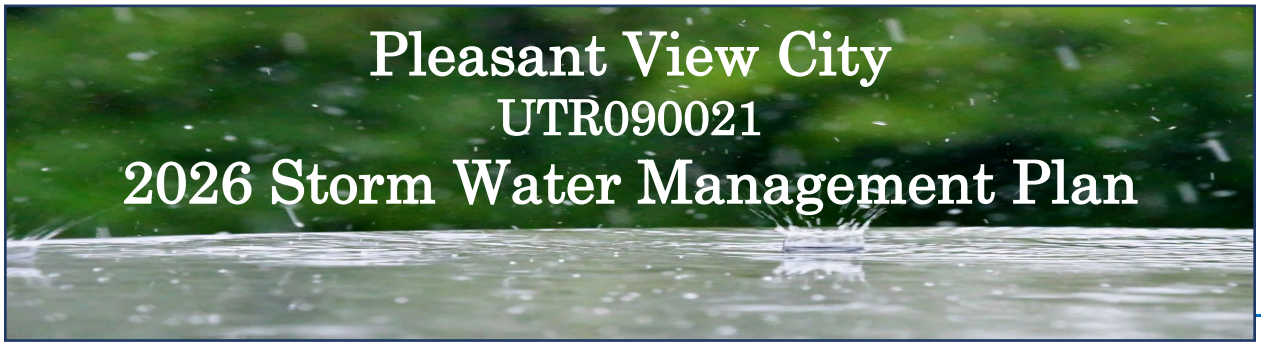
Pleasant View City

Storm Water Management Plan

February 2026

Prepared by
JONES & ASSOCIATES
Consulting Engineers

Table of Contents



Purpose

The purpose of the Pleasant View City Storm Water Management Program (SWMP) is for the development and implementation of the City's Plan to fulfill requirements under the State of Utah Small MS4 General UPDES Permit No. UTR090000 in accordance with the provisions of the Utah Water Quality Act, Utah Code Title 19, Chapter 5 and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et. seq., as amended to date), and the rules and Regulations made pursuant to those statutes.
This Plan was reviewed and updated in February 2026 and details the actions that Pleasant View City proposes to take between February 2026 and December 2030.

The NPDES Program

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

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

UPDES Small MS4 Permit

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

1. Public Education and Outreach on Stormwater Impacts *(General Permit 4.2.1)*
2. Public Involvement / Participation *(General Permit 4.2.2)*
3. Illicit Discharge Detection and Elimination (IDDE) *(General Permit 4.2.3)*
4. Construction Site Stormwater Runoff Control *(General Permit 4.2.4)*

5. Long-Term Stormwater Management in New Development and Redevelopment (Post-Construction Stormwater Management) *(General Permit 4.2.5)*
6. Pollution Prevention and Good Housekeeping for Municipal Operations *(General Permit 4.2.6)*

Annual Review and Modification

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

In addition, the Permit requires the City to submit an Annual Compliance Report by October 1st of each year that details actions taken in the previous year to achieve compliance. The full text of the Permit can be viewed at: https://lf-public.deq.utah.gov/WebLink/ElectronicFile.aspx?docid=535832&eqdocs=DWQ-2025-000521&dbid=0&repo=Public

General System Overview

Pleasant View City is located northern Weber County. The population of the community was 11,083 at the 2020 census. The city has a total area of 6.97 square miles and is largely residential with some agricultural and commercial development.

The storm drain system is composed of pipes, catch basins, detention basins, ditches, and canals (North Ogden Canal and Western Drain) and eventually empties into Willard Bay (DEQ Assessment Unit ID: UT-L-16020102-004_00). New developments are required to detain storm water before releasing it. The streets use curbs and gutters to collect storm water runoff.

Local Water Quality Concerns

The water quality within Pleasant View City is relatively good. The city drains into North Ogden Canal and Western Drain and eventually empties into Willard Bay. None of which have any identified impairments.

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

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

1. Storm Water Ordinance, Title 13, Chapter 9 of the City Code, updated and adopted March 2026 *(See City's website)*
2. City Public Works Standards for Design, Development, and Construction, updated and adopted March 2026 *(See City's website)*
3. Public Education and Outreach *(See MCM 1 Additional Information Section)*
4. Vehicle & Equipment Maintenance *(See MCM 6 Additional Information Section, SOPs)*
5. Vehicle and Equipment Storage *(See MCM 6 Additional Information Section, SOPs)*
6. Vehicle and Equipment Washing & Cleaning *(See MCM 6 Additional Information Section, SOPs)*

Nitrogen & Phosphorus Reduction

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

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

The City has identified three pollutant sources for added focus:

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

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

Current and Planned Activities

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

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

Coordination and Responsibilities

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

Main Point of Contact & Roles/Responsibilities:

Andrea Steiniger
City Manager
801-782-8529
asteiniger@pleasantviewut.gov
Role/Responsibility: *Oversees the operations of the City, Administration of SWMP, Authority for Enforcement Actions and Signing of Documents.*

Tyson Jackson
Public Works Director
801-436-4562
tjackson@pleasantviewut.gov
Role/Responsibility: *Oversees the Public Works Department, Administration of SWMP, Authority for Enforcement Actions and Signing of Documents.*

Parker Champneys
Storm Water Coordinator
801-786-9378
Pchampneys@pleasantviewut.gov
Role/Responsibility: *Responsible for implementing the MS4 program, Authority for Enforcement Actions, Coordination with all other Departments/Agencies, RSI Inspector.*

Adam Stuart
Storm Water Inspector
801-332-0020
astuart@pleasantviewut.gov
Role/Responsibility: *Authority for Enforcement Actions, Coordination with all other Departments/Agencies, RSI Inspector.*

Public Works Employees
Role/Responsibility: *RSI Maintenance*

Bree Mitton
Public Information Officer
385-758-0051
bmitton@pleasantviewut.gov
Role/Responsibility: *Public information and outreach through social media, newsletters, and city website.*

Dana Shuler
City Engineer (Jones & Associates)
801-440-7403
dana@jonescivil.com
Role/Responsibility: *Responsible for review of all new developments to ensure meets Standards and Code requirements.*

Table 1. Permit Requirements Deadlines / Frequencies

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

Table 2. Inspections (General)

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

Ongoing Documentation of SWMP

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

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

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

Documentation includes:

1. Pre-construction meetings
2. Construction site SWPPP reviews
3. Construction site Water Quality Report reviews
4. Storm drain cleaning activities
5. Street sweeping activities
6. Inspections of key city facilities
7. Participation with the Golden Spike Storm Water Coalition meetings
8. Newsletters
9. Storm water education materials and programs
10. Dry weather screening
11. Wet weather monitoring
12. Training

13. IDDE inspections
14. Enforcement actions
15. Spill Response Incidents
16. Construction site inspections
17. Inspections of Low Impact Development facilities during construction
18. Long-term Storm Water Management Facility inspections
19. Long-term Storm Water Management maintenance activities

MCM 1 - Public Education and Outreach on Stormwater Impacts

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

Pleasant View's Plan to Meet the Requirements of the Permit *(General Permit 4.2.1)*

Areas of Focus

- **Regional Participation:** Pleasant View is an active participant in regional education and outreach programs.
    - Pleasant View will continue to coordinate with other permittees in Northern Utah through the Golden Spike Stormwater Coalition and the Weber-Morgan Health Department.
    - Pleasant View participates in the annual Weber Water Fair through the coalition. The Fair engages 4th grade youth through hands-on learning to explore water conservation and quality issues. The educational experience is developed to meet the needs of State education standards and multiple schools throughout Weber County participate in the event.
    - Pleasant View participates in the cost of local TV advertisements. These advertisements are broadcast throughout the region.
- **General Awareness Programs:** Pleasant View will continue to provide general awareness education and outreach programs for a variety of target audiences.
    - General awareness promotion through a variety of media including utility bill inserts, direct mail, direct outreach, social media, and fliers.
    - Installation and/or replacement of curb markers on catch basins throughout the city.
    - Updates to the City's Stormwater webpage to include helpful information and activities to prevent pollution in our stormwater.
    - Technical assistance and outreach to businesses for managing potential sources of pollutants on their property.
- **Education and Outreach (Training):** Pleasant View will continue to provide education and outreach for a variety of target audiences and should typically complete this annually in the second quarter of the year.
    - Provide annual training opportunities for institutions, industrial, and commercial facilities about illicit discharges and improper disposal of waste and the impacts to water quality associated with these types of discharges.
    - Provide education to engineers, construction contractors, developers, development review staff, and land use planners concerning the development of stormwater pollution prevention plans (SWPPPs) and BMP use to reduce adverse impacts from stormwater runoff from development sites.
    - Provide education to city staff, development and plan review staff, land use planners and other pertinent parties about Low Impact Development (LID) practices, green

infrastructure practices, and the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP.

Target Specific Pollutants and Sources

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

Audience Group	Sediments	Nutrients	Heavy Metals	Trash & Debris	Oil & Grease	Bacteria & Viruses	Herbicides & Pesticides	Hazardous Waste
General Public	X	X		X	X		X	X
Commercial Facilities	X	X		X	X	X*	X	X
Construction / Development	X			X				X
MS4 Facilities & Operations	X	X	X	X	X		X	X

**Health Care Industries Only*

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

Education and Outreach Audiences and Program

Audience	Suggested Topics
General Public	Septic systems, lawn care, benefits of on-site infiltration, automotive care and car washes, swimming pool water discharge, pet waste
Institutions, Industrial, and Commercial Facilities	Lawn maintenance, benefits of on-site infiltration, building and equipment maintenance, use of salt and deicing materials, materials storage, waste management and dumpsters, parking lot maintenance
Engineers, Construction, Contractors, Developers, Development Review Staff, Land Use Planners	SWPPP development, impacts from runoff from development sites
MS4 Owned and Operated Facility Staff	Equipment maintenance, materials storage, waste management and disposal, dumpster management, use of salt and deicing materials, benefits of onsite infiltration, parking lot maintenance
MS4 Engineer, Development and Plan Review Staff, Land Use Planners	Low Impact Development, green infrastructure, long-term storm water control and best management practices

Specific Goals with Methods of Evaluation and Rationale

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

- **Regional Participation Goal:** Pleasant View will actively participate in regional coordination and public outreach efforts by attending at least 75% of the Golden Spike Stormwater Coalition Meetings and providing 100% (of the determined share) monetary support towards regional public outreach efforts.

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

  Completion: This goal should be evaluated and completed annually.

  Rationale: By working together with partners within the Region, larger efforts (such as TV and radio advertisements) are financially possible for the City to participate in.

- **General Awareness Programs Goal:** On an annual basis, Pleasant View will provide information and promote stormwater awareness through a variety of methods and on a variety of topics. The City plans to host a booth at Pleasant View City's Founder's Day to provide education on storm water issues.

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

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

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

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

  Completion: This goal should be evaluated and completed annually.

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

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

MCM 1: Education and Outreach Program

Required Education Topics

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

Education Methods

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

- Newsletter Articles

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

Employee Training

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

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

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

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

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

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

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

- Hazards associated with illicit discharges
- IDDE recognition, procedures to stop and cleanup the discharge and prevention methods in their regular job duties
- Protection of existing storm water systems from construction site runoff during construction

- Long-term construction measures, including LID, can be implemented to preserve storm water quality after construction projects are completed
- Proper methods to complete job responsibilities without impairing the storm water quality

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

LID Green Infrastructure and Post Construction Control Education

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

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

Your Facility's Responsibilities

Prevent pollutants from entering storm drain

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

Maintain clean outdoor work areas

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

Properly store materials and waste

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

Train employees on spill prevention

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

Manage landscaping and deicing materials

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

REPORT ILLICIT DISCHARGES

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

Pleasant View City Stormwater Division
Phone: 801.782.8529
After Hours: 801.547.7772
Email: bmitton@pleasantviewut.gov

Examples of illicit discharges:

-wash water
-oil, grease, antifreeze
-chemicals or detergents
-sediment or construction runoff
-dumpster liquids
-food waste liquids

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

PROTECTING OUR WATER STARTS WITH YOUR FACILITY

ILLICIT DISCHARGE PREVENTION FOR INDUSTRIAL AND COMMERCIAL ENTERPRISES

Storm drains in Pleasant View and surrounding communities flow directly to local creeks and canals.
Your facility plays a critical role in preventing pollution.

PLEASANT VIEW
PUBLIC WORKS

LAWN CARE & OUTDOOR MAINTENANCE

Proper Lawn & Landscape Practices

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

Dry Shop Practices

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

Good Housekeeping Outdoors

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

STORMWATER INFILTRATION & SITE DRAINAGE

Onsite Infiltration Benefits

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

Material Storage & Containment

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

Employee Training

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

BUILDING, EQUIPMENT, SALT, WASTE & PARKING

Building & Equipment Maintenance

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

Salt & Deicing Materials

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

Waste & Dumpster Management

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

Parking Lot Management

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

Storm Water Pollution Prevention:
It's up to us!

In Weber County, storm water flows through storm drains directly to local creeks and rivers with **NO TREATMENT.**

Water quality can be affected by several natural elements as well as chemical elements introduced by humans

What kind of contaminants might reach our rivers and streams?

Contaminants resulting from unwise landscaping practices such as over applying or over watering might include: dirt, leaves grass clippings fertilizers, herbicides and pesticides.
Chemicals from household products from washing your car, painting, or household cleaners.
Toxins such as oil or antifreeze that may leak from your car.
Local recreation areas are affected by storm water contamination and can result in harmful situations for humans and wildlife.

*These areas include the Weber River, Ogden River (including North, Middle and South Fork), Pineview Reservoir among others.

What can you do? General Practices

- Never use the gutter or storm drain system for disposal of household waste. Liquid residue from paint thinners, solvents, glues and cleaning fluids are **hazardous wastes**.
- When thoroughly dry-use kitty litter, empty water base paint cans, spent brushes, rags and drop clothes may be disposed of in the trash.
- Rinse containers and dispose them in the trash.
- Properly use and store all toxic products, including cleaners, solvents and paints.
- Use kitty litter or other absorbent material to clean up spills from paved surfaces.
- DO NOT WASH INTO THE STREET! Depending on the substance, dispose of absorbents in trash or at the household hazardous waste facility.

Household Hazardous Waste Facility-
Weber County Soild Waste Facility
867 West Wilson Lane
8:00 am to 1:00 pm.
3rd Saturday April-September
Call 801.399.8803
for more information

Paint Solvents and Adhesives

- Select water based or latex paints whenever possible.
- Sweep up dust and paint chips from sanding or stripping. Dispose of in trash – UNLESS the activity involved marine paints or paints containing leads. These should be disposed of as hazardous waste.
- When high pressure water stripping or cleaning building exteriors, block storm drains. Wash water onto dirt area and spray in soil of no chemicals were used. Contact the County Health Department for more specific guidelines, especially if chemicals are used.

- For water based paint, paint out brushes to the extent possible and rinse in sink.
- For oil based paint, paint out brushes to the extent possible, filter and reuse thinners and solvents. Disposed of excess liquids and residue are hazardous waste.

A couple good ideas: Give unused products to a neighbor or community group and try to buy only what you need.

For more information about the Weber County Storm water quality management program and additional pamphlets, contact:

Weber County Storm Water Management
444-24th St. Ogden, UT 84401
801.399.8378
801.399.8060 – After Hours
www.co.weber.ut.us/stormwater

For additional information on Storm Water Protection refer to the following brochures:

Erosion Control

Fresh Concrete and Mortar Application

Household and Vehicle Maintenance

Impervious Surfaces

Landscaping, Gardening and Yard Maintenance

Paint and household Hazardous Waste

Pet Waste Water Quality

Utah and it's Water, Why Conserve

Water Conservation Inside the Home

Water Conservation Outside the Home

Xeriscaping

Pleasant View City Public Works

801.782.8529 - Office
801.547.7772 - After Hours Emergency

Spill Response

Pleasant View City
801.782.8529
Dial 911
-or-
State of Utah Environmental Response
801.536.4123

Utah Division of Water Quality
801.538.6146
801.536.4300

Local Pollution Control Agencies:
Environmental Health Division of the Weber/Morgan Health Department
801.399.7100

Put Used Oil in Its Place!

