the procedures for site inspection and enforcement of control measures, and procedures for site plan reviews;
    - iv. Procedures for receipt, acknowledgment and consideration of information submitted by the public,
    - v. A list of measurable goals for the construction site runoff control program;
    - vi. Dates, in terms of months and years, by which the permittee will achieve specific measurable goals; and
    - vii. The name(s) and title(s) of the person(s) responsible for overseeing construction site runoff control activities.
5. Post-Construction Stormwater Management in New Development and Redevelopment. The permittee or applicant, as applicable, shall:
- a. Develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, and discharge into the small MS4. The program must ensure that controls are in place that would prevent or minimize water quality impacts;

- b. Develop and implement strategies that include a combination of structural and/or non-structural BMPs appropriate for the community;
  - c. Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under the legal authorities of the small MS4;
  - d. Ensure adequate long-term operation and maintenance of BMPs; and
  - e. Include the following information in the SWMP:
    - i. A description of the management practices to reduce post-construction runoff from new development and redevelopment projects within the MS4; address any specific priority areas and tailor to the local community;
    - ii. A description or citation of the established ordinance or other regulatory mechanism used to address post-construction runoff control. If the permittee needs to develop the required regulatory mechanism, describe the plan and a schedule to do so;
    - iii. A description of the procedure to ensure compliance with local requirements;
    - iv. A description of the education program for developers, architects and the public about project designs that minimize water quality impacts;
    - v. An identification of the measurable goals for the post-construction runoff control program;
    - vi. Dates, in terms of months and years, by which the permittee will achieve specific measurable goals; and
    - vii. The name(s) and title(s) of the person(s) responsible for the development, implementation, and enforcement of post-construction stormwater management.
6. Pollution Prevention/Good Housekeeping for Municipal Operations. The permittee or applicant, as applicable, shall:
- a. Develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations due to activities, including but not limited to, park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance. The permittee shall address the following topics in the program:
    - i. Maintenance activities, maintenance schedules, and long-term inspection procedures for controls to reduce floatables and other pollutants to the small MS4;
    - ii. Controls to reduce or eliminate the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, and salt and sand storage locations and snow disposal areas; and
    - iii. Procedures to properly dispose of waste removed from the small MS4 and municipal operations, including dredge spoil, accumulated sediments, floatables, and other debris.

- b. Include the following information in the SWMP:
  - i. A list of the municipal operations impacted by this operation and maintenance program;
  - ii. A description of the training program for municipal employees
  - iii. A list of measurable goals for the municipal pollution prevention program;
  - iv. Dates, in terms of months and years, by which the permittee will achieve specific measurable goals; and
  - v. The name(s) and title(s) of the person(s) responsible for implementing and coordinating employee training and pollution prevention activities.
  
- C. Qualifying State or Local Program. The permittee may substitute the BMPs and measurable goals of an existing stormwater pollution control program to qualify for compliance with one or more of the minimum control measures if the existing measure meets the requirements of the minimum control measure as established in Part V, Section B.
  
- D. Sharing Responsibility. Implementation of one or more of the minimum measures may be shared with another entity, or the entity may fully take over the measure. A permittee may rely on another entity only if:
  - 1. The other entity, in fact, implements the control measure;
  - 2. The control measure, or component of that measure, is at least as stringent as the corresponding permit requirement;
  - 3. The other entity agrees to implement the control measure on the permittee's behalf. Written acceptance of this obligation is expected. The permittee shall maintain this obligation as part of the SWMP description. If the other entity agrees to report on the minimum measure, the permittee shall supply the other entity with the reporting requirements in Part V, Section G of this general permit. The permittee remains responsible for compliance with the permit obligations if the other entity fails to implement the control measure component.
  
- E. Reviewing and Updating SWMPs.
  - 1. The permittee shall annually review the SWMP in conjunction with preparation of the annual report required under Part V, Section G.
  - 2. The permittee may change the SWMP during the life of the permit according to the following procedures:
    - a. Changes adding (but not subtracting) components, controls, or requirements to the SWMP may be made at any time upon written notification to the Department;
    - b. Changes replacing an ineffective or infeasible management practice specifically identified in the SWMP with an alternate management practice may be made at any time, as long as the permittee submits a written analysis to the Department explaining why the management practice is ineffective or infeasible (including cost prohibitive), and why the replacement management practice is expected to achieve the goals of the management practice to be replaced;
    - c. Change notifications must be signed in accordance with Part VI, Section L;

3. The Department may notify a permittee that changes to the SWMP are necessary:
  - a. To address impacts on receiving water quality caused, or contributed to, by discharges from the MS4;
  - b. To include more stringent requirements necessary to comply with new federal or state statutory or regulatory requirements; and
  - c. If, at any time, the Department determines that the SWMP does not meet permit requirements.
4. The notification described above in Part V, Section E.3 will need to be addressed by the permittee in one of the following manners:
  - a. If the Department specifies changes that are to be made to the SWMP (including changes in implementation schedules), the permittee shall, within 60 days (or a later date if provided by the Department) certify that it has made changes as required by the Department. Changes must go into effect 30 days from the date the permittee certifies that changes have been made to the SWMP.
  - b. If the permittee proposes an alternative to the Department's required change (including changes in implementation schedule), the proposed alternative must be received by the Department within 60 days of notification of the required change. If the Department approves the proposed alternative, the changes to the SWMP must go into effect 30 days from the date the Department approved the proposal. If the Department does not approve the proposed alternative, the permittee must make changes to the SWMP as specified by the Department. Certification that changes have been made to the SWMP must be received within 60 days of the date the permittee received notification that the proposal had been rejected. Changes must go into effect 30 days from the date the permittee certifies that changes have been made to the SWMP.
5. Transfer of Ownership, Operational Authority, or Responsibility for SWMP Implementation. The permittee must implement the SWMP in all new areas added to the permittee's portion of the MS4 (or for which the permittee becomes responsible for implementation of stormwater quality controls) as expeditiously as practicable, but not later than one year from addition of the new areas. Implementation may be accomplished in a phased manner to allow additional time for controls that cannot be implemented immediately.
  - a. Within 90 days of a transfer of ownership, operational authority, or responsibility for SWMP implementation, the permittee must have a plan for implementing the SWMP in all affected areas. The plan may include schedules for implementation. Information on all new annexed areas and any resulting updates required to the SWMP must be included in the annual report.
  - b. Only those portions of the SWMP specifically required as permit conditions shall be subject to the modification requirements of 40 CFR 124.5. Addition of components, controls, or requirements by the permittee(s) and replacement of an ineffective or infeasible BMP implementing a required component of the SWMP with an alternate BMP expected to achieve the goals of the original BMP shall be considered minor changes to the SWMP and not modifications to the permit.

F. Monitoring.

1. The permittee must evaluate program compliance, the appropriateness of identified BMPs, and progress toward achieving identified measurable goals. If the permittee discharges to a water for which a TMDL has been established, the permittee must monitor to determine if the stormwater controls are adequate to maintain compliance with the MS4's

wasteload allocation or load allocation. If the permittee discharges to a 303(d) listed water that contains, or may contain, pollutant(s) for which the waterbody is listed, the permittee must monitor to determine if BMPs are effective to control discharges of pollutants of concern.

2. If the permittee conducts analytical monitoring at the permitted small MS4, the permittee must comply with the following:
  - a. *Representative monitoring.* Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.
  - b. *Test Procedures.* Monitoring results shall be conducted according to test procedures approved in R18-9-A905(B) or other test procedures mutually agreed upon by the Director and the permittee or applicant.
  - c. *Discharge Monitoring Report.* Monitoring results must be reported on a Discharge Monitoring Report (DMR) when monitoring is performed in accordance with a TMDL requirement.
3. Records of analytical monitoring information shall include:
  - a. The date, exact place, and time of sampling or measurements;
  - b. The names(s) of the individual(s) who performed the sampling or measurements;
  - c. The date(s) analyses were performed;
  - d. The name(s) of the individual(s) who performed the analyses;
  - e. The analytical techniques or methods used; and
  - f. The results of such analyses.
4. Any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit is subject to the enforcement actions established under A.R.S. Title 49, Chapter 2, Article 4, which may include the possibility of fines and/or imprisonment.

G. Annual Reports.

1. The permittee must submit annual reports to the Department for each year of the permit term. The first report is due September 30, 2004, covering the activities of the permittee during the period beginning on the effective date of the permit for the permittee and ending June 30, 2004. Subsequent annual reports are due on September 30 of each year following 2004 during the remainder of the term of the permit and must cover the activities of the permittee for the previous year up to and including June 30. The report must include:
  - a. The status of compliance with permit conditions, an assessment of the appropriateness of the identified best management practices, progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP and protecting water quality, and the measurable goals for each of the minimum control measures,
  - b. Results of information collected and analyzed, if any, during the reporting period, including monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP;
  - c. Any changes made to the SWMP since the last annual report and a summary of the

stormwater activities the permittee plans to undertake during the next reporting cycle (including an implementation schedule);

- d. Proposed changes to the stormwater management program, including changes to any BMPs or any identified measurable goals that apply to the program elements;
  - e. A description of BMPs to be implemented within new areas annexed over the past year that are located within the regulated boundaries of the MS4;
  - f. A description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs; and
  - g. Notice that the permittee is relying on another government entity to satisfy some of the permit obligations (if applicable).
2. Where to Submit. Annual reports shall be signed in accordance with Part VI, Section L.2 and sent to the Department at the following address:

Arizona Department of Environmental Quality  
Compliance Data Unit  
1110 West Washington  
Phoenix, AZ 85007

## **PART VI. STANDARD PERMIT CONDITIONS**

### A. Duty to Comply.

1. Failure to comply with any applicable term or condition of this permit shall be a violation of this permit and shall be grounds to enforcement action, permit termination, revocation and reissuance, or modification, or denial of a permit renewal application.
2. The issuance of this general permit does not waive any federal, state, county, or local regulations or permit requirements with which a permittee discharging under this general permit is required to comply.

### B. Duty to Reapply. If a permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee shall apply for and obtain a new permit.

### C. Continuation of an Expired General Permit.

1. If the Director does not reissue this general permit before the expiration date, the current general permit will be administratively continued and remain in force and effect until the general permit is reissued.
2. Any permittee granted general permit coverage before the expiration date automatically remains covered by the continued general permit until the earlier of:
  - a. Reissuance or replacement of the general permit, at which time the permittee shall comply with the NOI conditions of the new general permit to maintain authorization to discharge; or
  - b. The date the permittee has submitted a Notice of Termination; or
  - c. The date the Director has issued an individual permit for the discharge; or
  - d. The date the Director has issued a formal permit decision not to reissue the general permit, at which time the permittee shall seek coverage under an alternative general permit or an individual permit.

3. Upon reissuance of a new general permit, the permittee shall file an NOI, within 60 days of the effective date of the new general permit.
- D. Need to Halt or Reduce an Activity Is Not a Defense. It is not a defense for a permittee in an enforcement action to plead that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this general permit.
- E. Duty to Mitigate. The permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this general permit that has a reasonable likelihood of adversely affecting human health or the environment.
- F. Proper operation and maintenance. The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit and with the conditions of the permittee's SWMP. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems which are installed by a permittee only when the operation is necessary to achieve compliance with the conditions of the permit.
- G. Permit actions.
1. This general permit may be reopened (in accordance with A.A.C. R18-9-A905(3)(a) which incorporates 40 CFR 122.41(f)) to address any changes in state or federal plans, policies, or regulations that would affect the quality requirements for the discharge.
  2. This general permit may be modified by the Director before the expiration date to include discharge or receiving water limitations for toxic constituents determined to be present in significant amounts in the discharge.
  3. This general permit may be modified, revoked and reissued, or terminated for cause.
  4. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.
- H. Property Rights. The issuance of this general permit does not convey any property rights or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of federal, state, Indian tribe, or local laws or regulations.
- I. Duty to Provide Information. The permittee must promptly furnish the Department with the following information:
1. Upon request, any information that the Director may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this general permit, or to determine compliance with this general permit.
  2. Upon request, copies of records required by this general permit.
  3. In the event that the permittee becomes aware that the permittee failed to submit any relevant facts in the NOI or submitted incorrect information in the NOI or in any other report to the Department, such facts or information.
- J. Inspection and Entry. The permittee shall allow the Director or the Director's designee, upon presentation of credentials and other documents as required by law, to:
1. Enter the permittee's premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this general permit;

2. Have access to and copy, at reasonable times, any records required by this general permit;
3. Inspect, at reasonable times, any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this general permit; and
4. Sample or monitor, at reasonable times, to assure permit compliance or as otherwise authorized under A.R.S. Title 49, Chapter 2, Article 3.1, and A.A.C. Title 18, Chapter 9, Articles 9 and 10, any substances or parameters at any location.