801.536.0200
Used Oil Recyclers
(for DIYers in Weber County)

Weber County Transfer Station
Auto Zone Stores
Checker Auto Parts Stores
NAPA Auto Parts Stores
Pep Boys Stores
Little Tire & Lube
Jiffy Lube
The preceding list is not all encompassing nor does it constitute an endorsement by Weber County or any particular company

Pleasant View City
Est.1851

Paint and Household Hazardous Waste

Recommended Methods for Storm Water Protection

MCM 2 - Public Involvement / Participation

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

Pleasant View's Plan to Meet the Requirement of the Permit *(General Permit 4.2.2)*

Areas of Focus

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

Specific Goals with Methods of Evaluation and Rationale

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

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

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

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

MCM 3 - Illicit Discharge Detection and Elimination

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

Pleasant View's Plan to Meet the Requirement of the Permit *(General Permit 4.2.3)*

Areas of Focus

- **Ongoing IDDE program to detect and address non-stormwater discharges and illicit connections.** The City's on-going IDDE program is designed to characterize, trace the source, and eliminate illicit discharges, including spills and illicit connections, into the municipal stormwater system.
    - In conjunction with the Weber-Morgan Health Department, Public Works responds to and investigates all calls and report regarding environmental concerns such as illegal dumping, spills, illicit discharges, and illicit connections.
    - Spills Hotline: 801-547-7772 is Pleasant View's hotline for reporting of spills and water quality concerns such as illegal dumping, and is publicized as a 24-hour, 7-days a week hotline.
        - During regular business hours, calls are received by City Hall and followed up on by the Public Works Staff.
        - After-hours calls are managed by the on-call Public Works Staff.
        - Pleasant View investigates all calls received and records are kept of calls received and actions taken because of these calls.
        - The hotline is publicized and promoted on the City's website
    - Pleasant View takes pride in exceeding permit requirements of IDDE program response and in most cases spill responses and investigation is performed the day of reporting.
    - Documentation of IDDE procedures will be detailed in the City's IDDE Standard Operating Procedures (SOP) Manual.
    - Pleasant View educates public employees, businesses, and the public about illicit discharges and hazards associated with improper disposal of waste through the various methods as described in the "Public Education and Outreach" Section.
    - Pleasant View City keeps an updated GIS stormwater system map that identifies all of the outfalls and priority areas (as determined by the City).
    - Pleasant View City's website promotes services for the collection of household hazardous waste provided by at the Weber County Transfer Station (867 W Willson Lane, West Haven).
- **Pleasant View Municipal Code 13.09 Storm Drainage**
    - Pleasant View Municipal Code 13.09 prohibits non-stormwater, illicit discharges into Pleasant View City's stormwater system and provides the regulatory authority and framework for enforcement. These code sections are updated periodically to support the SWMP, with the last update being completed in 2026. The Code can be found on the City's website.
    - Code Implementation:
        - The on-going IDDE compliance strategy strives to achieve compliance initially through public education and technical assistance. When education, technical

assistance, and voluntary correction agreements do not achieve compliance, 13.09.080 provides for progressive enforcement.
        - Pollution discharged into the municipal storm drain system and/or surface and ground waters (illicit discharges) violate 13.09 and subjects the violator(s) to fines and/or cleanup costs imposed by the City and/or State agencies (See City Code).
- **MS4 Screening:** Pleasant View has an on-going program to screen the stormwater system for potential sources of non-stormwater discharges and illicit connections. Pleasant View performs this screening through outfall inspection. During each inspection, Staff observe the structural integrity of the outfall and its adjoining pipes, sediment accumulation levels, and if there is any unusual flow, odor, color, or other visual indicators that would suggest a pollutant is present. If there is a water quality concern, the Staff will then report a spill through the spill hotline. This will trigger notification to the storm maintenance crew to respond and maintain storm structures and the water quality team for further investigation and follow up.
    - Pleasant View screens on average 33% of the stormwater outfalls each year and annually tracks the percentage screened as well as the total percentage screened.
    - Outfalls are screened at a minimum of once every five (5) years.
- **Training:** Pleasant View will provide annual training to all employees (regardless of position/role) on illicit discharge, illicit connection detection, and IDDE SOPs on an annual basis. This training will be provided by the Storm Water Coordinator (Annual SWMP PowerPoint Presentation). All new employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

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

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

      Methods of Evaluation:
        - Inspection Logs.
        - Spills, Illicit Discharge, Illicit Connection Tracking Sheets.
        - Photos.
        - SOP Manual.

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

  Methods of Evaluation:
    - Inspection Logs.

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

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

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

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

Standard Operating Procedures
Priority Areas – Illicit Discharges
(4.2.3.3.1)

Procedure:

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

Types of Properties

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

Priority Reasons:

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

Identified Areas in Pleasant View City and Reason for Prioritization:

Area Name*	Address	Type of Property and Priority Reason(s)
Miller's Travel Center	2686 W. US89	Commercial activities (zone B, C, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
CLS Manufacturing	3155 N. US89	Commercial / Industrial activities (zone B, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
Rulon Park Industrial	Rulon White Blvd 2700 N.	Commercial / Industrial activities (zone B, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
EKB Commercial	420 W. 2700 N.	Commercial activities (zone B, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
Rise Baking	1400 W. 2700 N.	Commercial activities (zone B, E, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
Boyer Building	3205 N. US89	Commercial activities (zone B, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
SunPro	995 W. 2700 N.	Commercial activities (zone B) involving hazardous materials storage and usage, with potential for discharge to WOTUS
Wildcat Storage	945 W. 2700 N.	Commercial activities (zone B, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
Pepsi	2751 N. 1000 W.	Commercial activities (zone B, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
Pleasant View Emergency Center	2690 N. 600 W.	Commercial activities (zone B, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
5 Start Peak View Plaza	2650 N. 425 W.	Commercial activities (zone B, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS

JM Thomas Forest Products	2525 N. US89	Commercial activities (zone B) involving hazardous materials storage and usage, with potential for discharge to WOTUS
Ogden Clinic Mtn. View	2700 N. 1100 W.	Commercial activities (zone B, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
Parkland Industrial	2700 N. Parkland Blvd.	Commercial / Industrial activities (zone B, H) involving hazardous materials storage and usage, with potential for discharge to WOTUS
City Hall / City Public Works Shop	520 W. Elberta Dr.	Public Works Shops involving hazardous materials storage and usage
City Public Works HWY89 Yard	3000 N.	Public Works Yard involving hazardous materials storage and usage

**Also identified on City Stormwater mapping*

Dry Weather Outfall Inspections
Standard Operating Procedure

(4.2.3.3.3)

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

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

Inspection Requirements:

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

Tracing Illicit Discharges
Standard Operating Procedure

(4.2.3.4)

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

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

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

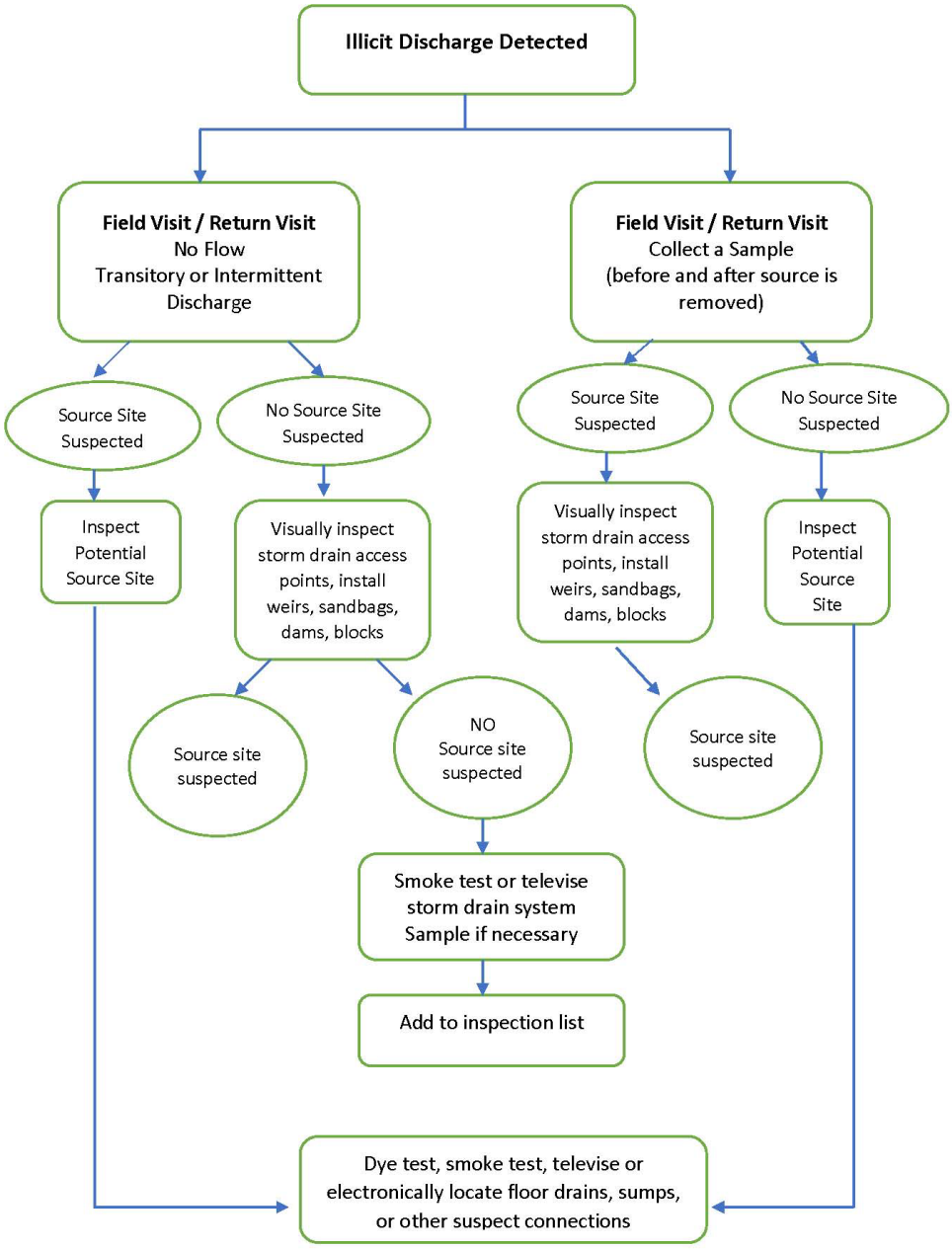
- *Potential Source Identified:* If a potential source for the illicit discharge was initially identified, steps should be taken to investigate the potential source site, such as inspecting the site and storm drain system in the vicinity of the site. If floor drains, sumps, or other suspect discharge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

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

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

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

Figure 1-1: Flow Chart to Select Tracing Techniques



Inspection Types & Procedures:

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

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

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

- **Televising:** Televised video inspections are a useful technique when an illicit connection or infiltration from a nearby sanitary sewer is suspected, but little evidence of the illicit discharge remains behind.
    - Contact outside Contractor, J Solutions 801-821-8397 OR 801-821-0194
    - Add location to future inspection list on GIS Map

Sample Collection:

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

- Field personnel will wear latex gloves while collecting samples.
- Bottles will be:
    - Clearly labeled with the location, date, and time of collection;
    - Stored in a cooler with ice; and
    - Delivered to the certified State lab for analysis.
        - Weber Basin Water Conservancy District
          2837 East HWY 193, Layton
          801-771-1677

        - Weber-Morgan Health Department
          Environmental Health Division
          Water Quality Bureau
          477 23rd Street, Ogden
          801-399-7160

        - Chemtech-Ford Laboratories
          9632 S 500 W, Sandy
          801-262-7299

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

Characterizing, Containing, and Removing Illicit Discharges
Standard Operating Procedures

(4.2.3.5 and 4.2.3.6)

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

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

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

Procedure:

1. Review report of discharge (either received via the City's Hotline or as found by the City).
2. Conduct a field visit to determine the kind of illicit discharge.
3. Check for illicit discharge indicators (e.g. odor, color, turbidity, and floatables).
4. Document finding on the ***Spill / Illicit Discharge Tracking Sheet***
   ****If the situation is a serious environmental threat to humans or the environment, contact the Weber-Morgan Health Department immediately. (801-395-8221)***
5. Locate source of illicit discharge and eliminate, ***SOP for Tracing Illicit Discharges***
6. Place applicable emergency spill material at the site of the illicit discharge (e.g. flotation booms, oil rags, water-based oil absorbent materials, etc).
7. Seek technical assistance from the Weber-Morgan County Health Department, Utah Department of Water Quality, and local Fire/Emergency Departments (if needed).

8. City Field Personnel will work with the appropriate Agency for environmental cleanup, see ***Notification Contact Sheet*** *(4.2.3.9.1)*
9. Follow Removal of Illicit Discharge – detailed steps below.
    a. Obtain available property ownership information for the source of the illicit discharge.
    b. Determine who is financially responsible and initiate the process based on:
        i. PRIVATE property owners:
            1. Contact Owner
            2. Issue Notice of Violation for violations of the associated ordinance
            3. Agree to appropriate schedule for removal
        ii. Municipal Facility:
            1. Notify appropriate municipal authority or department head.
            2. Schedule Removal
            3. Remove illicit connection
            4. Ensure the site is cleaned up
            5. Ensure the removal is completed satisfactorily with follow-up inspections
    c. Suspend access to storm drain if threats of serious physical harm to humans or environment are possible.
    d. Direct Responsible party to initiate repairs, corrections, and cleanup.
    e. Coordinate with enforcement official, Public Works Director and/or City Manager for escalating penalties in accordance with the ordinances.
    f. If the Permittee is responsible, ensure that the cause of the discharge is repaired and corrected. Coordinate with appropriate authority or department head.
    g. See technical assistance from the Weber-Morgan Health Department or Utah Department of Water Quality if needed.
10. Clean Up:
    a. Confirm illicit discharge is removed or eliminated and that proper clean-up is performed through follow-up inspections.
11. Complete inspections and escalate enforcement until the spill / discharge is eliminated and the potential for future spill / discharge has been mitigated (See City Code, Title 13):
    a. Verbal Warning: Give the Contractor a warning to correct violation(s). Document verbal warning given (who, what, when, etc.). *Skip this step if the problems pose a serious threat to human safety or the environment. Inspect the condition of BMPs, general site cleanliness, and compliance.*
        i. Give the Contractor 24 hours to correct the violation(s).
        ii. Schedule and complete follow-up inspection.
        iii. If not corrected, escalate to Written Notice of Violation (First Notice).
    b. Issue a Written Notice of Violation (First Notice): Notify the Contractor in writing of each violation.
        i. Give the Contractor 24 hours to correct the violations).
        ii. Schedule and compete follow-up inspection.
    c. Issue a Written Notice of Violation (Second Notice): Notify the Contractor in writing that the violation(s) has not been corrected, and that construction activity may be stopped if the violation(s) is not corrected within no less than another 24-hour period.
        i. Schedule and complete follow-up inspection.
        ii. Follow-up inspections should be completed continually until each violation has been corrected.

iii. Contractor has no more than thirty (30) days from the date of the Second Written Notice to correct violation(s) before a Stop-Work Order can be issued.

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

d. Stop-Work Order:

i. Issue Stop-Work Order and require all construction activity to stop.

ii. Contractor to correct each violation.

iii. Reinspection to verify that violation(s) have been corrected.

1. If corrected, provide Contractor notification in writing that construction activity may resume.

2. If Contractor refuses to make corrections and City determines significant harm to water quality or the storm water system is imminent, then the City may complete corrections and invoice the Contractor to recoup costs associated with corrections.