K. Recordkeeping.

1. The permittee shall retain records of all monitoring information, including, all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, copies of Discharge Monitoring Reports (DMRs), a copy of the NPDES or AZPDES permit, and records of all data used to complete the application (NOI) for this permit, for a period of at least three years from the date of the sample, measurement, report or application, or for the term of this permit, whichever is longer. This period may be extended at the request of the Department at any time.
2. The permittee shall submit its records to the Department only when specifically asked to do so. The permittee must retain the SWMP required by this permit (including a copy of the permit language) at a location accessible to the Department. The permittee must make its records, including the notice of intent (NOI) and the SWMP, available to the public.

L. Signatory Requirements. All NOIs, NOTs, reports required by the general permit, and other information requested by the Director shall be signed as follows:

1. NOIs and NOTs:
  - a. For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official.
2. Reports and other information.
  - a. All reports required by this general permit and other information requested by the Department or authorized representative of the Department shall be signed by a person described in Part VI, Section L.1 or by a duly authorized representative of that person.
  - b. A person is a duly authorized representative only if the authorization is made in writing by a person described in Part VI, Section L.1. The authorization shall specify either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of manager, operator, superintendent, or position of equivalent responsibility or an individual or position having overall responsibility for environmental matters for the permittee.
3. Changes to Authorization. If the information on the NOI filed for general permit coverage is no longer accurate because a different operator has responsibility for the overall operation of the facility, a new authorization satisfying the requirement of Part VI, Section L.2.b. above must be submitted to the Department prior to or together with any reports, information, or notices of intent to be signed by an authorized representative.
4. Certification. Any person (as defined above in Part VI, Sections L.2.a and L.2.b) signing documents under this Section shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure

that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

M. Reporting.

1. Anticipated noncompliance. The permittee shall give advance notice to the Director of any planned changes in the permitted facility or activity that may result in noncompliance with permit requirements.
2. Transfers. This permit is not transferable to any person except after notice to the Director. The Director may require modification or revocation and reissuance of the permit to change the name of the permittee and incorporate other requirements that may be necessary to comply with the permit. (In some cases, modification or revocation and reissuance is mandatory.)
3. Other information. When the permittee becomes aware that he or she failed to submit any relevant facts or submitted incorrect information in the NOI or in any other report to the Director, the permittee shall promptly submit the facts or information.

N. Severability. The provisions of this general permit are severable, and if any provision of this general permit, or the application of any provision of this general permit to any circumstance, is held invalid, the application of the provision to other circumstances, and the remainder of this general permit shall not be affected.

O. Requiring Coverage Under an Individual Permit.

1. The Director may require a person authorized by a general permit to apply for and obtain an individual permit for any of the following cases:
  - a. A change occurs in the availability of demonstrated technology or practices for the control or abatement of pollutants applicable to the point source;
  - b. Effluent limitation guidelines are promulgated for point sources covered by the general permit;
  - c. An Arizona Water Quality Management Plan containing requirements applicable to the point sources is approved;
  - d. Circumstances change after the time of the request to be covered so that the discharger is no longer appropriately controlled under the general permit, or either a temporary or permanent reduction or elimination of the authorized discharge is necessary;
  - e. If the Director determines that the discharge is a significant contributor of pollutants. When making this determination, the Director shall consider:
    - i. The location of the discharge with respect to waters of the United States,
    - ii. The size of the discharge,
    - iii. The quantity and nature of the pollutants discharged to waters of the United States, and
    - iv. Any other relevant factor.

2. If an individual permit is required, the Director shall notify the discharger in writing of the decision. The notice shall include:
    - a. A brief statement of the reasons for the decision,
    - b. An application form,
    - c. A statement setting a deadline to file the application,
    - d. A statement that on the effective date of issuance or denial of the individual permit, coverage under the general permit will automatically terminate,
    - e. The applicant's right to appeal the individual permit requirement with the Water Quality Appeals Board under A.R.S. § 49-323, the number of days the applicant has to file a protest challenging the individual permit requirement, and the name and telephone number of the Department contact person who can answer questions regarding the appeals process; and
    - f. The applicant's right to request an informal settlement conference under A.R.S. §§ 41-1092.03(A) and 41-1092.06.
  3. The discharger shall apply for an individual permit within 90 days of receipt of the notice, unless the Director grants a later date. In no case shall the deadline be more than 180 days after the date of the notice.
  4. If the permittee fails to submit the individual permit application within the time period established in Part V, Section Q.3, the applicability of the general permit to the permittee is automatically terminated at the end of the day specified by the Director for application submittal.
  5. Coverage under the general permit shall continue until an individual permit is issued unless the general permit coverage is terminated under Part V, Section Q.4.
- P. Request For an Individual Permit.
1. An owner or operator authorized by a general permit may request an exclusion from coverage of a general permit by applying for an individual permit.
    - a. The owner or operator shall submit an individual permit application under R18-9-B901(B) and include the reasons supporting the request no later than March 10, 2003.
    - b. The Director shall grant the request if the reasons cited by the owner or operator are adequate to support the request.
  2. If an individual permit is issued to an owner or operator otherwise subject to a general permit, the applicability of the general permit to the discharge is automatically terminated on the effective date of the individual permit.
- Q. Other Environmental Laws. No condition of this general permit releases the permittee from any responsibility or requirements under other environmental statutes or regulations. For example, this permit does not authorize the "take" of endangered or threatened species as prohibited by section 9 of the Endangered Species Act, 16 U.S.C. 1538. Information regarding the location of endangered and threatened species and guidance on what activities constitute a "take" are available from the U.S. Fish and Wildlife Service.

## **PART VII. PENALTIES FOR VIOLATIONS OF PERMIT CONDITIONS**

Any permit noncompliance constitutes a violation and is grounds for an enforcement action, permit termination, revocation and reissuance, modification, or denial of a permit renewal application.

- A. Civil Penalties. A.R.S. § 49-262(C) provides that any person who violates any provision of A.R.S. Title 49, Chapter 2, Article 2, 3 or 3.1 or a rule, permit, discharge limitation or order issued or adopted under A.R.S. Title 49, Chapter 2, Article 3.1 is subject to a civil penalty not to exceed \$25,000 per day per violation.
- B. Criminal Penalties. Any a person who violates a condition of this general permit, or violates a provision under A.R.S. Title 49, Chapter 2, Article 3.1, or A.A.C. Title 18, Chapter 2, Articles 9 and 10 is subject to the enforcement actions established under A.R.S. Title 49, Chapter 2, Article 4, which may include the possibility of fines and/or imprisonment.

## **PART VIII. DEFINITIONS**

In addition to the definitions contained in A.R.S. 49-255 and A.A.C. R18-9-A901, all definitions contained in section 502 of the Act and 40 CFR 122 shall apply to this permit and are incorporated herein by reference. For convenience, simplified explanations of some regulatory/statutory definitions have been provided, but in the event of a conflict, the definition found in the statute or regulation takes precedence.

**Best Management Practices (BMPs)** means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to waters of the United States. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

**Control Measure** as used in this permit, refers to any Best Management Practice or other method used to prevent or reduce the discharge of pollutants to waters of the United States.

**CWA** means the Clean Water Act or the Federal Water Pollution Control Act, 33 U.S.C. 1251 et seq.

**Department** as used in this permit, means the Arizona Department of Environmental Quality.

**Discharge** when used without qualification means the discharge of a pollutant,

**Discharge of a Pollutant** means

1. Any addition of any "pollutant" or combination of pollutants to "waters of the United States" from any "point source," or
2. Any addition of any pollutant or combination of pollutants to the waters of the "contiguous zone" or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. This definition includes additions of pollutants into waters of the United States from: surface runoff which is collected or channeled by man; discharges through pipes, sewers, or other conveyances owned by a state, municipality, or other person which do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any "indirect discharger."

**Discharge-related activities** include: activities which cause, contribute to, or result in stormwater point source pollutant discharges; and measures to control stormwater discharges, including the siting, construction and operation of best management practices (BMPs) to control, reduce or prevent stormwater pollution.

**Facility** means any NPDES or AZPDES point source or any other facility or activity (including land or appurtenances thereto) that is subject to regulation under the NPDES or AZPDES program.

**Illicit connection** means any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.

**Illicit discharge** means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to a NPDES or AZPDES permit (other than the NPDES or AZPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from fire fighting activities,

**Indian country** means:

1. All land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including rights-of-way running through the reservation;
2. All dependent Indian communities within the borders of the United States whether within the originally or subsequently acquired territory thereof, and whether within or without the limits of a state; and
3. All Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same. This definition includes all land held in trust for an Indian tribe.

**Large or Medium Municipal Separate Storm Sewer System** means all municipal separate storm sewers as defined at 40 CFR 122.26(b)(4) or (7)

**MEP** means maximum extent practicable, the technology-based discharge standard for municipal separate storm sewer systems to reduce pollutants in stormwater discharges. A discussion of MEP as it applies to small MS4s is found at 40 CFR 122.34. CWA section 402(p)(3)(B)(iii) requires that a municipal permit shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques and system design, and engineering methods, and other provisions that the state determines appropriate for the control of such pollutants.

**Measurable goal** means a quantitative measure of progress in implementing a component of a stormwater management program.

**MS4** means municipal separate storm sewer system.

**Municipal separate storm sewer** means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, and storm drains):

1. Owned or operated by a state, city, town, county, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the Clean Water Act (33 U.S.C. 1288) that discharges to waters of the United States;
2. Designed or used for collecting or conveying stormwater;
3. That is not a combined sewer; and
4. That is not part of a publicly owned treatment works.

**NOI** means Notice of Intent to be covered by this permit (see Part II).

**NOT** means Notice of Termination.

**Outfall** means a point source as defined by 40 CFR 122.2 at the point where a municipal separate storm sewer discharges to waters of the United States and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other waters of the United States and are used to convey waters of the United States,

**Owner or operator** means the owner or operator of any facility or activity subject to regulation under the NPDES program.

**Point source** means any discernible, confined, and discrete conveyance, including but not limited to,

any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

**Pollutant** is defined at R18-9-A901(22). A partial listing from this definition includes: dredged spoil, solid waste, sewage, garbage, sewage sludge, chemical wastes, biological materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial or municipal waste.

**Significant contributors of pollutants** means any discharge that causes or could cause or contribute to a violation of surface water quality standards.

**Small Municipal Separate Storm Sewer System** all separate storm sewers that are:

- 1 Owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States;
- 2 Not defined as large or medium municipal separate storm sewer systems in accordance with this permit;
- 3 This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

**Stormwater** means stormwater runoff, snow melt runoff, and surface runoff and drainage.

**Stormwater Management Program (SWMP)** means a comprehensive program to manage the quality of stormwater discharged from the municipal separate storm sewer system.

**Waters of the United States** which is interchangeable with the term “navigable waters” means:

1. All waters which are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide;
2. All interstate waters, including interstate wetlands;
3. All other waters such as interstate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:
  - a. Which are or could be used by interstate or foreign travelers for recreational or other purposes;
  - b. From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or
  - c. Which are used or could be used for industrial purposes by industries in interstate commerce;
4. All impoundments of waters otherwise defined as waters of the United States under this definition;
5. Tributaries of waters identified in paragraphs (1) through (4) of this definition;
6. The territorial sea; and
7. Wetlands adjacent to waters (other than waters that are themselves wetlands) identified in paragraphs 1. through 6. of this definition.

Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of the CWA (other than cooling ponds for steam electric generation stations per 40 CFR 423, which also meet the criteria of this definition) are not waters of the United States. Waters of the United States do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other federal agency, for the

purposes of the Clean Water Act, the final authority regarding Clean Water Act jurisdiction remains with EPA.

## Attachment B

Revised NOI



ALL REQUESTED  
INFORMATION MUST  
BE PROVIDED ON  
THIS FORM



Arizona Department of Environmental Quality  
Surface Water Section / Permits Unit  
1110 W. Washington, 5415A-1, Phoenix, Arizona 85007  
**NOTICE OF INTENT (NOI) FOR COVERAGE**  
under AZPDES Permit No. AZG2002-002 for  
*Discharges from Small MS4s to Waters of the United States*

CHECK AS APPLICABLE: NEW NOI \_\_\_\_\_ REVISED NOI   
IF A REVISION, PROVIDE PRIOR AUTHORIZATION NO.  
2002-35 \_\_\_\_\_

Applicant is:  
\_\_\_\_\_ Federal \_\_\_\_\_ State  
 Other \_\_\_\_\_ City \_\_\_\_\_

**PERMITTEE (Agency Responsible for the Discharge)**

Applicant's Name: City of Surprise Phone: (623) 222-6200  
Applicant's Mailing Address: 16000 N. Civic Center Plaza  
City: Surprise Zip Code: 85374