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

Spill / Illicit Discharge Tracking & Inspection Sheet

~ INITIAL NOTIFICATION ~

Date of Notification / Observation: _____

Location: _____

Description of Spill / Discharge: _____

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

Contact Information for Person that Discovered:

Name: _____

Phone: _____

~ RESPONSE ~

Date Investigation / Response Began: _____

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

Property Owners Notified:

Name	Address	Phone	Date / Time Notified	Notification Made By

Estimated Quantity of Spill: _____

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

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

Spill / Discharge Identified As: _____

Source of Spill / Discharge: _____

~ REMOVAL ~

Date of Removal: _____

Repair / Removal Action Taken: _____

Repair / Removal Performed By:_____

~ ENFORCEMENT / MONITORING ~

Date of Enforcement Action: _____

Action Taken: _____

Monitoring Required: ☐ Yes ☐ No

Process for Determining Monitoring: _____

Determined By: _____

Follow-Up Inspection Date: _____

Inspection Notes: _____

Inspection Completed By: _____

RESOLUTION

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

Final Resolution: _____

Closed By: _____

Tracking Public Comments
Standard Operating Procedure

(4.2.3.9)

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

Documenting Report of Spills / Other Illicit Discharges

1. Input initial caller information into **Iworq System** under "Storm Water"
    a. Caller Name and Contact Information
    b. Location of spill / illicit discharge
    c. Description of spill / discharge
    d. Ask if there is immediate danger to people or the environment – if yes notify 911 immediately
2. Notify Storm Water Coordinator via phone
3. Storm Water Coordinator will follow the ***Spill and Improper Disposal Flow Chart*** *(4.2.3.9.1)*
4. Storm Water Coordinator to complete "Initial Notification" section of the ***Spill / Illicit Discharge Tracking & Inspection Sheet***
5. Follow ***SOPs for Tracing Illicit Discharges and Characterizing, Containing, and Removing Illicit Discharges*** to inspect, follow-up, document, and close-out findings.

Documenting – Public Education Efforts / Non-Spill

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

SPILL AND IMPROPER DISPOSAL RESPONSE
Standard Operating Procedure
(4.2.3.9.1)

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

Process:

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

Spill Cleanup and Response

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

PROCEDURE:

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

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

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

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

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

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

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

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

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

2. Notification and Reporting

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

3. Prohibited Practices (Never)

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

4. Clean Up the Spill

a. **General**

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

b. **Cleanup of Petroleum Spills**

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

c. **Cleanup of Hazardous Materials**

i. Follow all Safety Data Sheet (SDS) instructions for cleanup and personal protective equipment (PPE).

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

5. Final Inspection and Restoration

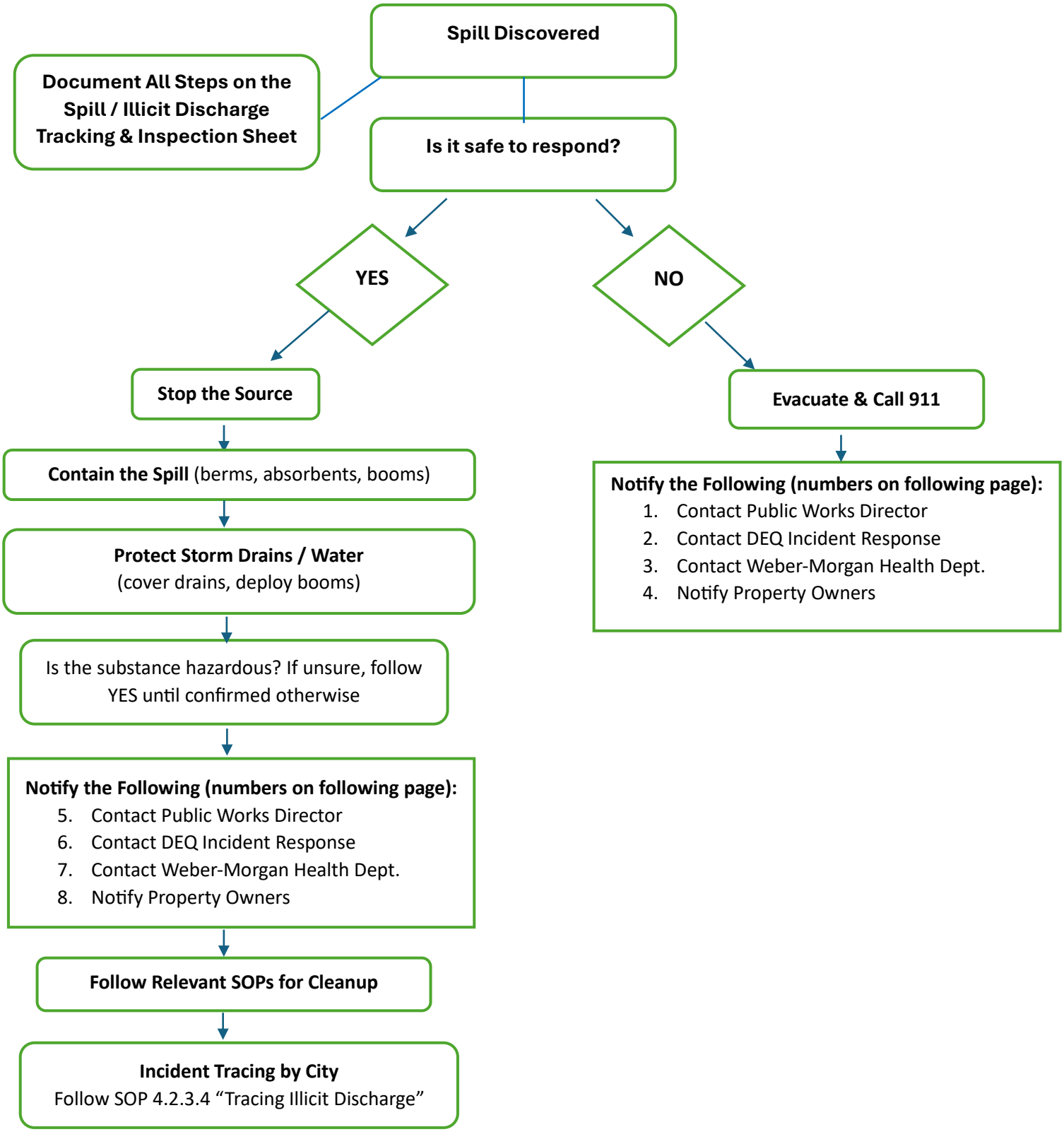
a. Inspect the cleanup area to ensure all spilled material and contaminated media have been removed.
b. Verify storm drains and nearby conveyances are free of contamination.
c. Replace used spill response supplies immediately.
d. Repair or remove leaking equipment before returning it to service.

6. Documentation

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

SPILL AND IMPROPER DISPOSAL RESPONSE FLOW CHART

(4.2.3.9.1)



NOTIFICATION CONTACT INFORMATION
Last Updated October 2025

City Public Works Department

	Public Works Director	801-668-6989
	Storm Water Coordinator	385-758-0051

Local Fire Department

Noth View Fire District	801-782-8159

County Services

Weber-Morgan Health Department	801-399-7100

State of Utah

Division of Water Quality Response Line	801-536-4123
Utah Department of Health Emergency Response	801-580-6681
National Response Center	800-425-8802

Environmental Response Companies (Available 24/7):

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

Spill / Illicit Discharge Tracking & Inspection Sheet

~ INITIAL NOTIFICATION ~

Date of Notification / Observation: _____

Location: _____

Description of Spill / Discharge: _____

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

Contact Information for Person that Discovered:

Name: _____

Phone: _____

~ RESPONSE ~

Date Investigation / Response Began: _____

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

Property Owners Notified:

Name	Address	Phone	Date / Time Notified	Notification Made By

Estimated Quantity of Spill: _____

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

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

Spill / Discharge Identified As: _____

Source of Spill / Discharge: _____

~ REMOVAL ~

Date of Removal: _____

Repair / Removal Action Taken: _____

Repair / Removal Performed By:_____

~ ENFORCEMENT / MONITORING ~

Date of Enforcement Action: _____

Action Taken: _____

Monitoring Required: ☐ Yes ☐ No

Process for Determining Monitoring: _____

Determined By: _____

Follow-Up Inspection Date: _____

Inspection Notes: _____

Inspection Completed By: _____

RESOLUTION

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

Final Resolution: _____

Closed By: _____

MCM 4 - Construction Site Stormwater Runoff Control

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

Pleasant View's Plan to Meet the Requirement of the Permit *(General Permit 4.2.4)*

Areas of Focus

- **Ongoing Program for Stormwater Management Standards for Development, Redevelopment, and Construction Sites:** The program applies to private and public development, including infrastructure projects.
    - Pleasant View Code 13.10 requires stormwater construction activity permits, NOIs, SWPPPs, and BMPs to be put in place.
- **Review Plans and Inspect Construction Sites.**
    - Pleasant View reviews all permits and development plans, inspects sites during construction, and takes enforcement action against those failing to follow approved guidelines or to provide facilities as required in the approved plans.
    - The review process includes civil/site plan review, an approval process (as required in City Code Title 17 Subdivisions and Title 13 Public Services, inspections, and enforcement to meet standards established by the permit for qualifying new and redevelopment sites. The City's oversight of new and redevelopment occurs in phases: (1) prior to construction during the plan review and acceptance process; (2) before the site is cleared during an initial site construction inspection; (3) during construction via construction site inspections; and (4) post construction as part of the stormwater infrastructure acceptance inspection. Proposals for public and private projects are reviewed by the City Engineer for compliance with Pleasant View's Standards, including LID requirements. City staff inspect qualifying public and private construction sites on a continuous basis to ensure the proper temporary erosion and sediment control measures have been selected, properly placed, and installed correctly.
    - City Inspectors inspect the stormwater drainage system that can potentially be impacted by home construction activity. This occurs, at a minimum, every month until the development has been built-out or when construction has stopped, and the site is stabilized. If facilities and stormwater conveyance require cleaning during home construction, responsible parties perform maintenance / cleaning.
    - Pleasant View Inspectors have the authority to enforce the Pleasant View City Code, as stated in Title 17 Subdivisions and Title 13 Public Services, using corrective action notices and stop work orders, to ensure the protection of receiving waters from construction impacts.
- **Notice of Intent.** Pleasant View will continue to provide links to the "Notice of Intent for Construction Activity" and "Notice of Intent for Industrial Activity" to applicants as part of the development and redevelopment permit / approval process.
- **Training.** All Staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement are annually trained to conduct these activities by the Storm Water Coalition and/or the City Engineer. Training should include enforcement and inspection SOPs. All training

should be documented and tracked through sign-in sheets and copies of agenda/presentation materials.

Specific Goals with Methods of Evaluation

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

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

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

- **SOP and Checklist Goal:** Annually, in October of each year, Pleasant View will develop / update and begin utilizing SOPs for inspections and stormwater enforcement of construction sites.

  Methods of Evaluation:
  - SOP Manual.
  - Checklists.

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

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

Standard Operating Procedure
Permit Coverage Review
(4.2.4.1.2)

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

Responsible for Review: Public Works Storm Water

Verification Process - NOI:

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

Verification Process - NOT:

- City, on a weekly basis monitors the CDX website to verify that NOT has been requested.
- Approval is granted if all requirements of the close-out of the Project / Development when:
    - Contractor / Developer has completed all SWPPP requirements and final site stabilization is established.
    - Contractor / Developer does not have any outstanding Compliance issues.
    - City has issued Final Acceptance of the Development and/or Project.
    - All Final Inspection Punchlist Items issued by City Inspector are complete.
    - Completion of NOT Inspection Form
- Approval of the NOT will not be granted if any of the above items are not complete.

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

Construction Oversight Notice of Termination Form

BACKGROUND INFORMATION

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

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

OPERATOR CONTACT INFORMATION

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

NOTICE OF TERMINATION (NOT) INSPECTION

Inspected By:	Date of Evaluation:
Title\Organization:	

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

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

COMMENTS:

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

Inspector:

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

Operator:

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

modified 04/25

Standard Operating Procedure
City Project
Pre-Construction SWPPP Review
(4.2.4)

Application: These procedures shall apply to all construction sites required to submit a SWPPP, specifically for those projects being completed and overseen by the City.

Responsible for Review: Public Works, Storm Water, City Engineer

Qualifications of Site Inspector: The Site Inspector shall keep documentation of current qualification(s), as required by the Utah Division of Water Quality, with his/her personnel records.

- ☐ Utah Registered Storm Water Inspector (RSI);
- ☐ Certified Professional in Erosion and Sediment Control (CPESC);
- ☐ Certified Profession in Storm Water Quality (CPSWQ);
- ☐ Certified Erosion, Sediment, and Storm Water Inspector (CESSWI);
- ☐ Certified Inspector of Sediment and Erosion Control (CISEC); or
- ☐ National Institute for Certification in Engineering Technologies, Erosion and Sediment Control, Level 3 (NICET).

Requirements:

- ☐ Following the Project pre-construction meeting, the Contractor will prepare and submit the SWPPP documents as discussed and agreed upon in the pre-construction meeting.
- ☐ Within two (2) business days following the receipt of the NOI from the Contractor, the Reviewer will complete the **SWPPP Pre-Construction Submittal and Review Checklist** or through form in **ComplianceGo**. The Reviewer may approve, deny, or require changes. If the SWPPP is denied or requires changes, the Contractor must resubmit the SWPPP and a new or revised review must occur.
- ☐ Following approval of the SWPPP, the Reviewer will notify the Engineer of said approval.
- ☐ The Engineer's Office will then issue the Notice to Proceed to the Contractor allowing the work to commence.

Record Keeping: A copy of the completed SWPPP Review Checklist Form shall be kept with the original SWPPP and documented in the Project file.

UPDES CONSTRUCTION GENERAL PERMIT (CGP) UTRC00000 and COMMON PLAN PERMIT (CPP) UTRH00000 STORM WATER POLLUTION PREVENTION PLAN (SWPPP) COMPLIANCE EVALUATION FORM(S)

Site Name: _____ UPDES Permit #: _____

SECTION 1: Instructions for SWPPP Evaluations

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

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

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

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

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

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

How to determine appropriate UPDES construction storm water permit coverage:

If "**No**" to both questions **#1** and **#2**, then **no UPDES construction storm water permit is required**.

If "**Yes**" to question **#1** and "**No**" to question **#2**, then the project **must obtain CGP (UTRC00000) coverage** and **Section 3** of this evaluation form would be applicable for SWPPP review.

If **"No"** to question **#1** and "**Yes**" to both questions **#2** and **#3**, then the project **may obtain CPP (UTRH00000) coverage** and **Section 4** of this evaluation form would be applicable for SWPPP review; **however** the CPP allows only one lot per permit, so if multiple lots in the CPoD will be developed, the operator **may choose to obtain separate CPP coverage for each lot or cover multiple lots under one CGP (UTRC00000) permit**, in which case **Section 3** of this evaluation form would be applicable for SWPPP review.

NOTE: **Commercial Common Plans of Development or Sale must be covered under the CGP (UTRC00000).**

As such, if **"No"** to question **#1**, "**Yes**" to question **#2,** and "**No**" to question **#3** (or the **project desires to cover multiple residential lots under a single permit**, then the **CPP (UTRH00000) is not valid and the project must obtain CGP (UTRC00000) coverage** and **Section 3** of this evaluation form would be applicable for SWPPP review.