**CONTACT PERSON**

Name: London Lacy Phone: (623) 222-6200  
E-mail Address: London.Lacy@surpriseaz.gov Fax: (623) 222-7101  
Contact Person's Agency and Title: Surprise Public Works, Stormwater Program Analyst

**LOCATION INFORMATION**

Name of Urbanized Area where the MS4 is located: Phoenix-Mesa  
Name of county(ies) where the MS4 is located: Maricopa

Provide the following information on the approximate center of the MS4:

Latitude: 33 ° 38 ' 19 " Longitude: 112 ° 25 ' 36 "

Township: 3N Range: 2W Section: 1

Is any portion of the MS4 located in Indian Country? No  Yes \_\_\_\_\_ If yes, name \_\_\_\_\_

Does any portion of the MS4 service a population within Indian Country? No  Yes \_\_\_\_\_

If yes, how many people within the Indian Country are served by your MS4? \_\_\_\_\_

Name(s) of neighboring Tribes/Counties/Cities/Towns (places that share borders with the permittee):

<u>Sun City West</u>	<u>Peoria</u>	_____
<u>El Mirage</u>	_____	_____
<u>Sun City</u>	_____	_____
<u>Maricopa County</u>	_____	_____
<u>Buckeye</u>	_____	_____

**WATERSHED INFORMATION**

Name of Watershed: Middle Gila

Name of Receiving Water(s):

Is the Receiving Water a 303(d) Impaired Water?

Agua Fria

Yes

No

Yes

No

Yes

No

If any of the receiving waters are 303 (d)-listed Impaired Waters, you must complete the Impaired Water Information portion of this form.

**IMPAIRED WATERS INFORMATION**

If you indicated that any of the receiving waters to which you discharge are listed as a 303 (d) Impaired Water, please answer the following questions.

Is there a Total Maximum Daily Load (TMDL) for the 303(d) Impaired Water?

Yes  Proceed to Part A

No  Proceed to Part B

**Part A.** Does the TMDL prescribe a wasteload allocation to stormwater discharge from your MS4?

Yes  Check the box below

No  Proceed to Part B

I certify that the SWMP identifies specific BMPs that will be used to meet wasteload allocations. I also certify that I will monitor for pollutants for which my MS4 is assigned a wasteload allocation.

**Part B.** Check the box below if the MS4 has the potential to discharge the pollutants identified on the 303(d) list.

I certify that the description of the SWMP addresses specific BMPs for reducing the discharge of 303(d)-listed pollutants.

**ADDITIONAL INFORMATION**

This NOI must include the following attachments prepared as specified in Part III of the general permit.

A description of your Stormwater Management Program.

A summary of SWMP modifications will be provided with the next annual report, as required by Part V Section G of the general permit.

Has another governmental entity agreed to satisfy any of your permit obligations?

Yes  If yes, check the boxes below

No

The agreement is explained in the description of your Stormwater Management Program.

Written documentation of your agreement is included as an attachment.

**CERTIFICATION**

This certification must be signed by the appropriate party as specified in this general permit Part VI.L.

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. In addition I certify that the permittee will comply with all terms and conditions stipulated in General Permit No. AZG2002-002 issued by the Director."*

Printed Name of Applicant's Representative: Chris Hillman

Title: City Manager

Signature of Applicant's Representative: 

Date: 4-29-14

## Attachment C

City Maps





# SURPRISE

ARIZONA

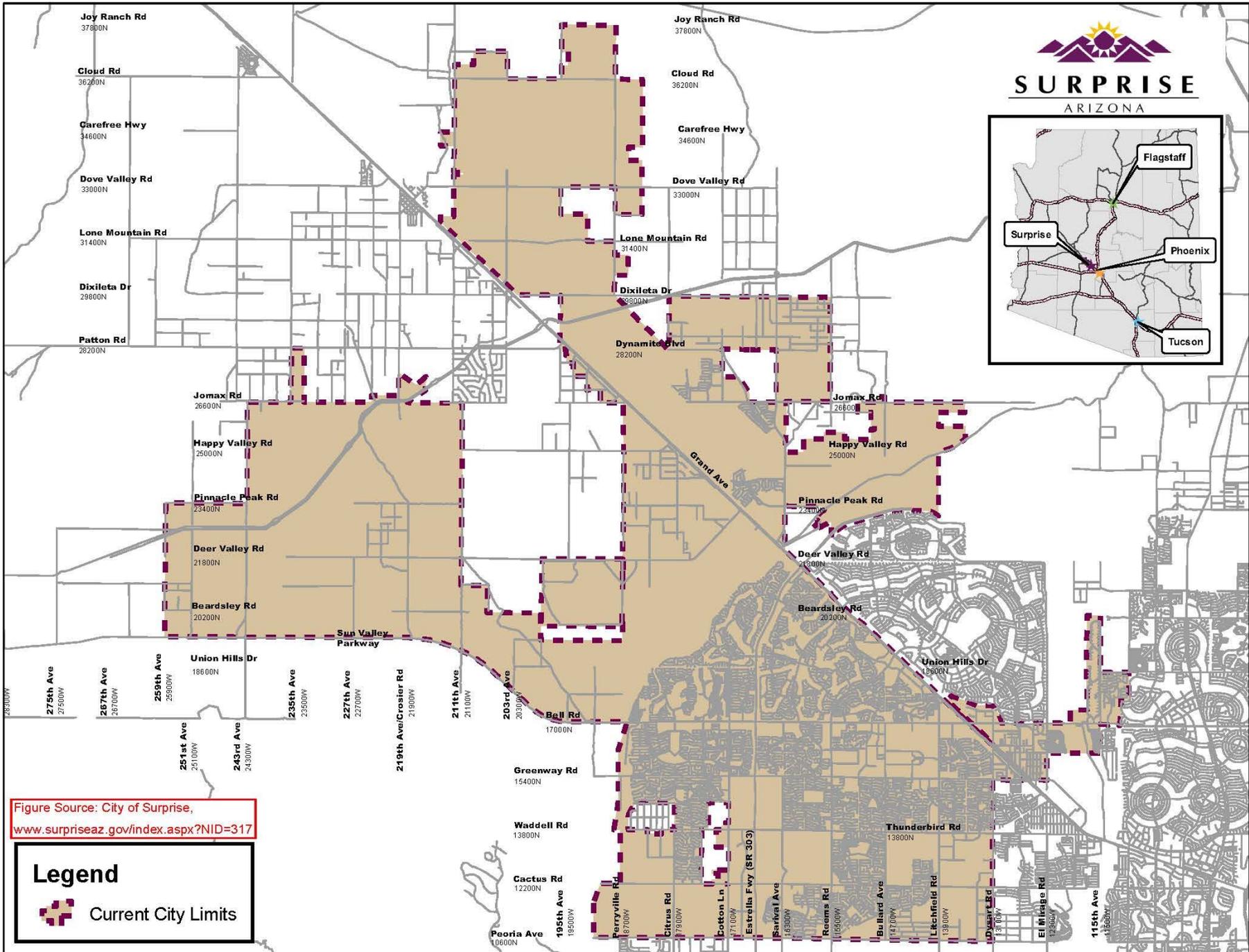
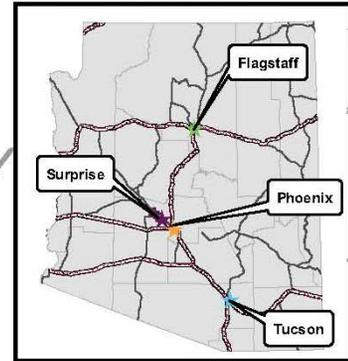


Figure Source: City of Surprise,  
[www.surpriseaz.gov/index.aspx?NID=317](http://www.surpriseaz.gov/index.aspx?NID=317)

## Legend



Current City Limits

## Attachment D

SWMP Responsibilities



<b>ATTACHMENT D SWMP RESPONSIBILITIES</b>		
<b>DEPARTMENT</b>	<b>POSITION / NAME</b>	<b>RESPONSIBILITIES</b>
City Management	Chris Hillman City Manager	The City Manager will be responsibility for the delegation of all duties and responsibilities pertaining to this SWMP and the operation and maintenance of the City's stormwater infrastructure.
Public Works - Wastewater, Utilities, and Environmental	Dick McKinley Director of Public Works  Terry Lowe Asst. Director of Public Works  Warren Dancer Wastewater Manager  Antonio De La Cruz Public Works Streets Manager  London Lacy Stormwater Program Analyst, Wastewater  Christine Nunez Environmental Manager	Various divisions of the Public Works Department will be responsible for the following: <ol style="list-style-type: none"> <li>1. The administration of the City's MS4 permit and other stormwater related permits.</li> <li>2. The implementation of the SWMP.</li> <li>3. Coordinating the internal and external activities associated with the SWMP.</li> <li>4. Distributing reports received on the Stormwater Hotline to the appropriate department for follow up.</li> <li>5. Necessary regulatory reporting related to the SWMP and any such requirements pertaining to the operation and maintenance of the City stormwater infrastructure.</li> <li>6. The operation and maintenance of that portion of the City's stormwater system that does not pertain directly to transportation infrastructure.</li> <li>7. The operation and maintenance of that portion of the City's stormwater system that are associated with or pertain to the Division of Streets, specifically, that which is commonly associated with transportation infrastructure.</li> <li>8. Any items identifying the Public Works Department as the "Responsible Party" in the BMP tables included in Attachment E.</li> </ol>
Engineering	Michael Mecham City Engineer  <i>Vacant</i> Engineering Supervisor	The Engineering Department will be responsible for the following: <ol style="list-style-type: none"> <li>1. Determining the design standards pertaining to the City's stormwater system.</li> <li>2. Reviewing and approving grading and drainage plans.</li> <li>3. The inspection of the construction and post-construction sites.</li> <li>4. Any items identifying the Engineering Department as the "Responsible Party" in the BMP tables included in Attachment E.</li> </ol>

## Attachment E

### SWMP Implementation Schedule



<b>Table 1</b>					
<b>Public Education &amp; Outreach (MCM-1) BMPs &amp; Measurable Goal Implementation Schedule</b>					
<b>BMP Name</b>	<b>MCM-BMP-Meas. Goal</b>	<b>Responsible Department</b>	<b>Measurable Goals</b>	<b>Start Date</b>	<b>Frequency</b>
Stormwater Pollution Prevention Brochure	1-1-1	Public Works-Wastewater	Review and revise brochure as needed	4/14	As needed
	1-1-2		Track number of brochures distributed on an annual basis	4/14	Continuous
Business Education Program	1-2-1	Public Works-Wastewater	Review target business list and revise as needed	4/14	As needed
	1-2-2		Track number of fact sheets distributed on an annual basis	4/14	Continuous
Stormwater Publications	1-3-1	Public Works-Wastewater	Track number and type of articles produced each year.	4/14	Continuous
Stormwater Webpage	1-4-1	Public Works-Wastewater	Update webpage as necessary	4/14	As needed
	1-4-2		Track the number of web page hits each year	4/14	Annual
Make the SWMP Available to the Public	1-5-1	Public Works-Wastewater	Make updated copies of this SWMP available for review at select City locations and on the webpage as needed	4/14	As needed
Regional Public Sector Outreach	1-5-1	Public Works-Wastewater	Report STORM outreach and education activities	4/14	Annual

<b>Table 2</b>					
<b>Public Participation &amp; Involvement (MCM-2) BMP &amp; Measurable Goal Implementation Schedule</b>					
<b>BMP</b>	<b>MCM-BMP-Meas. Goal</b>	<b>Responsible Department</b>	<b>Measurable Goals</b>	<b>Start Date</b>	<b>Frequency</b>
Community Stormwater Hotline	2-1-1	Public Works-Utilities	Number of reports received annually	4/14	Annual
Household Hazardous Waste Program	2-2-1		Record the number of HHW collection events held annually	4/14	Annual
Public Events & Meetings	2-3-1	Public Works-Utilities	Track and report the number of events with a stormwater component.	4/14	Annual
	2-3-2		Track and report the number of meetings with a stormwater component.	4/14	Annual

<b>Table 3</b>					
<b>Illicit Discharge Detection &amp; Elimination (MCM-3) BMP &amp; Measurable Goal Implementation Schedule</b>					
<b>BMP</b>	<b>MCM-BMP-Meas. Goal</b>	<b>Responsible Department</b>	<b>Measurable Goals</b>	<b>Start Date</b>	<b>Frequency</b>
Identify Illicit Discharges & Connections	3-1-1	Public Works-Utilities	Develop and implement Standard Operating Procedures for IDDE.	due 06/14	Once
	3-1-2		Track and report the number of outfalls inspected during the reporting period.	4/14	Annual
Map Stormwater System	3-2-1	Public Works-Utilities	Update stormwater system map as needed. Report revisions in annual report.	4/14	As needed
Enforcement Response Plan	3-3-1	Public Works-Wastewater	Revise stormwater enforcement ordinance.	due 10/14	Once
	3-3-2		Develop and implement an Enforcement Response Plan.	due 06/15	Once
	3-3-3		Track the number of IDDE enforcement actions initiated during the reporting period. Report the number in annual report.	4/14	Annual