4) At the completion of Section 2, has the appropriate UPDES Construction Storm Water Permit coverage been confirmed and obtained? **NOTE:** If "**No**", then the applicant must resubmit the application with the appropriate permit coverage obtained and included in a revised SWPPP that was written in compliance with the appropriate corresponding UPDES permit. **Yes** ☐ **No** ☐

If "**Yes**" to question **#4, complete the review of the submitted SWPPP for the appropriate UPDES Construction Storm Water Permit coverage** using **Section 3 (for CGP)** or **Section 4 (for CPP).**

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

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

SWPPP Review #_____ Common Plan Permit SWPPP Reviewed in Section 4? **Yes** ☐ **No** ☐

Site Name: _____ UPDES Permit #: _____

Site Address: _____

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

Permit Effective Date: _____ Permit Expiration Date: _____

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

OPERATOR CONTACT INFORMATION

Operator: _____ Phone: _____ E-mail: _____

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

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

Owner: Phone: _____ E-mail: _____

CONSTRUCTION GENERAL PERMIT (CGP) SWPPP EVALUATION

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

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

3) If the project is >5-acres in disturbance, has a perennial surface water within 50 feet of the project, or has a steep slope (70% or 35 degrees, or more), was a "qualified" SWPPP writer listed in the storm water team as having the responsibility and qualification to write/ certify the SWPPP? (CGP Part 7.2 and 7.2.1.a-e) **Yes** ☐ **No** ☐ **N/A** ☐

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

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

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

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

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

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

10) If the site discharges into a Municipal Separate Storm Sewer System (MS4) prior to reaching receiving waters of the state, is the MS4 listed? (CGP Part 1.4 and Part 4.8) **Yes** ☐ **No** ☐ **N/A** ☐

11) Are the first downstream receiving waters of the state listed in the SWPPP, identifying the impairment (and TMDL status) or high-quality (Category 1 or 2) status of the water body? (CGP Part 3.2) **Yes** ☐ **No** ☐

12) If the receiving water is identified as impaired, does the SWPPP list the impairment causing pollutants for the water body, and does it address the control of those impairment causing pollutants in the plan (or state that no impairment causing pollutants are anticipated on-site)? (CGP Part 3.2) **Yes** ☐ **No** ☐ **N/A** ☐

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

CONSTRUCTION GENERAL PERMIT (CGP) SWPPP EVALUATION (continued)

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

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

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

17) If the project anticipates a need to dewater, does the plan describe the scope of dewatering and the BMPs used to manage those practices? **Yes** ☐ **No** ☐ **N/A** ☐

18) If dewatering is planned, has the appropriate UPDES Dewatering permit coverage been obtained and proof of coverage included in the "Additional Information" attachment of the SWPPP? (CGP Part 1.2.4 and 2.3.7) **Yes** ☐ **No** ☐ **N/A** ☐

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

20) Are the selected BMPs for erosion and sediment control (CGP Part 2.2) identified and described, with instructions for installation, maintenance, responsible staff, and design specifications either in the main body of the SWPPP or as an attachment? (CGP Part 7.3.5.a) **NOTE**: CGP requires the following elements to be addressed in the SWPPP: **a)** Preserve vegetation where possible (CGP Part 2.2.2); **b)** Install sediment controls along downslope perimeter areas (CGP Part 2.2.3); **c)** Minimize sediment track-out (CGP Part 2.2.4 and 7.3.5.b.(4)); **d)** Manage stockpiles with perimeter controls and locate away from storm water conveyances (CGP Part 2.2.5); **e)** Minimize dust (CGP Part 2.2.6); **f)** Minimize steep slope disturbances (CGP Part 2.2.7); **g)** Preserve topsoil (CGP Part 2.2.8); **h)** Minimize soil compaction where final cover is vegetation (CGP Part 2.2.9); **i)** Protect storm drain inlets (CGP Part 2.2.10); **j)** Slow down runoff with erosion controls and velocity dissipation devices (CGP Part 2.2.11); **k)** Appropriately design any sediment basins or impoundments (CGP Part 2.2.12 and 7.3.5.b.(4)); **l)** Follow requirements for any treatment chemicals (CGP Part 2.2.13); **m)** Stabilize exposed portions of site with 14-days of inactivity (CGP Part 2.2.14) **Yes** ☐ **No** ☐

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

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

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

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

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

26) If this project is claiming to be an "Emergency related project" special condition, does the plan include a description of the nature of the public emergency and why immediate authorization was necessary? (CGP Part 1.4.1.) **Yes** ☐ **No** ☐ **N/A** ☐

27) If there are any Storm Water Drainage Wells (subclass of UIC Class V Injection Wells) planned for the site, does the plan provide documentation of any contact planners have had with DWQ for implementing the requirements for underground injection wells in the Safe Drinking Water Act and DEQ's implementing regulations (Utah Admin. Code R317-7)? (CGP Part 7.3.7.a) **Yes** ☐ **No** ☐ **N/A** ☐

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

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

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

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

CONSTRUCTION GENERAL PERMIT (CGP) SWPPP EVALUATION (continued)

32) Was the SWPPP certified by the duly authorized signatories of both the project (property) owner and operator ? (CGP Part 7.3.8, Part 9.9.1-2) **Yes** ☐ **No** ☐

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

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

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

36) Is an example of the inspection report (form) that will be utilized for the project included in the SWPPP? (CGP Part 4.7.1) **Yes** ☐ **No** ☐

37) Is an example of the corrective action log that will be utilized for the project included in the SWPPP? (CGP Part 5.4) **Yes** ☐ **No** ☐

38) Is an example of the training log included in the SWPPP that addresses the specific training requirements of CGP Part 6.2 (general functions) and 6.3 (conducting inspections)? (CGP Part 6) **Yes** ☐ **No** ☐

39) Are any certifications for SWPPP inspectors or SWPPP writers included in the SWPPP? (CGP Part 6.3) **Yes** ☐ **No** ☐

40) Are any applicable dewatering, stream alteration, or fugitive dust control permits included in the SWPPP? (CGP Part 1.2.4) **Yes** ☐ **No** ☐ **N/A** ☐

41) Do all erosion, sediment, and pollution control BMPs (CGP Part 2.2 and 2.3) in the SWPPP include thorough instructions and/or detail specifications for the installation, use, maintenance, and inspection? (CGP Part 7.3.5.a.(1)-(4)) **Yes** ☐ **No** ☐

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

43) **At the completion of this review, is the project's SWPPP now approved and accepted as being in compliance with storm water regulations? If not, specific comments will be provided below (or attached on a separate sheet if corrections are longer than the space provided) to clearly state which corrections are needed to bring the SWPPP into compliance and achieve approval on the next review cycle, if corrected to the satisfaction of the reviewer.** **Yes** ☐ **No** ☐

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

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

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

UPDES COMMON PLAN PERMIT (CPP) UTRH00000
STORM WATER POLLUTION PREVENTION PLAN (SWPPP) EVALUATION FORM
SECTION 4

SWPPP Review #_____ Construction General Permit SWPPP Reviewed in Section 3? **Yes** ☐ **No** ☐

Site Name: _____ UPDES Permit #: _____

Site Address: _____

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

Permit Effective Date: _____ Permit Expiration Date: _____

OPERATOR CONTACT INFORMATION

Operator: _____ Phone: _____ E-mail: _____

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

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

Owner: Phone: _____ E-mail: _____

COMMON PLAN PERMIT (CPP) SWPPP EVALUATION

1) Does the SWPPP include the following information: project name, address, and latitude/longitude, and UPDES Permit number? **Yes** ☐ **No** ☐

2) Does the project meet eligibility criteria for the Common Plan Permit, including the 1-acre maximum disturbance, residential land-use stipulation, multiple site coverage applications (requiring a different permit number for each lot), high-risk sites (as determined by the MS4, if applicable), and limitations of the CPoD (common plan purpose not yet achieved)? (CPP Part 1.1.1-6) **Yes** ☐ **No** ☐

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

4) Does the SWPPP identify an on-site SWPPP sign? (CPP Part 1.9) **Yes** ☐ **No** ☐

5) If dewatering is anticipated on-site, does the SWPPP identify whether on-site infiltration will be utilized or if an UPDES dewatering permit has been obtained? (CPP Part 2.7) **Yes** ☐ **No** ☐

6) Does the SWPPP list all the anticipated allowable non-storm water discharges at the site, and describe control methods to be utilized to manage those discharges in a manner that will minimize the discharge of pollutants? (CPP Part 1.3, 2.4.5, and 2.9) **Yes** ☐ **No** ☐

7) Does the SWPPP identify whether phasing (minimizing the total exposure of disturbed soil at a given time) is possible? (CPP Part 2.3.1) **Yes** ☐ **No** ☐

8) If phasing is planned, does the SWPPP show the locations on the site map and a summary of the delayed disturbances in the planned phasing? (CPP Part 2.3.1) **Yes** ☐ **No** ☐ **N/A** ☐

9) Does the SWPPP identify which perimeter sediment control BMPs will be used to prevent sediment from leaving the site? (CPP Part 2.1.2 and 2.3) **Yes** ☐ **No** ☐

10) If the project is within 50-feet of a waterbody, does the SWPPP contain descriptions of the placement and dimensions of the 50-foot natural buffer, the substitute control measures, or detailed explanations of why either could not be applied? (CPP Part 2.3.5 and 4.2.4) **Yes** ☐ **No** ☐ **N/A** ☐

11) If there are critical or sensitive areas located or adjacent to the site, does the plan specify a BMP to separate or isolate those areas with environmental fencing or another practice? (CPP Part 2.2) **Yes** ☐ **No** ☐ **N/A** ☐

12) Does the SWPPP describe what track out controls will be used to prevent dirt from being tracked on streets as vehicles leave the site? (CPP Part 2.4.1) **Yes** ☐ **No** ☐

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

14) Are curb ramps proposed for the site which are made of a non-dirt material that will not wash away in storm water? (CPP Part 2.4.2) **Yes** ☐ **No** ☐ **N/A** ☐

15) Are stockpiles or spoil piles planned for the site which have a BMP listed that can contain runoff from those piles? (CPP Part 2.1.1) **Yes** ☐ **No** ☐ **N/A** ☐

16) Does the project have a BMP identified to contain, dry, and dispose of any wash water from concrete, masonry, stucco, and paint (water-based)? (CPP Part 2.4.5 and 2.9.1) **Yes** ☐ **No** ☐

17) Does the SWPPP include waste management procedures including soil removal, clearing debris removal, demolition removal, trash disposal, construction-waste disposal, liquid waste disposal and sanitary waste disposal? (CPP Part 2.4.3, 2.4.4, 2.9, and 4.2.7) **Yes** ☐ **No** ☐

18) Are spill prevention and response measures detailed in the SWPPP with responsible parties identified? (CPP Part 2.8.3) **Yes** ☐ **No** ☐

19) Does the SWPPP describe methods for the storage of construction materials that minimize exposure of materials with a pollution risk (certain building and landscaping materials, pesticides, herbicides, detergents, etc.)? (CPP Part 2.4.3 and 2.8.2) **Yes** ☐ **No** ☐

COMMON PLAN PERMIT (CPP) SWPPP EVALUATION (continued)

20) If the site has steep slopes (>70%), does the plan include measures to either stabilize those slopes using an appropriate BMP or to avoid disturbing those steeper areas? (CPP Part 2.3.2) **Yes** ☐ **No** ☐ **N/A** ☐

21) If the site has conditions that can cause stormwater flows with highly erosive velocities, does the plan describe BMPs to control those flows and minimize sediment transport? (CPP Part 2.3.3 and 2.3.4) **Yes** ☐ **No** ☐ **N/A** ☐

22) If the site has a need for dust control (either regulatory, such as in non-attainment areas for air quality, or for practical reasons) does the plan describe BMPs for mitigating fugitive dust? (CPP Part 1.3.2) **Yes** ☐ **No** ☐ **N/A** ☐

23) If there are disturbed areas that will be left inactive for 14-days, does the plan provide a method of temporary/permanent stabilization for those areas? (CPP Part 2.6) **Yes** ☐ **No** ☐ **N/A** ☐

24) If the site is planned to be sold without landscaping, does the SWPPP include the installation of downslope erosion and sediment controls for the lot, prior to sale? (CPP Part 1.7.2) **Yes** ☐ **No** ☐ **N/A** ☐

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

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

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

28) Is a spill prevention and response plan included in the SWPPP which details the measures to reduce the chance of spills, stop the source of spills, contain and cleanup spills, and train personnel responsible for spill prevention and control? (CPP Part 2.8.3) **Yes** ☐ **No** ☐

29) Are the inspections schedule and procedures described in the SWPPP, including responsible (qualified CPP Part 3.1) staff and time frames for making corrections? (CPP Part 3.2 and 3.3) **Yes** ☐ **No** ☐

30) Is the subcontractors training list included in the SWPPP for all each subcontractor or utility providers to be informed or their responsibility to keep soil on-site and to prevent pollution? (CPP Part 4.2.8) **Yes** ☐ **No** ☐

31) Does the SWPPP contain a copy of the Common Plan Permit (UTRH00000) document and the Authorization to Discharge Letter from DWQ? (CPP Part 4.2.9) **Yes** ☐ **No** ☐

32) If the permit, SWPPP, and/or inspections signatory obligations will be handled by a duly authorized signatory (CPP Part 5.16.1.b), is there a written and signed delegation of authority included in the SWPPP that shows this person/position was delegated signatory responsibilities?(CPP Part 5.16.1.b.i-ii) **Yes** ☐ **No** ☐ **N/A** ☐

33) If the project is within and discharges into a regulated MS4's jurisdiction, does the SWPPP identify the MS4, and contain the signature and date of the MS4 reviewer who has approved the proposed project for construction (CPP Part 1.7)? (CPP Part 4.2.11) **Yes** ☐ **No** ☐ **N/A** ☐

34) Does the SWPPP identify the first receiving water that the site discharges into, including the impairment/TMDL status of the water body, and any pollutants for which the water body is impaired? (CPP Part 4.2.5) **Yes** ☐ **No** ☐

35) Is the SWPPP signed and certified by both the Owner and the General Contractor (operator) in accordance with CPP Part 5.16.1.a? (CPP Part 4.2.10) **Yes** ☐ **No** ☐

36) Does the SWPPP include a copy of the Notice of Intent (NOI) that was submitted to DWQ to obtain coverage under the Common Plan Permit UTRH00000? (CPP Part 1.4) **Yes** ☐ **No** ☐

37) Does the SWPPP include a template for the daily site check log? (CPP Part 3.2.2) **Yes** ☐ **No** ☐

38) Does the SWPPP include a template for inspection reports and corrective actions taken? (CPP Part 3.4 and 3.5) **Yes** ☐ **No** ☐

39) Does the SWPPP include any other permits that affect site operations? (Fugitive Dust Control, Stream Alteration, Dewatering, etc.) **Yes** ☐ **No** ☐ **N/A** ☐

40) Does the SWPPP include BMP specifications and/or details for all sediment, erosion, and pollution prevention BMPs? **Yes** ☐ **No** ☐

41) **At the completion of this review, is the project's SWPPP now approved and accepted as being in compliance with storm water regulations? If not, specific comments will be provided below (or attached on a separate sheet if corrections are longer than the space provided) to clearly state which corrections are needed to bring the SWPPP into compliance and achieve approval on the next review cycle, if corrected to the satisfaction of the reviewer.** **Yes** ☐ **No** ☐

COMMON PLAN PERMIT (CPP) SWPPP EVALUATION (continued)

42) Is this site designated by the MS4 as "Priority" based on the following factors: Soil erosion potential; Site slope; Project size and type; Sensitivity of receiving waterbodies (impaired or high-quality waters); Proximity to receiving waterbodies; and, Non-storm water discharges and past record of non-compliance by the operators of the construction site? **NOTE:** This is an internal question for MS4s to meet MS4 Permit requirements for prioritizing certain construction sites for increased inspections and does not affect the approval of the SWPPP. (MS4 Permit Part 4.2.4.3.5) List the applicable prioritization factors:_____

Yes ☐ | **No** ☐
N/A ☐

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

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

Standard Operating Procedure
Pre-Construction SWPPP Review
(4.2.4.3)

Application: These procedures shall apply to all construction sites required to submit a SWPPP.

Responsible for Review: Public Works, Storm Water, City Engineer

Qualifications of Site Inspector: The Site Inspector shall keep documentation of current qualification(s), as required by the Utah Division of Water Quality, with his/her personnel records.

- ☐ Utah Registered Storm Water Inspector (RSI);
- ☐ Certified Professional in Erosion and Sediment Control (CPESC);
- ☐ Certified Profession in Storm Water Quality (CPSWQ);
- ☐ Certified Erosion, Sediment, and Storm Water Inspector (CESSWI);
- ☐ Certified Inspector of Sediment and Erosion Control (CISEC); or
- ☐ National Institute for Certification in Engineering Technologies, Erosion and Sediment Control, Level 3 (NICET).

Requirements: The Reviewer will complete the **SWPPP Pre-Construction Submittal and Review Checklist** form. The Reviewer may approve, deny, or require changes. If the SWPPP is denied or requires changes, the Applicant must resubmit the SWPPP and a new or revised review must occur.

Record Keeping: A copy of the completed SWPPP Review Checklist Form shall be kept with the original SWPPP.