Table 4 Construction Site Runoff Control (MCM-4) BMP & Measurable Goal Implementation Schedule					
BMP	MCM-BMP-Meas. Goal	Responsible Department	Measurable Goals	Start Date	Frequency
Construction Plan Review	4-1-1	Public Works - Engineering	Track the number of construction plans reviewed for stormwater compliance during each reporting period and report in the annual report.	4/14	Annual
Construction Site Inspections	4-2-1	Public Works - Engineering	Track the number of construction site inspections conducted during the reporting period. Report the number in annual report.	4/14	Annual
Construction Site Operator Education	4-3-1	Communications Department	Track the number of webpage hits during the reporting period. Report the number in annual report.	4/14	Annual

Table 5 Post-Construction Runoff Control (MCM-5) BMP & Measurable Goal Implementation Schedule					
BMP	MCM-BMP-Meas. Goal	Responsible Department	Measurable Goals	Start Date	Frequency
Developer Education Program	5-1-1	Public Works - Engineering	Track the number of webpage hits during the reporting period. Report the number in annual report.	4/14	Annual
Post-Construction Site Inspections	5-2-1	Engineering	Track the number of post-construction inspections conducted during the reporting period. Report the number in annual report.	4/14	Annual
Low Impact Development	5-3-1	Engineering	Report the findings of the Low Impact Development analysis in the 2015-2016 annual report	end date: 06/16	Once

Table 6 Pollution Prevention & Good Housekeeping for Municipal Operations (MCM-6) BMP & Measurable Goal Implementation Schedule					
BMP	MCM-BMP-Meas. Goal	Responsible Department	Measurable Goals	Start Date	Frequency
Target Operations	6-1-1	Public Works-Utilities	Update list of municipal operations with the potential to impact stormwater quality.	4/14	Annual
	6-1-2		Revise fact sheets and/ or BMPs as needed to address changing City operations.	4/14	As needed
Municipal Training Program	6-2-1	Public Works-Utilities	Track the training conducted during the reporting period and report in the annual report.	4/14	Annual
Municipal Street & Parking Area Sweeping Program	6-3-1	Public Works - Streets	Maintain current street sweeping frequencies and update the program as needed to incorporate new development. Report planned changes in the annual report.	4/14	As needed
Motor Pool Washing Policy	6-4-1	Public Works - Streets	Evaluate the vehicle washing policy and update as necessary. Report any changes in the annual report.	4/14	Annual
Retention Basin Operation & Maintenance Program	6-5-1	CRS	Track the number of municipally-owned retention basins and other stormwater structures maintained during the reporting period. Report in the annual report.	4/14	Annual

## Attachment F

### SWMP Modification Log



Log entry # \_\_\_ of \_\_\_

## City of Surprise SWMP Modification Log

Modification Made By:

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Purpose for Modification:

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Description of Modification:

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed: \_\_\_\_\_



## Attachment G

Target Operations and Potential Pollutants for Municipal Operations



<b>ATTACHMENT G TABLE 1 TARGET OPERATIONS</b>			
<b>TARGET OPERATION</b>	<b>SOURCE/ACTIVITY</b>	<b>MAJOR DEPARTMENT(S) AFFECTED</b>	<b>POTENTIAL POLLUTANT DISCHARGES/SOURCES</b>
Building Construction & Maintenance	Buildings - Construction & Redevelopment	Community & Recreation Services Community Initiatives Public Works	Trash & debris Sediment Paint & Solvents Vehicle Leaks Equipment Leaks
	Buildings - Repair & Maintenance	Community & Recreation Services Community Initiatives Public Works	Trash & debris Paint & solvents Vehicle Leaks
Heavy Equipment Maintenance & Operation	Heavy Equipment - Cleaning (dry cleaning methods only)	Community & Recreation Services Public Works	Trash & debris Equipment leaks
	Heavy Equipment - Cleaning (dry & wet cleaning methods) Note: Only at facilities with an approved wash rack	Public Works Fire	Trash & debris Detergents Sediment Equipment leaks
	Heavy Equipment - Maintenance	Public Works	Degreasers & solvents Equipment leaks Equipment spills
	Heavy Equipment - Storage	Community & Recreation Services Public Works	Equipment leaks
Outdoor Areas Maintenance & Storage	Landscaped Areas - Maintenance	Community & Recreation Services Public Works	Trash & debris Fertilizers, herbicides, & pesticides Vehicle leaks

<b>ATTACHMENT G TABLE 1 TARGET OPERATIONS</b>			
<b>TARGET OPERATION</b>	<b>SOURCE/ACTIVITY</b>	<b>MAJOR DEPARTMENT(S) AFFECTED</b>	<b>POTENTIAL POLLUTANT DISCHARGES/SOURCES</b>
Outdoor Areas Maintenance & Storage (cont).	Non-Landscaped Areas - Maintenance	Community & Recreation Services Public Works	Trash & debris Sediment Vehicle leaks
	Outdoor Areas — Cleaning (excludes streets and parking areas)	Community & Recreation Services Fire Public Works	Trash & debris Degreasers & solvents Detergents Sediment
	Outdoor Areas — Storage	Community & Recreation Services Public Works	Trash & debris Raw materials Others (varies)
	Solid Waste — Handling (recycling)	Public Works	Trash & debris Vehicle leaks
	Solid Waste — Trash Receptacles	Community & Recreation Services Fire Public Works	Trash & debris
	Swimming Pool - Maintenance	Community & Recreation Services	Chemical spills (i.e. chlorine)
Streets & Parking Areas Maintenance & Repair	Parking Areas - Cleaning	Public Works	Trash & debris Sediment Vehicle Leaks