UPDES CONSTRUCTION GENERAL PERMIT (CGP) UTRC00000 and COMMON PLAN PERMIT (CPP) UTRH00000 STORM WATER POLLUTION PREVENTION PLAN (SWPPP) COMPLIANCE EVALUATION FORM(S)

Site Name: _____ UPDES Permit #: _____

SECTION 1: Instructions for SWPPP Evaluations

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

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

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

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

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

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

How to determine appropriate UPDES construction storm water permit coverage:

If "**No**" to both questions **#1** and **#2**, then **no UPDES construction storm water permit is required**.

If "**Yes**" to question **#1** and "**No**" to question **#2**, then the project **must obtain CGP (UTRC00000) coverage** and **Section 3** of this evaluation form would be applicable for SWPPP review.

If **"No"** to question **#1** and "**Yes**" to both questions **#2** and **#3**, then the project **may obtain CPP (UTRH00000) coverage** and **Section 4** of this evaluation form would be applicable for SWPPP review; **however** the CPP allows only one lot per permit, so if multiple lots in the CPoD will be developed, the operator **may choose to obtain separate CPP coverage for each lot or cover multiple lots under one CGP (UTRC00000) permit**, in which case **Section 3** of this evaluation form would be applicable for SWPPP review.

NOTE: **Commercial Common Plans of Development or Sale must be covered under the CGP (UTRC00000).**

As such, if **"No"** to question **#1**, "**Yes**" to question **#2,** and "**No**" to question **#3** (or the **project desires to cover multiple residential lots under a single permit**, then the **CPP (UTRH00000) is not valid and the project must obtain CGP (UTRC00000) coverage** and **Section 3** of this evaluation form would be applicable for SWPPP review.

4) At the completion of Section 2, has the appropriate UPDES Construction Storm Water Permit coverage been confirmed and obtained? **NOTE:** If "**No**", then the applicant must resubmit the application with the appropriate permit coverage obtained and included in a revised SWPPP that was written in compliance with the appropriate corresponding UPDES permit. **Yes** ☐ | **No** ☐

If "**Yes**" to question **#4, complete the review of the submitted SWPPP for the appropriate UPDES Construction Storm Water Permit coverage** using **Section 3 (for CGP)** or **Section 4 (for CPP).**

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

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

SWPPP Review #_____ Common Plan Permit SWPPP Reviewed in Section 4? **Yes** ☐ **No** ☐

Site Name: _____ UPDES Permit #: _____

Site Address: _____

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

Permit Effective Date: _____ Permit Expiration Date: _____

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

OPERATOR CONTACT INFORMATION

Operator: _____ Phone: _____ E-mail: _____

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

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

Owner: Phone: _____ E-mail: _____

CONSTRUCTION GENERAL PERMIT (CGP) SWPPP EVALUATION

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

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

3) If the project is >5-acres in disturbance, has a perennial surface water within 50 feet of the project, or has a steep slope (70% or 35 degrees, or more), was a "qualified" SWPPP writer listed in the storm water team as having the responsibility and qualification to write/ certify the SWPPP? (CGP Part 7.2 and 7.2.1.a-e) **Yes** ☐ **No** ☐ **N/A** ☐

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

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

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

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

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

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

10) If the site discharges into a Municipal Separate Storm Sewer System (MS4) prior to reaching receiving waters of the state, is the MS4 listed? (CGP Part 1.4 and Part 4.8) **Yes** ☐ **No** ☐ **N/A** ☐

11) Are the first downstream receiving waters of the state listed in the SWPPP, identifying the impairment (and TMDL status) or high-quality (Category 1 or 2) status of the water body? (CGP Part 3.2) **Yes** ☐ **No** ☐

12) If the receiving water is identified as impaired, does the SWPPP list the impairment causing pollutants for the water body, and does it address the control of those impairment causing pollutants in the plan (or state that no impairment causing pollutants are anticipated on-site)? (CGP Part 3.2) **Yes** ☐ **No** ☐ **N/A** ☐

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

CONSTRUCTION GENERAL PERMIT (CGP) SWPPP EVALUATION (continued)

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

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

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

17) If the project anticipates a need to dewater, does the plan describe the scope of dewatering and the BMPs used to manage those practices? **Yes** ☐ **No** ☐ **N/A** ☐

18) If dewatering is planned, has the appropriate UPDES Dewatering permit coverage been obtained and proof of coverage included in the "Additional Information" attachment of the SWPPP? (CGP Part 1.2.4 and 2.3.7) **Yes** ☐ **No** ☐ **N/A** ☐

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

20) Are the selected BMPs for erosion and sediment control (CGP Part 2.2) identified and described, with instructions for installation, maintenance, responsible staff, and design specifications either in the main body of the SWPPP or as an attachment? (CGP Part 7.3.5.a) **NOTE**: CGP requires the following elements to be addressed in the SWPPP: **a)** Preserve vegetation where possible (CGP Part 2.2.2); **b)** Install sediment controls along downslope perimeter areas (CGP Part 2.2.3); **c)** Minimize sediment track-out (CGP Part 2.2.4 and 7.3.5.b.(4)); **d)** Manage stockpiles with perimeter controls and locate away from storm water conveyances (CGP Part 2.2.5); **e)** Minimize dust (CGP Part 2.2.6); **f)** Minimize steep slope disturbances (CGP Part 2.2.7); **g)** Preserve topsoil (CGP Part 2.2.8); **h)** Minimize soil compaction where final cover is vegetation (CGP Part 2.2.9); **i)** Protect storm drain inlets (CGP Part 2.2.10); **j)** Slow down runoff with erosion controls and velocity dissipation devices (CGP Part 2.2.11); **k)** Appropriately design any sediment basins or impoundments (CGP Part 2.2.12 and 7.3.5.b.(4)); **l)** Follow requirements for any treatment chemicals (CGP Part 2.2.13); **m)** Stabilize exposed portions of site with 14-days of inactivity (CGP Part 2.2.14) **Yes** ☐ **No** ☐

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

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

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

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

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

26) If this project is claiming to be an "Emergency related project" special condition, does the plan include a description of the nature of the public emergency and why immediate authorization was necessary? (CGP Part 1.4.1.) **Yes** ☐ **No** ☐ **N/A** ☐

27) If there are any Storm Water Drainage Wells (subclass of UIC Class V Injection Wells) planned for the site, does the plan provide documentation of any contact planners have had with DWQ for implementing the requirements for underground injection wells in the Safe Drinking Water Act and DEQ's implementing regulations (Utah Admin. Code R317-7)? (CGP Part 7.3.7.a) **Yes** ☐ **No** ☐ **N/A** ☐

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

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

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

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

CONSTRUCTION GENERAL PERMIT (CGP) SWPPP EVALUATION (continued)

32) Was the SWPPP certified by the duly authorized signatories of both the project (property) owner and operator ? (CGP Part 7.3.8, Part 9.9.1-2) **Yes** ☐ **No** ☐

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

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

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

36) Is an example of the inspection report (form) that will be utilized for the project included in the SWPPP? (CGP Part 4.7.1) **Yes** ☐ **No** ☐

37) Is an example of the corrective action log that will be utilized for the project included in the SWPPP? (CGP Part 5.4) **Yes** ☐ **No** ☐

38) Is an example of the training log included in the SWPPP that addresses the specific training requirements of CGP Part 6.2 (general functions) and 6.3 (conducting inspections)? (CGP Part 6) **Yes** ☐ **No** ☐

39) Are any certifications for SWPPP inspectors or SWPPP writers included in the SWPPP? (CGP Part 6.3) **Yes** ☐ **No** ☐

40) Are any applicable dewatering, stream alteration, or fugitive dust control permits included in the SWPPP? (CGP Part 1.2.4) **Yes** ☐ **No** ☐ **N/A** ☐

41) Do all erosion, sediment, and pollution control BMPs (CGP Part 2.2 and 2.3) in the SWPPP include thorough instructions and/or detail specifications for the installation, use, maintenance, and inspection? (CGP Part 7.3.5.a.(1)-(4)) **Yes** ☐ **No** ☐

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

43) **At the completion of this review, is the project's SWPPP now approved and accepted as being in compliance with storm water regulations? If not, specific comments will be provided below (or attached on a separate sheet if corrections are longer than the space provided) to clearly state which corrections are needed to bring the SWPPP into compliance and achieve approval on the next review cycle, if corrected to the satisfaction of the reviewer.** **Yes** ☐ **No** ☐

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

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

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

UPDES COMMON PLAN PERMIT (CPP) UTRH00000
STORM WATER POLLUTION PREVENTION PLAN (SWPPP) EVALUATION FORM
SECTION 4

SWPPP Review #_____ Construction General Permit SWPPP Reviewed in Section 3? **Yes** ☐ **No** ☐

Site Name: _____ UPDES Permit #: _____

Site Address: _____

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

Permit Effective Date: _____ Permit Expiration Date: _____

OPERATOR CONTACT INFORMATION

Operator: _____ Phone: _____ E-mail: _____

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

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

Owner: Phone: _____ E-mail: _____

COMMON PLAN PERMIT (CPP) SWPPP EVALUATION

1) Does the SWPPP include the following information: project name, address, and latitude/longitude, and UPDES Permit number? **Yes** ☐ **No** ☐

2) Does the project meet eligibility criteria for the Common Plan Permit, including the 1-acre maximum disturbance, residential land-use stipulation, multiple site coverage applications (requiring a different permit number for each lot), high-risk sites (as determined by the MS4, if applicable), and limitations of the CPoD (common plan purpose not yet achieved)? (CPP Part 1.1.1-6) **Yes** ☐ **No** ☐

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

4) Does the SWPPP identify an on-site SWPPP sign? (CPP Part 1.9) **Yes** ☐ **No** ☐

5) If dewatering is anticipated on-site, does the SWPPP identify whether on-site infiltration will be utilized or if an UPDES dewatering permit has been obtained? (CPP Part 2.7) **Yes** ☐ **No** ☐

6) Does the SWPPP list all the anticipated allowable non-storm water discharges at the site, and describe control methods to be utilized to manage those discharges in a manner that will minimize the discharge of pollutants? (CPP Part 1.3, 2.4.5, and 2.9) **Yes** ☐ **No** ☐

7) Does the SWPPP identify whether phasing (minimizing the total exposure of disturbed soil at a given time) is possible? (CPP Part 2.3.1) **Yes** ☐ **No** ☐

8) If phasing is planned, does the SWPPP show the locations on the site map and a summary of the delayed disturbances in the planned phasing? (CPP Part 2.3.1) **Yes** ☐ **No** ☐ **N/A** ☐

9) Does the SWPPP identify which perimeter sediment control BMPs will be used to prevent sediment from leaving the site? (CPP Part 2.1.2 and 2.3) **Yes** ☐ **No** ☐

10) If the project is within 50-feet of a waterbody, does the SWPPP contain descriptions of the placement and dimensions of the 50-foot natural buffer, the substitute control measures, or detailed explanations of why either could not be applied? (CPP Part 2.3.5 and 4.2.4) **Yes** ☐ **No** ☐ **N/A** ☐

11) If there are critical or sensitive areas located or adjacent to the site, does the plan specify a BMP to separate or isolate those areas with environmental fencing or another practice? (CPP Part 2.2) **Yes** ☐ **No** ☐ **N/A** ☐

12) Does the SWPPP describe what track out controls will be used to prevent dirt from being tracked on streets as vehicles leave the site? (CPP Part 2.4.1) **Yes** ☐ **No** ☐

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

14) Are curb ramps proposed for the site which are made of a non-dirt material that will not wash away in storm water? (CPP Part 2.4.2) **Yes** ☐ **No** ☐ **N/A** ☐

15) Are stockpiles or spoil piles planned for the site which have a BMP listed that can contain runoff from those piles? (CPP Part 2.1.1) **Yes** ☐ **No** ☐ **N/A** ☐

16) Does the project have a BMP identified to contain, dry, and dispose of any wash water from concrete, masonry, stucco, and paint (water-based)? (CPP Part 2.4.5 and 2.9.1) **Yes** ☐ **No** ☐

17) Does the SWPPP include waste management procedures including soil removal, clearing debris removal, demolition removal, trash disposal, construction-waste disposal, liquid waste disposal and sanitary waste disposal? (CPP Part 2.4.3, 2.4.4, 2.9, and 4.2.7) **Yes** ☐ **No** ☐

18) Are spill prevention and response measures detailed in the SWPPP with responsible parties identified? (CPP Part 2.8.3) **Yes** ☐ **No** ☐

19) Does the SWPPP describe methods for the storage of construction materials that minimize exposure of materials with a pollution risk (certain building and landscaping materials, pesticides, herbicides, detergents, etc.)? (CPP Part 2.4.3 and 2.8.2) **Yes** ☐ **No** ☐

COMMON PLAN PERMIT (CPP) SWPPP EVALUATION (continued)

20) If the site has steep slopes (>70%), does the plan include measures to either stabilize those slopes using an appropriate BMP or to avoid disturbing those steeper areas? (CPP Part 2.3.2) **Yes** ☐ **No** ☐ **N/A** ☐

21) If the site has conditions that can cause stormwater flows with highly erosive velocities, does the plan describe BMPs to control those flows and minimize sediment transport? (CPP Part 2.3.3 and 2.3.4) **Yes** ☐ **No** ☐ **N/A** ☐

22) If the site has a need for dust control (either regulatory, such as in non-attainment areas for air quality, or for practical reasons) does the plan describe BMPs for mitigating fugitive dust? (CPP Part 1.3.2) **Yes** ☐ **No** ☐ **N/A** ☐

23) If there are disturbed areas that will be left inactive for 14-days, does the plan provide a method of temporary/permanent stabilization for those areas? (CPP Part 2.6) **Yes** ☐ **No** ☐ **N/A** ☐

24) If the site is planned to be sold without landscaping, does the SWPPP include the installation of downslope erosion and sediment controls for the lot, prior to sale? (CPP Part 1.7.2) **Yes** ☐ **No** ☐ **N/A** ☐

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

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

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

28) Is a spill prevention and response plan included in the SWPPP which details the measures to reduce the chance of spills, stop the source of spills, contain and cleanup spills, and train personnel responsible for spill prevention and control? (CPP Part 2.8.3) **Yes** ☐ **No** ☐

29) Are the inspections schedule and procedures described in the SWPPP, including responsible (qualified CPP Part 3.1) staff and time frames for making corrections? (CPP Part 3.2 and 3.3) **Yes** ☐ **No** ☐

30) Is the subcontractors training list included in the SWPPP for all each subcontractor or utility providers to be informed or their responsibility to keep soil on-site and to prevent pollution? (CPP Part 4.2.8) **Yes** ☐ **No** ☐

31) Does the SWPPP contain a copy of the Common Plan Permit (UTRH00000) document and the Authorization to Discharge Letter from DWQ? (CPP Part 4.2.9) **Yes** ☐ **No** ☐

32) If the permit, SWPPP, and/or inspections signatory obligations will be handled by a duly authorized signatory (CPP Part 5.16.1.b), is there a written and signed delegation of authority included in the SWPPP that shows this person/position was delegated signatory responsibilities?(CPP Part 5.16.1.b.i-ii) **Yes** ☐ **No** ☐ **N/A** ☐

33) If the project is within and discharges into a regulated MS4's jurisdiction, does the SWPPP identify the MS4, and contain the signature and date of the MS4 reviewer who has approved the proposed project for construction (CPP Part 1.7)? (CPP Part 4.2.11) **Yes** ☐ **No** ☐ **N/A** ☐

34) Does the SWPPP identify the first receiving water that the site discharges into, including the impairment/TMDL status of the water body, and any pollutants for which the water body is impaired? (CPP Part 4.2.5) **Yes** ☐ **No** ☐

35) Is the SWPPP signed and certified by both the Owner and the General Contractor (operator) in accordance with CPP Part 5.16.1.a? (CPP Part 4.2.10) **Yes** ☐ **No** ☐

36) Does the SWPPP include a copy of the Notice of Intent (NOI) that was submitted to DWQ to obtain coverage under the Common Plan Permit UTRH00000? (CPP Part 1.4) **Yes** ☐ **No** ☐

37) Does the SWPPP include a template for the daily site check log? (CPP Part 3.2.2) **Yes** ☐ **No** ☐

38) Does the SWPPP include a template for inspection reports and corrective actions taken? (CPP Part 3.4 and 3.5) **Yes** ☐ **No** ☐