<b>ATTACHMENT G TABLE 1 TARGET OPERATIONS</b>			
<b>TARGET OPERATION</b>	<b>SOURCE/ACTIVITY</b>	<b>MAJOR DEPARTMENT(S) AFFECTED</b>	<b>POTENTIAL POLLUTANT DISCHARGES/SOURCES</b>
Streets & Parking Areas Maintenance & Repair (cont)	Parking Areas – Repair & Resurfacing	Community & Recreation Services Public Works	Sediment Raw Materials (i.e. asphalt) Vehicle leaks Equipment leaks
	Streets – Repair & Resurfacing	Public Works	Sediment Raw Materials (i.e. asphalt) Vehicle leaks Equipment leaks
	Streets - Sweeping	Public Works	Trash & debris Sediment Fertilizers, herbicides, & pesticides Vehicle Leaks
Right-Of-Way Operation & Maintenance	Traffic Engineering — Operation & Maintenance	Engineering	Trash & debris Sediment Vehicle Leaks
	Wastewater Conveyance System - Cleaning	Public Works	Trash & debris Biohazards Metals Oil & grease Volatile Organics Vehicle Leaks Equipment Leaks

<b>ATTACHMENT G TABLE 1 TARGET OPERATIONS</b>			
<b>TARGET OPERATION</b>	<b>SOURCE/ACTIVITY</b>	<b>MAJOR DEPARTMENT(S) AFFECTED</b>	<b>POTENTIAL POLLUTANT DISCHARGES/SOURCES</b>
Right-Of-Way Operation & Maintenance (cont)	Wastewater Conveyance System - Repair	Public Works	Trash & debris Sediment Biohazards Metals Oil & grease Volatile Organics Vehicle Leaks Equipment Leaks
	Water System Conveyance - Flushing	Public Works	Chemical spills (i.e. chlorine) Vehicle leaks
	Water System Conveyance - Repair	Public Works	Sediment Chemical spills (i.e. chlorine) Vehicle leaks Equipment leaks
Stormwater Infrastructure Maintenance & Repair	Stormwater System — Cleaning	Community & Recreation Services Public Works	Trash & debris Sediment Vehicle Leaks
	Stormwater System — Repair	Community & Recreation Services Public Works	Trash & debris Sediment Vehicle Leaks Equipment leaks
Vehicle Maintenance & Maintenance	Vehicle – Cleaning (dry cleaning methods only)	Community & Recreation Services Public Works	Trash & debris Vehicle leaks

<b>ATTACHMENT G TABLE 1 TARGET OPERATIONS</b>			
<b>TARGET OPERATION</b>	<b>SOURCE/ACTIVITY</b>	<b>MAJOR DEPARTMENT(S) AFFECTED</b>	<b>POTENTIAL POLLUTANT DISCHARGES/SOURCES</b>
Vehicle Maintenance & Maintenance (cont)	Vehicle – Cleaning	Fire Public Works	Trash & debris Detergents Sediment Vehicle leaks
	Vehicle – Maintenance	Public Works	Degreasers & solvents Vehicle leaks Vehicle spills
	Vehicle – Parking/Storage	Community Development Community Initiatives Community & Recreation Services Engineering Fire Police Public Works	Vehicle leaks
Wastewater Treatment Plant Operation & Maintenance	Wastewater Treatment System Construction & Redevelopment	Public Works	Trash & debris Sediment Paint & solvents Vehicle leaks Equipment leaks

<b>ATTACHMENT G TABLE 1 TARGET OPERATIONS</b>			
<b>TARGET OPERATION</b>	<b>SOURCE/ACTIVITY</b>	<b>MAJOR DEPARTMENT(S) AFFECTED</b>	<b>POTENTIAL POLLUTANT DISCHARGES/SOURCES</b>
Wastewater Treatment Plant Operation & Maintenance (cont)	Wastewater Treatment System - Operation & Maintenance	Public Works	Trash & debris Sediment Biohazards Metals Chemical spills (i.e. chlorine) Oil & grease Polymers Volatile organics Vehicle leaks
Well Site – Operation & Maintenance	Well Site – Construction & Redevelopment	Public Works	Trash & debris Sediment Paint & solvents Vehicle leaks Equipment leaks
	Well Site – Flushing	Public Works	Chemical spills (i.e. chlorine)

<b>TABLE 2 POTENTIAL POLLUTANT CATEGORIES</b>	
<b>POLLUTANT CATEGORY</b>	<b>ASSOCIATED POLLUTANTS</b>
Biohazards	That associated with untreated wastewater.
Chemical spills	Chlorine, solvents, acids, bases, etc.
Degreasers & solvents	Those specific to equipment or vehicle maintenance.
Detergents	Cleansers, degreasers, solvents, and other chemicals used for cleaning vehicles, heavy equipment, and any other apparatus that may potentially be cleaned in outdoor areas.
Equipment leaks	Oil, grease, battery acid, radiator coolant, transmission fluid, and other liquids associated with operating heavy equipment.
Equipment spills	Oil, grease, battery acid, radiator coolant, transmission fluid, and other liquids associated with maintaining heavy equipment.
Fertilizers, herbicides, & pesticides	Those specific to maintaining landscaped areas.
Metals	That which may be present in untreated wastewater.
Oil & grease	That which may be present in untreated wastewater (generally from cooking and restaurants).
Paint & solvents	Waste paint, turpentine, etc.
Polymers	Flocculants used in treating wastewater.
Raw materials	Asphalt, landscape materials, etc.
Sediment	Loose soil, mud, dust, etc.
Trash & debris	Garbage, construction debris, demolition debris, branches and twigs, grass cuttings, etc.
Vehicle leaks	Oil, grease, battery acid, radiator coolant, transmission fluid, and other liquids associated with operating vehicles.
Vehicle spills	Oil, grease, battery acid, radiator coolant, transmission fluid, and other liquids associated with maintaining vehicles.
Volatile organics	Solvents and other volatile compound which may be present in untreated wastewater.

## Attachment H

Authorized Representative Signature form



## City of Surprise Authorized Representative

In accordance with the Arizona Pollutant Discharge Elimination System General Permit for Discharge from Small Municipal Separate Storm Sewer Systems (MS4s) to Waters of the United States (Permit No AZG2002-002) Part VI.6.L.1, the person occupying the **Stormwater Program Analyst** position is a duly authorized representative of the City of Surprise.



Chris Hillman  
City Manager, Surprise

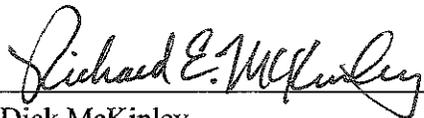
4-29-14

Date



## City of Surprise Authorized Representative

In accordance with the Arizona Pollutant Discharge Elimination System General Permit for Discharge from Small Municipal Separate Storm Sewer Systems (MS4s) to Waters of the United States (Permit No AZG2002-002) Part VI.6.L.1, the person occupying the **Stormwater Program Analyst** position is a duly authorized representative of the City of Surprise.



Dick McKinley  
Director of Public Works, Surprise



Date