39) Does the SWPPP include any other permits that affect site operations? (Fugitive Dust Control, Stream Alteration, Dewatering, etc.) **Yes** ☐ **No** ☐ **N/A** ☐

40) Does the SWPPP include BMP specifications and/or details for all sediment, erosion, and pollution prevention BMPs? **Yes** ☐ **No** ☐

41) **At the completion of this review, is the project's SWPPP now approved and accepted as being in compliance with storm water regulations? If not, specific comments will be provided below (or attached on a separate sheet if corrections are longer than the space provided) to clearly state which corrections are needed to bring the SWPPP into compliance and achieve approval on the next review cycle, if corrected to the satisfaction of the reviewer.** **Yes** ☐ **No** ☐

COMMON PLAN PERMIT (CPP) SWPPP EVALUATION (continued)

42) Is this site designated by the MS4 as "Priority" based on the following factors: Soil erosion potential; Site slope; Project size and type; Sensitivity of receiving waterbodies (impaired or high-quality waters); Proximity to receiving waterbodies; and, Non-storm water discharges and past record of non-compliance by the operators of the construction site? **NOTE:** This is an internal question for MS4s to meet MS4 Permit requirements for prioritizing certain construction sites for increased inspections and does not affect the approval of the SWPPP. (MS4 Permit Part 4.2.4.3.5) List the applicable prioritization factors:_____

Yes ☐ | **No** ☐
N/A ☐

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

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

JONES & ASSOCIATES
CONSULTING ENGINEERS

PRECONSTRUCTION CONFERENCE

Project:

Date:

Meeting Location:

1. Attendance Roll and Introductions:
2. Type of License Held by Contractor:
3. Contract Documents
   a. Contract Agreement:
   b. Notice of Award:
   c. Bonds:
   d. Insurance:
   e. Notice to Proceed:
4. City's Representatives/Roles

   Main City Contact : Name _____ Phone #: _____

   City Inspector: Name _____ Phone #: _____

   City SW Inspector: Name _____ Phone #: _____

   Engineer: Name _____ Phone #: _____

   Engineer's Inspector Name _____ Phone #: _____
5. Contractor's Representatives/Roles

   Project Manager : Name _____ Phone #: _____

   Field Superintendent: Name _____ Phone #: _____

   Construction Foreman: Name _____ Phone #: _____
6. Subcontractors:
7. Material Supplier:
8. Submittals
   a. Materials (utility pipes, structures, appurtenances; GB, UTBC, HMA; special order items; custom fabricated items; project specific items)

b. Outside agency permits

c. SWPPP

d. Traffic Control Plan

e. Testing reports

f. Other

9. Change Order Procedure: No extra payments will be allowed without previous approvals
10. Payment Requests
    a. Submit Request to:
    b. Frequency:
    c. 5% Retainage:
11. Guarantee on Completed Work: 1 year from Substantial Completion
12. Construction Schedule
    a. Contract time/deadline:
    b. Contractor's Schedule
13. Construction Staking:
14. Plan Copies:
15. Pre-construction photos/video required
16. Staging Area
17. SWPPP
    a. Permit/NOI
    b. SWPPP
    c. Review of Site Design
    d. Planned Operations at the Construction Site
    e. Planned BMPs during Construction
    f. Inspections
    g. Final Inspection of Long-Term Storm Water Controls (where applicable)
18. Traffic Control and Access: traffic, pedestrians, access to private property
19. Safety: trench safety, confined space, PPE, open trench,etc.
20. BlueStakes
21. Water for construction and dust control:

22. Inspections:
23. Utility Commissioning (water, sewer, storm drain, land drain): See APWA 33 08 00
    a. Water
    b. Sewer
    c. Storm Drain
    d. Notice to City / Engineer
24. Construction Testing:
    a. Compaction
    b. Proofrolling
    c. Asphalt
    d. Notice to City / Engineer
25. Cleanup:
26. As-built plans required prior to final payment
27. GIS
28. Professionalism
    a. Sanitation for employees
    b. Language
    c. Dealings with the Public
29. Coordination Items
    a. Progress Meetings
    b. Residents and Notification: Fliers to Public
    c. Potholing
    d. Other contractors
    e. 3rd party utilities
    f.
    g.
30. Special funding requirements

PRECONSTRUCTION CONFERENCE

PLEASANT VIEW CITY

Date: _____

Developer: _____

Introductions & Attendance Roll

City Inspector(s): Ben Slater – Jones & Associates – (801) 391-0161

SWPPP Inspector(s):

Water Inspector(s):

SUBDIVISION/SITE PLAN IMPROVEMENTS

1. **Contractor License Type:**

2. **Improvement Drawings:** *Must have City Engineer approval language and signature before contractor can start*

3. **Dry Utilities (Gas, Power, Phone, Cable):**
   Location:
   Schedule:
   Trench Compaction: *95%*

4. **Secondary Water System:** Contractor:_____
   Materials: *PVC C-900 DR-18*
   Location of Main and Laterals:
   Inspection and Testing:
   Other items:

5. **Sanitary Sewer System:** Contractor:_____
   Materials: *Green SDR-35 PVC*
   Location of Laterals: *10' down gradient or water service*
   Testing: *Video after cleaning*
   Other items:

6. **Culinary Water System:** Contractor:_____
   Materials: *PVC DR 18*
   Location of Laterals: *center of lot*
   Testing: *200 psi for 2 hours*
   Other items:

7. **Storm Drain System:** Contractor:_____
   Materials: *RCP*
   Testing: *Video after cleaning*
   Detention Basin:
   Other items:

8. **Storm Water Pollution Prevention Plan (SWPPP):**
   NOI & Complete SWPPP: *Must have before construction can begin*
   Review of Site Design
   Planned Operations at the Construction Site
   Planned BMPs during Construction
   Inspections:
   City or Contractor? (if Contractor, complete form)
   Final Inspection of Long-Term Storm Water Controls:

9. **Street Improvements:** Roadway Contractor: _____
   Concrete Contractor: _____
   Asphalt Contractor: _____
   UDOT Requirements:
   Subgrade Preparation and Compaction:
   Roadbase:
   Asphalt:
   Curb and Gutter:
   Sidewalk:
   Seal coat:
   Other items:

10. **Construction Schedule:**

11. **GIS:**

12. **Traffic Control Plan:**

13. **Street Monuments:** *Must be center punched by surveyor*

14. **Street Lights:**

15. **Street Signs:**

16. **Guarantee of Improvements:**
    - Review and Approve Engineer's Estimate
    - Construction may begin after Preconstruction Conference

  - Developer & Contractor must notify and involve the City Inspectors
- Prior to Recording of the Plat
  - Set up Escrow Account (based off of “remaining” improvements)

17. Escrow Releases:

- *Max. of 1 per month*

18. Conditional Acceptance:

- As-Built Drawings
- City to GPS all improvements to use in the City’s GIS database
- Developer to request Walkthrough and Punch List
- 5% Contingency released

19. Final Acceptance:

- Developer to request Walkthrough and Punch List (after 1-yr from Conditional Acceptance)
- City Council Formal Acceptance
- 10% Guarantee released

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

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

Responsible for Site Inspections: Public Works, Storm Water

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

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

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

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

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

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

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

Requirements:

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

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

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

2. Qualified Personnel

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

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

3. **Record Retention**

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

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

Process:

1. Pre-construction

a. The MS4 will perform a pre-construction SWPPP review and meeting which at minimum will include:

i. A review of the site design.
ii. Planned operations at the construction site.
iii. Planned Best Management Practice(s) (BMPs) during the construction phase.
iv. Planned long-term storm water run-off BMPs.
v. Documentation:
1. SWPPP Review Checklist: Document the SWPPP Review Checklist and attach to location in GIS map and save in project / development file.
2. Pre-construction Meeting: Document the meeting agenda and notes attached to location in GIS map and save in project / development file.

b. The MS4 will determine whether the construction site will be identified as priority and receive bi-weekly MS4 oversight inspections.

c. The MS4 must provide the operator with the procedure for notifying the MS4 of their completion of active construction.

d. The MS4 will perform a pre-construction electronic oversight inspection or onsite oversight inspection with the operator(s).

i. This pre-construction inspection must occur before land disturbance and will verify that the operator has placed all site-specific construction BMPs prescribed by the SWPPP.

ii. Documentation:
    1. Pre-construction inspection: Document the inspection ComplianceGo.

e. The operator will submit a Notice of Intent (NOI) through the NeT NPDES eReporting Tool online (NeT) *before* earth disturbing activities.

f. The operator will submit a Notice of Intent (NOI) through the NeT NPDES eReporting Tool online (NeT) *before* earth disturbing activities.

2. During Construction

a. Electronic Oversight Inspection
    i. The MS4 will perform the required electronic oversight inspections through access to the operator's SWPPP, electronic site inspection(s), and operator's self-inspection(s).
        1. The operator's report must use geo-located and time-stamped photos of all BMPs implemented at the construction site.
        2. All photos must be sufficient to depict that the BMP(s) is meeting its proper function to eliminate or control pollutants on site.
        3. The operator's report should show compliance with the CGP or CPP if applicable, and the site specific SWPPP.
            a. This includes all documentation regarding corrections taken because of the operator's self-inspection.

b. Onsite Oversight Inspection
    i. An on-site oversight inspection may be conducted after the MS4 inspector has provided a 48-hours advance notice of an on-site inspection.
        1. Exceptions: If there is an imminent threat of discharge or the operator has formally opted-out of electronic site inspections.
    ii. An on-site oversight inspection may be warranted under the following conditions:
        1. Inadequate characterization in electronic site inspections of site conditions or portions of a site
        2. Verified complaints
        3. Failure to submit an electronic site inspection at the appropriate time
        4. Alterations of electronic photographs
        5. The construction site is within one-half mile of a river, a stream, or a lake
        6. Compliance with the CGP, CPP if applicable, and site specific SWPPP cannot be reasonably determined during an electronic oversight inspection
        7. A perceived or reported threat to water quality that is immediate and/or imminent
        8. Failure to install BMPs prior to land disturbance

9. Illicit discharge, unknown/unidentified non-storm water discharge, or prohibited discharge per CGP/CPP permits
10. The operator opts out of the electronic site inspection and instead elects an on-site inspection
11. Any other oversight inspection step listed below that cannot be fulfilled

c. An oversight inspection, both electronic and on-site, is performed by following these steps:
    1. Review the SWPPP
    2. Review the SWPPP signage for compliance with the CGP or CPP
        a. Placed in a safe, conspicuous, and publicly accessible location near the entrance
        b. Includes UPDES permit tracking number, contact information, and method of SWPPP access
    3. Review the operator self SWPPP inspection reports
    4. Review the entire perimeter and any downgradient areas
    5. Review points of vehicle/equipment exit
    6. Review any discharge points (keep in mind that these are not always piped inlets)
    7. Review all BMPs installed to mitigate or prevent sediment, erosion, and pollution
    8. Review all stabilizing areas (especially steep slopes)
    9. Review all pollutant generating activities such as fueling areas, washout areas, etc.
    10. Observe all discharges (if prohibited or unauthorized this is an immediate and/or imminent threat to water quality)
    11. Observe all conditions that could result in polluted storm water discharge (including sediment in the street/gutter)
    12. Determine if any additional sediment, erosion, and/or pollution prevention controls are needed
    13. Verify that all above activities are accounted for and updated in the site's SWPPP and Map
    14. Any deficiencies must be noted in the oversight inspection form

d. For oversight inspections, MS4 staff must use the Oversight Construction Inspection Form provided by the Division of Water Quality.
    i. MS4 staff sends a copy of the oversight inspection to the operator.
    ii. MS4 staff maintains record of all oversight inspections through ComplianceGo, GIS Mapping, and/or in electronic Project file.

e. If the storm water BMPs on a construction site are found to be deficient by the MS4 inspector, steps will be taken to address the deficiencies as outlined in the *Enforcement for Construction Sites SOP*.
    i. Violations could include:

1. Failure to maintain BMPs
2. Failure to install BMPs
3. An illicit discharge
4. Failure to conduct inspections
5. Failure to document corrections
6. Failure to update SWPPP
7. Any other CGP and/or CPP requirements that are deficient

3. After Construction

a. The operator will request through NeT, a Notice of Termination (NOT) once these conditions have been met:
   i. Has the site achieved final stabilization?
   ii. Have all construction materials, waste and waste handling devices been removed?
   iii. Have all temporary storm water controls been removed?
   iv. Have all pollutants and pollutant-generating activities been removed?
   v. If landscaping will be completed by the homeowner, have temporary sediment and erosion controls been installed?

b. MS4 staff who have 'MS4 Authority' will be notified of the request to approve the operator's NOT via an email notification from NeT.

c. MS4 staff will verify through an electronic oversight inspection (or on-site oversight inspection if applicable described in the *Enforcement for Construction Sites SOP*) if all NOT requirements have been met and approve or deny the NOT submission via NeT.

d. MS4 staff will document the NOT inspection through the State's Storm Water NOT Inspection Form and maintain a record of it through adding to the GIS Map saving in project/development file.

e. All documents related to each applicable construction site must be retained for five years or until construction is completed, whichever is longer.

4. Enforcement Process

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

2. Violation and Follow-up Procedures
   a. First Notice of Violation (NOV 1)
      i. The MS4 must notify the operator of the violation(s) in writing as part of completing the *Oversight Construction Inspection Form*. The violation notation at minimum must include:

1. Explanation/Identification of each violation
2. Associated citation from the CGP/CPP
3. Deadline to correct each violation.
    a. The deadline to correct violations should be no sooner than one business day.

ii. Reinspection

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

b. Second Notice of Violation (NOV 2)

i. The MS4 must notify the operator of the violation(s) in writing as part of completing the *Construction Oversight Inspection Form*. The violation notation at minimum must include:

1. Explanation/Identification of each remaining violation
2. Associated citation from the CGP/CPP
3. Written warning that fines can be issued if the violation is not corrected within the new time period specified by the MS4.
    a. The deadline to correct each violation should be no sooner than one business day.

ii. Reinspection

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

oversight inspection must be documented on the inspection form.

b. The MS4 should describe to the operator how and when verification of correction will be performed.

2. If the operator has not corrected the violation(s), the MS4 will notify the operator that the violation hasn't been corrected in writing as described in NOV 3.
3. If the operator has corrected the violation(s), the operator will be notified by the MS4 that the project is in compliance.

c. Third Notice of Violation (NOV 3)
   i. The MS4 may issue a fine as outlined in Utah Code 19-5-108.3 until the MS4 performs an oversight inspection to verify that the violation has been corrected or the operator shows the violation has been corrected through photos or documentation.

d. Documentation:
   i. The results of all enforcement notices, communications, and inspections including follow-up or reinspections must be documented through GIS mapping, ComplianceGo, and electronic Project files.

3. Administrative Fines
   a. If the operator does not correct the specific violation within the timeline set by the MS4 indicated in NOV 2, the MS4 shall notify the operator in writing that the specific violation has not been corrected and **may** impose an administrative fine for each occurrence* as follows:
      i. $500 per occurrence for working without an approved storm water permit;
      ii. $300 per occurrence for tracking mud on road;
      iii. $250 per occurrence for failure to clean up or report spills;
      iv. $100 per occurrence for failure to conduct storm water inspections;
      v. $100 per occurrence for failure to maintain storm water records; and
      vi. $500 per site, per occurrence, for failure to use general best management practices, as determined by the authority;

   ** "each* occurrence" i.e. "per occurrence" *means that for each specific violation there is a separate fine associated with that violation each time that it occurs. For example, with two separate spills in different areas of the site, after the violation and follow up process has been exhausted for each spill, the MS4 could impose an administrative fine on the operator at $250 for each spill.*

   b. The MS4 may impose the administrative fine:
      i. for each business day the specific violation continues beginning on the day after the day on which the authority issues the administrative fine;
      ii. and within 30 days after the day on which the applicant corrects the violation.

c. When the MS4 issues an administrative fine, the MS4 shall:
    i. impose each fine in writing and clearly document the specific violation in the writing; and
    ii. deposit collected fines into a restricted account for education and outreach under a program.

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

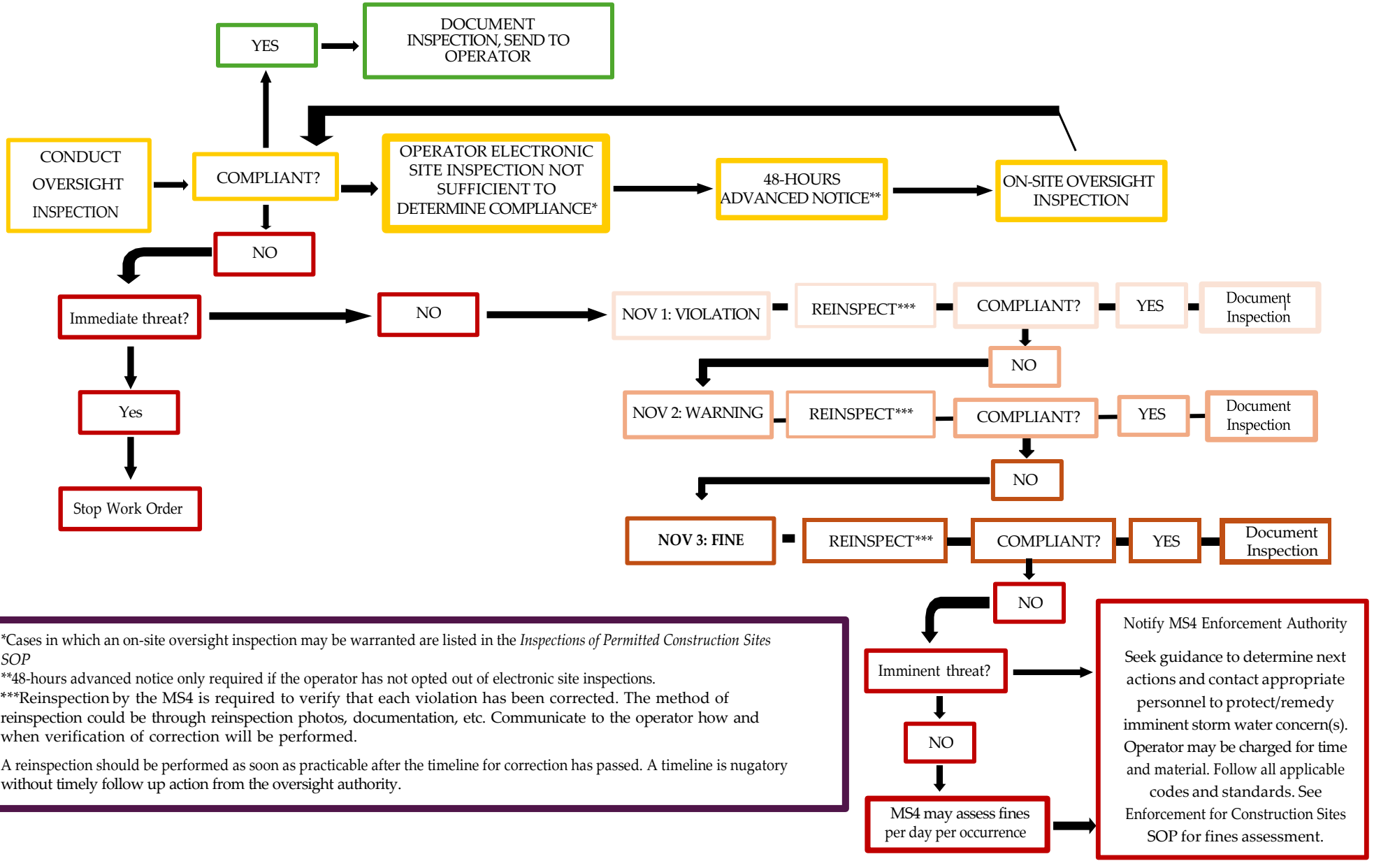
5. Communication and Documentation

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

6. Flow Chart on Next Page

Enforcement for Construction Sites

Flow Chart



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

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

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

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

Construction Oversight Inspection Form

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

Part 1: Onsite Storm Water Controls (BMPs) *(Utah Code § 19-5-108.3 part 7(c)(ii)(F))*	**List:** Yes, No, N/A
Arrival and Initial Checks: *(Track-Out Control)*	
1. Are roadways free of mud and sediment accumulation? *(CGP 2.2.4.e; CPP 2.1.4, 3.2.2; Utah Code § 19-5-108.3 part 7(c)(ii)(B))*	
2. Are effective track-out controls, such as stabilized construction entrances or wheel wash systems, installed and maintained at all egress points? *(CGP 2.2.4; CPP 2.1.4)*	
Perimeter Inspection: *(Perimeter Controls; Natural Buffer Areas; Discharge Points)*	
3. Are perimeter controls (e.g., silt fences, wattles, berms) properly installed and maintained, effectively preventing sediment from leaving the site, with no visible evidence of sediment discharges beyond the site boundary? *(CGP 2.2.3; CPP 2.1.2)*	
4. For disturbances located within 50 feet of waters of the state, are natural buffers (or equivalent controls), properly installed, maintained and effective at minimizing sediment discharges? *(CGP 2.2.1; CPP 2.1.6)*	
5. Are velocity dissipation devices installed at outfalls, along drainage channels, or at other locations to slow down runoff and prevent erosion? *(CGP 2.2.11; CPP 2.1.5.d)*	
Interior Site Inspection: *(BMPs: Inlet Protection; Stockpiles and Construction Materials; Erosion Controls / Pollution Prevention Controls; Chemical Storage and Fueling Areas; Sanitation and Waste Management; Concrete and Paint Washout)*	
6. Are storm drain inlets within and downslope of the construction site properly protected with appropriate BMPs (See SWPPP for installation specifications)? Has accumulated sediment in and around the inlet been removed? *(CGP 2.2.10; CPP 2.1.3)*	
7. Are soil and material stockpiles adequately protected from erosion and sediment transport using covers, silt fences, or other appropriate BMPs, and are they located away from stormwater conveyances and inlets? (*CGP 2.2.5; CPP 2.1.1)*	
8. Are effective suppression measures, such as water spraying or mulching, implemented on exposed soil areas to prevent excessive dust generation? *(CGP 2.2.6; CPP N/A)*	
9. Are erosion control measures (e.g., stabilization, mulching, erosion blankets) implemented effectively on slopes, disturbed areas, and other vulnerable areas, including any areas with no construction activities for 30 days? *(CGP 2.2.14; CPP 2.1.7)*	
10. Is vegetation preservation, slope disturbances, top-soil management, and soil compaction being effectively managed to prevent potential impacts on water quality? *(CGP 2.2.2, 2.2.7-2.2.9, 2.11; CPP 2.1.5)*	
11. Are effective spill prevention, containment, and pollutant discharge minimization measures in place for all equipment fueling, maintenance, and washing activities? *(CGP 2.3.1, 2.3.2; CPP 2.2.1, 2.2.3)*	
12. Are construction material storage, chemical storage and hazardous waste areas properly managed, minimizing exposure to precipitation, and are secondary containment and spill prevention measures in place? *(CGP 2.3.3.a-d; CPP 2.2.2, 2.2.3)*	
13. Are all areas free from spills or leaks? Has all evidence of a pollutant spill been properly contained and cleaned? *(CGP 2.3; CPP 2.2.3; Utah Code § 19-5-108.3 part 7(c)(ii)(C))*	
14. Are waste management practices effective, with all debris and blowable waste properly contained, and disposed of to prevent exposure to storm water and overflow? (CGP 2.3.3. e; CPP 2.2.4)	
15. Are portable sanitation facilities (e.g., port-o-potties) positioned securely, away from drainage features, and maintained to prevent leaks or spills? *(CGP 2.3.3.f; CPP 2.2.5)*	
16. Are designated areas for concrete, paint, and other construction material washouts properly managed to prevent contamination of stormwater? *(CGP 2.3.4; CPP 2.2.6)*	
17. Is the operator preventing any visible pollutants, prohibited discharges, or sediment from reaching unprotected storm drains or waters of the state? If an immediate threat is observed (See *Utah Code § 19-5-108.3 part 1(g))*, call the Environmental Incident Response Line (801) 536-4123. *(CGP 1.3, 3.1; CPP 1.3, 1.4)*	

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

Part 2: Storm Water Records Review *(Utah Code § 19-5-108.3 part 7(c)(ii)(E))* *(Ensure all information is accurate and up to date)*	**List:** Yes, No, N/A
1. Is the SWPPP signage posted at the site entrance clearly visible, and does it include the required information (e.g., UPDES tracking number and site operator contact information)? (CGP 1.5; CPP 1.7)	
2. Is a copy of the SWPPP available onsite, or is its location clearly indicated on the posted signage and accessible within a reasonable time? *(CGP 7.4.1; CPP 4.1.2)*?	
3. Does the CGP SWPPP identify Storm Water Team personnel information including names, positions and responsibilities? Does the CPP SWPPP contain name, address, telephone and email information for general contractor, owner, and any other party implementing SWPPP? *(CGP 7.3.1; CPP 4.2.1)*	
4. Is there documentation verifying that all key personnel have received appropriate training as required by the CGP/CPP, and are these records included in the SWPPP? *(CGP 6.2, 6.3, 2.2.13.f, 7.3.1; CPP 4.2.9)*	
5. In the CGP SWPPP, is the construction activity described in detail, including an estimate of the area to be disturbed, the sequence of construction activities, and a description of all on-site and off-site construction activity support areas? In the CPP SWPPP, are sequences and construction activities listed including estimated dates for activities, landscaping, and any cessations of earth disturbing activities? *(CGP 7.3.2; CPP 4.2.2)*	
6. Does the SWPPP include a detailed site map showing storm drains, slopes, surface drainage patterns, stream buffer zones, stormwater discharge points, construction boundaries, limits of disturbance, surface waters (including the name of receiving waters), and the placement of both structural and non-structural controls? *(CGP 7.3.3; CPP 4.2.3)*	
7. Does the SWPPP include accurate discharge information, including receiving waters, impaired waters, and high-quality waters? Are there specific measures outlined to prevent the discharge of pollutants into these waters? *(CGP 3.2; CPP 1.5; 4.2.5)*	
8. Does the SWPPP identify all pollution-generating activities (e.g., concrete washout, solid waste disposal) that could affect storm water discharges from the site? *(CGP 7.3.2.f; CPP 4.2.6)*	
9. Are all authorized non-storm water discharges (e.g., fire hydrant flushing, uncontaminated groundwater) identified in the SWPPP? *(CGP 7.3.4; CPP N/A)*	
10. Does the SWPPP describe natural buffers and/or equivalent sediment controls (i.e., compliance alternatives)? *(CGP 7.3.5.b(1), Appendix A; CPP 4.2.4)*	
11. Does the SWPPP include detailed specifications for the placement and installation of all required erosion and sediment control measures (e.g., silt fences, sediment basins, check dams, inlet protection)? *(CGP 7.3.5.a; CPP 4.2.7)*	
12. Have specific stabilization measures, including both vegetative and non-vegetative practices, as well as the stabilization deadline, been provided in the SWPPP? *(CGP 7.3.5.b(6); CPP N/A)*	
13. Does the SWPPP include comprehensive spill prevention and response procedures, including personnel responsibilities, cleanup steps, and emergency contact information? *(CGP 7.3.5.b(7); CPP N/A)*	
14. Does the SWPPP include detailed specifications for the placement and installation of all required pollution prevention control measures, (e.g., material storage, construction waste management, sanitary waste management, and spill prevention measures) *(CGP 7.3.5.a; CPP 4.2.7)*	
15. Does the SWPPP show the inspection frequency selected for the site, the rain-gauge/weather station location (if applicable), any reduced frequency periods (e.g., frozen or stabilized areas), and the checklists/forms that will be used? *(CGP 7.3.6; CPP N/A)*	
16. Are routine site inspections being conducted at the selected frequency (i.e., every 7 or 14 days + within 24 hours of a 0.50-inch rainfall)? (CGP 4.2, 4.3, 4.4; CPP 3.3.1, 3.3.2; *Utah Code § 19-5-108.3 part 7(c)(ii)(D))*	
17. Do the inspection reports document all areas and items required for inspection, including any BMP problems found or non-compliance observed? *(CGP 4.5, 4.6; CPP 3.3.1, 3.3.2, 3.3.3)*	
18. Are corrective actions from previous inspections entered in the corrective-action log within 24 hours (CGP only). Are corrective actions resolved or scheduled within 7 days, with the SWPPP and site map updated accordingly? *(CGP 5.2, 5.4, 7.5.a; CPP 3.4.1, 3.4.2, 4.3.1, 4.3.2)*	
19. Does the SWPPP include the Notice of Intent (CGP only), a copy of the CGP or CPP, and the Authorization to Discharge Letter?? *(CGP 7.3.9; CPP 4.2.10)*	
20. Has the SWPPP been signed by the appropriate responsible corporate officer or duly authorized representative? *(CGP 9.9.2; CPP 4.2.11)*	
21. Has the operator submitted a complete and accurate NOI, signed by a responsible corporate officer? (CGP 1.4, 9.9.1; CPP 1.6, 5.9.1)	

Comments:

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

Inspector				
	Print Name	Title	Signature	Date

Subject: Starting May 7, 2025 – Stormwater Permit Enforcement Update – SB220 Changes Utah Code 19-5-108.3

UPDES Construction Stormwater Permittee,

We are writing to inform you of important changes to stormwater inspection programs in Utah under Senate Bill 220 (SB220) [Link], which took effect May 7, 2025. This new law amends Utah Code §19-5-108.3 [Link] which (as of 2025) allows for Electronic Site Inspections by authorities as an alternative to traditional on-site regulatory oversight inspections, and now alters the previous enforcement process for permit non-compliance by establishing a revised process (series of written warnings) and a new schedule of administrative fines (upon the 3rd written warning for a violation). Below is a summary of what this means for you as a UPDES construction stormwater permit holder.

What do I need to do (for Electronic Site Inspections)?
Participation in Electronic Site Inspections continues to be voluntary. Operators who choose to participate in electronic inspections (by regulatory authorities) must submit their (current) electronic inspection documentation within the first 7 days of each month. If the project is identified as a *Priority Site*, an additional second round of submittals is required within 7 days after the 15th of each month. (Please inquire with us to determine your project's priority status.)

As a reminder: Electronic Site Inspections require you to submit geo-located, time-stamped photographs of your construction site's stormwater controls (BMPs) and overall site conditions (with sufficient clarity to show compliance). Please also include any documentation demonstrating that BMPs are properly implemented (per your SWPPP) and provide the SWPPP and all associated records to the local MS4 (these additional documents are necessary to determine full compliance with stormwater regulations). Detailed instructions for conducting and submitting an electronic inspection are provided in the attached "Electronic Site Inspection Guide" (revised 5/13/2025).

Our inspectors will review your photo submissions and associated documentation to verify compliance remotely. Failure to provide complete or clear documentation will either result in a request for additional information or a decision to conduct an on-site inspection.

Opting Out of Electronic Site Inspections:
If you prefer to continue receiving traditional on-site regulatory inspections by the regulatory authorities, as you have in the past, you have the right to opt out of the electronic site inspection program at any time. To opt out, simply complete the attached "Electronic Site Inspection Opt-Out" Form and submit it to the MS4. If the opt-out form is received, or monthly electronic inspection photographs are not submitted, the MS4 will assume you have opted out and will proceed with on-site oversight inspections.

New Fine Schedule for Violations:

SB220 introduces a standardized fine schedule for stormwater violations**. These administrative fines, ranging from $100 to $500, apply per occurrence (and may be assessed for each day a violation continues uncorrected).** The key fine categories include: (**1**) working without an approved stormwater permit ($500), (**2**) vehicles tracking sediment off-site ($300), (**3**) failure to clean up or report spills ($250), (**4**) failure to conduct site inspections ($100), (**5**) failure to keep or maintain stormwater records ($100), and (**6**) failure to implement or maintain stormwater Best management Practices (BMPs) ($500).

Emphasis on Compliance Assistance:

The enforcement process will continue to emphasize compliance assistance through corrective action first. If a potential violation is found, we will notify you in writing and allow time to correct the issue before any fine is issued. The new fine schedule will only be used if issues remain unresolved after three warnings. Our goal is to ensure problems are fixed promptly, not to collect penalties. However, these fines provide clear consequences if serious violations occur or persist.

These changes provide an additional option for permittees to streamline inspections according to their operational needs. Regulatory staff are available to support your compliance efforts under these new requirements. We've attached guidance to help you successfully complete electronic inspections, and provided an opt-out form if you decide to continue with traditional on-site inspections.

Resources and Support:

Please don't hesitate to contact us for any assistance or clarification. For questions about the inspection process or fine schedule, you may contact Pleasant View City's Storm Water Coordinator.

We are here to help you navigate these changes and maintain compliance with your permit. Thank you for your attention to these updates and for your continued cooperation in protecting water quality.

Sincerely,

Pleasant View City

Attachments:

- *Operator Electronic Site Inspection Guide (PDF)*
- *Operator Electronic Site Inspection Opt-Out Form (PDF)*

Electronic Site Inspection Guide for Operators

Construction Stormwater Inspections Overview

Construction stormwater inspections fall into two categories: (1) **operator site inspections** and (2) **regulatory oversight inspections**; each is governed by different requirements.

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

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

Areas of the Site to Photograph

If you, the operator, choose to participate in DWQ/MS4 electronic site inspections in place of on-site regulatory oversight inspections, you are confirming your intent to submit all necessary photographs and documentation required for the authorities to perform a remote electronic inspection. This includes providing geo-located and time- stamped photos of the construction site that clearly captures:

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

Photograph Quality and Considerations

Photographs must be of sufficient resolution, clarity, and scope to allow the regulatory authority to assess compliance with Permit requirements. For best results, submit photos in their original format, ensuring they clearly capture site conditions and all areas where BMPs are installed. Images should offer full, clear views that accurately represent the extent and effectiveness of BMP installation and overall site conditions.

Ensure that the photos are date/time-stamped to show when they were taken.

Additionally, **the geo-location must be visible on the photographs (as a stamp) and/or via the properties (metadata) of the photograph**. If you are unsure how to turn on the date/time-stamp or geo-locational features for your device, please research that or contact your local MS4 for potential guidance, as it varies by device/platform. The standard camera app on many devices will not stamp the photograph with the date/time and geo- location information, though some might, but there are numerous (free) apps (applications for mobile devices) that will do this, check your app store.

Submission Deadline (likely varies by MS4)

The applicable electronic site inspection documentation must be submitted **within the first 7 calendar days of each month** while under stormwater permit coverage. If the project is prioritized by the MS4 for additional inspections (law requires MS4s to prioritize certain sites), those priority projects require bi-weekly inspection by the MS4 so there would be a second submission deadline of the 22nd calendar day of each month. (Please contact the City to determine priority status of your project.)

If your permit coverage begins on May 15, you must submit your first electronic inspection by June 7, and if it's a priority site then the 2nd submittal must be completed by June 22. These pictures and documentation must be current at the time of submittal; do not delay in sending those.

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

Procedures for Participating in Electronic Site Inspections

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

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

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

   a. Permit Signage

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

   b. Stormwater Controls (BMPs)

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

c. Include Photos of the Following:

- Unstabilized areas:
  - Cleared, graded, or excavated areas that have not yet reached final stabilization
  - Areas where interim stabilization measures are in place (e.g., mulch, seed, erosion control blankets)
- Erosion and sediment controls:
  - Wattles, silt fence, check dams, slope protection, sediment basins
  - Show perimeter controls every ~200–400 feet and especially at low points where runoff collects and/or leaves the project site
- Pollution prevention controls:
  - Spill kits, covered chemical storage, concrete/stucco washout stations, covered dumpsters, portable toilets (from multiple sides and with any tie-downs visible)
  - Fueling areas (show hoses, secondary containment, and/or berms)
- Stormwater flow paths and drainage features:
  - Natural or constructed swales, ditches, and curbs
  - Linear drainage features (e.g., curb lines) every ~400 feet
- Inlet protection:
  - Close-up of inlet protection devices and the area directly upstream
- Discharge points (outfalls):
  - Include views of erosion, sediment deposits, and any signs of discharge (e.g., color changes, oil sheen, solids)
- Exit/Track-out controls:
  - View of the full exit point from 90 degrees, showing effectiveness of stabilized construction entrance
- Staging and storage areas:
  - Show equipment/vehicle parking and material/waste storage (e.g., for concrete, asphalt, topsoil, gravel)
- Vehicles and equipment:
  - Document any leaks or signs of fluid drips, especially near maintenance areas

d. Photo Quality & Placement

- Photos must be clear, well-lit, and unaltered
- Ensure it is possible to match photo locations to those on the site map
- Provide context where needed (e.g., zoomed out to show surroundings, close-ups for key features)
- Label/name photos clearly when submitting (e.g., "North Silt Fence – SE Corner," "Concrete Washout – West Side")

<u>Justification for Conducting an Onsite Inspection</u>

Pursuant to Utah Code § 19-5-108.3(11)(c) and (12), DWQ/MS4s may conduct an on-site oversight inspection if there is a documented justification, which may include:

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

submittal deadlines.

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

Additional Documentation

Additionally, permitted sites must maintain an up-to-date SWPPP throughout the duration of the project and ensure it is accessible to DWQ/MS4 inspectors during an electronic oversight inspection. The SWPPP must include all required elements as outlined in CGP Part 7.3 or CPP Part 4.2, including site map(s), inspection reports, corrective action logs, a copy of the NOI, and other relevant documentation.

How to Submit

If you are opting in to electronic site inspections, please compile all required photographs and compliance documentation and either (1) make them available online through a link to an electronic platform that will retain the documentation for at least 5- years and provide that link to the MS4, or (2) submit through an electronic portal provided by the local MS4. (Reach out to your local MS4 to confirm whether they have such a system in place and how to utilize it).

For any questions and further assistance with submitting an electronic site inspection please contact the City.

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

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

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

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

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

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

Project/Permit Information:

Project Name: _____ Project Address: _____

UPDES Permit Number: _____ Operator/Company Name: _____

Operator Representative Name: _____ Operator Rep.Title: _____

Operator Phone: _____ Operator Email: _____

Signature:

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

Signature: _____

Date: _____

First Notice of Storm Water Violation

Operator Name: _____

Site Address: _____

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

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

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

Deadline to Correct: _____

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

Deadline to Submit Electronic Inspection Report: _____

If you have questions about this Notice of Violation, please contact Tyson Jackson, tjackson@pleasantviewut.gov, 801-782-8529.

Updated 2025

Second Notice of Storm Water Violation

Operator Name: _____

Site Address: _____

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

Violations Remaining:

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

Deadline to Correct: _____

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

Deadline to Submit Electronic Inspection Report: _____

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

If you have questions about this Notice of Violation, please contact Tyson Jackson, tjackson@pleasantviewut.gov, 801-782-8529.

Updated 2025

Third Notice of Storm Water Violation

Operator Name: _____

Site Address: _____

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

Violations and Associated Applicable Administrative Fines:

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

Deadline to Correct: _____

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

Deadline to Submit Electronic Inspection Report: _____

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

If you have questions about this Notice of Violation, please contact Tyson Jackson, tjackson@pleasantviewut.gov, 801-782-8529.

Updated 2025

MCM 5 - Long-Term Stormwater Management

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

Pleasant View's Plan to Meet the Requirement of the Permit *(General Permit 4.2.5)*

Areas of Focus

- **Post-Construction Control Standards / Ordinance:** Pleasant View Code Title 17 Subdivisions and Title 13 Public Services adopts Standards to prevent or minimize impact to water quality – these include structural and non-structural BMPs to address pollutants known to be or have the potential to be discharged from the site.
- **Method for Calculating Hydrology:** To ensure consistent sizing of structural BMPs, the Pleasant View City Public Works Standards include these requirements and the new updates found in the General Permit requirements 4.2.5.1.2.
- **Low Impact Development (LID) Practices.** Pleasant View City has adopted the Utah Department of Environmental Quality (UDEQ) "A Guide to Low Impact Development within Utah" (Guide), dated December 2018, in the City Public Works Standards (See City Website).
- **Source Control Program Development:** Pleasant View City has completed the required activities using GIS mapping, ComplianceGo, and information as found in the Additional Information / Resources for this MCM. Keeping this information updated will be an ongoing process for the City.
    - **Establish an Inventory:** The GIS inventory identifies all post-construction structural storm water control measures installed and implemented for both public and private sector sites. The inventory contains (1) a short description of each storm water control measure; (2) a short description of maintenance requirements; and (3) inspection information. (See General Permit 4.2.5.4.1).
    - **Agreements for Private Sector Sites.** For private sector sites, the City shall execute an Agreement with the Property Owner outlining the responsibility for maintenance and establishing the right for the City to conduct inspections annually and require action if found to not be properly maintained. The Agreement shall be recorded with the property and shall run with the land.
    - **Maintenance of Inventory:** The Inventory shall be updated when changes occur in property ownership or changes to control measures implemented at the site. An annual review shall be conducted to ensure information is kept up to date.
    - **Establish Inspection and Enforcement Program:** Pleasant View City has an inspection and enforcement program that supports these sites applying operational and/or structural BMPs to prevent illicit discharges or violations of surface water, ground water, or sediment management standards as well as practices to reduce pollution from the application of pesticides, herbicides, and fertilizers. Annually, staff completes the number of inspection equal to 20% of the businesses or sites listed in the inventory and 100% of sites identified through credible complaints.
- **Training:** Storm Water Managers, Inspectors, and Public Works employees continue to increase their knowledge by remaining current with new/revised stormwater regulations, along with

attending internal and external training on erosion control, LID techniques, stormwater design models, standards, and practices. At a minimum, training is completed annually and is provided by either the City Engineer's Office or through the Golden Spike Storm Water Coalition's annual training event. All new storm water or public works employees shall receive individual / small group training within 60 days of the date of hire.

Specific Goals with Methods of Evaluation

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

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

  Methods of Evaluation:
  - Ordinance update
  - Public Works Standards update

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

  - **Methods of Evaluation:**
    - Standard Operating Procedures
    - Completed Inventory.
    - Inspection Logs.

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

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

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

(4.2.5.2.2)

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

General Requirements:

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

Procedure:

City-Owned Facility

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

Privately-Owned Facility

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

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

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

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

Enforcement:

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

STORM WATER EVALUATION FORM
FOR
LONG-TERM STORMWATER MANAGEMENT COMPLIANCE

Site Name:	Inspection Date	LTSWMP #
Site Address:		

Facility Contact Information

	NAMES	PHONE #'S	E-MAIL
CONTACT:			
CONTACT:			

BUSINESS TYPE: INSTITUTION ☐ COMMERCIAL ☐ INDUSTRIAL ☐ HOA ☐

Items Inspected	Checked		Maintenance		Inspector	Observations and Remarks
	Yes	No	Req'd	Not Req'd		
1.Are the site plans current						
2.Is the Operator aware of the LTSWMP						
3.Is documentation complete						
4.Dumping Evidence						
5.Spill Evidence						
6.General Site Exposure						
7.Other Pollution Sources						
8.General Maintenance Status						
Inlets						
Conveyance Systems						
Manholes						
Structural Devices						
Stormwater Storage						
Parking/Pavements						
Waste Collection						
Landscaping						
9.Other Site SOP Items						
10. Does this require retrofitting? Benefit Water Quality Proximity to Pollution						

Notes:

Inspector: Site Contact:

Signature Title Signature Date

When recorded, mail to:

(city name and address)

Affects Parcel No(s):

LONG-TERM STORM WATER MANAGEMENT AGREEMENT

This Long-Term Storm Water Management Agreement ("Agreement") is made by and between (city name), a Utah municipal corporation ("City"), and (property owner), a (incorporation, LLC, etc.) ("Owner").

RECITALS

WHEREAS, the City is authorized and required to regulate and control the disposition of storm and surface waters within the Small Municipal Separate Storm Sewer System, also known as the City Storm Drain System, ("Small MS4"), as set forth in the City Storm Water Ordinance, as amended ("Ordinance"), adopted pursuant to the Utah Water Quality Act, as set forth in *Utah Code Ann*. §§ 19-5-101, *et seq*., as amended ("Act"); and

WHEREAS, the Owner hereby represents and acknowledges that it is the owner in fee simple of certain real property more particularly described in Exhibit "A," attached hereto and incorporated herein by this reference ("Property"); and

WHEREAS, the Owner desires to build or develop the Property and/or to conduct certain regulated construction activities on the Property which will alter existing storm and surface water conditions on the Property and/or adjacent lands; and

WHEREAS, in order to accommodate and regulate these anticipated changes in existing storm and surface water flow conditions, the Owner is required to build and maintain, at Owner's expense, a storm and surface water management facility or improvements ("Storm Water Facilities"); and

WHEREAS, the Storm Water Facilities are more particularly described and shown in the final site plan or subdivision approved for the Property and related engineering drawings, and

any amendments thereto, which plans and drawings are on file with the City and are hereby incorporated herein by this reference ("Development Plan"); and

WHEREAS, as a condition of Development Plan approval, and as required as part of the City's Small MS4 Utah Pollutant Discharge Elimination System (UPDES) General Permit from the State of Utah, Owner is required to enter into this Agreement establishing a means of documenting the operations and maintenance of the Storm Water Facilities and,

NOW, THEREFORE, in consideration of the benefits received and to be received by the Owner, its successors and assigns, as a result of the City's approval of the Storm Water Facilities, and the mutual covenants contained herein, the parties agree as follows:

Section 1

Construction of Storm Water Facilities. The Owner shall, at its sole cost and expense, construct the Storm Water Facilities in accordance with the City-approved Development Plans and specifications, and any amendments thereto which have been approved by the City.

Section 2

Maintenance of Storm Water Facilities. The Owner shall, at its sole cost and expense, adequately maintain the Storm Water Facilities. Owner's maintenance obligations shall include all system and appurtenances built to convey Storm Water, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the Storm Water. Adequate maintenance, for purposes of this Agreement, is defined as the maintenance and actions required such that the Storm Water Facilities are performing their design functions and are in good working condition, in accordance with manufacturer's recommendation, where applicable. The Owner shall, at its sole cost and expense, perform all maintenance necessary to keep the Storm Water Facilities in good working condition.

Section 3

Annual Inspection and Maintenance Report of Storm Water Facilities. The Owner shall, at its sole cost and expense, inspect the Storm Water Facilities and submit an inspection report and certification to the City annually. The purpose of the inspection and certification is to assure safe and proper functioning of the Storm Water Facilities. The annual inspection shall cover all aspects of the Storm Water Facilities, including, but not limited to, the parking lots, structural improvements (e.g. oil/water separators, underground infiltration galleries, underground detention basins), berms, channels, outlet structure, pond areas, access roads, vegetation, landscaping, etc. Deficiencies shall be noted in the inspection report. The report shall also contain a certification as to whether adequate maintenance has been performed and whether the structural controls are operating as designed to protect water quality. The annual inspection report and certification shall be due by June 30th of each year and shall be on forms acceptable to the City. Inspections shall be performed by qualified personnel.

Section 4

City Oversight Inspection Authority. The Owner hereby grants permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the Storm Water Facilities upon reasonable notice not less than three (3) business days to the Owner. Such inspections shall be conducted in a reasonable manner and at reasonable times, as determined appropriate by the City. The purpose of the inspection shall be to determine and ensure that the Storm Water Facilities are being adequately operated and maintained to meet the intent of the design, are continuing to perform in an adequate manner, and are in compliance with the Act, the Ordinance, and manufacturer's recommendations, where applicable.

Section 5

Notice of Deficiencies. If the City finds that the Storm Water Facilities contain any defects or are not being maintained adequately, the City shall send Owner written notice of the defects or deficiencies and provide Owner with a reasonable time, but not less than thirty (30) days, to cure such defects or deficiencies. Such notice shall be confirmed delivery to the Owner or sent certified mail to the Owner at the address on file with the County Tax Assessor.
In the event the Owner fails to adequately maintain the Storm Water Facilities in good working condition acceptable to the City, after due notice of deficiencies as provided in the above paragraph and failure to cure, then the City shall send a second notice to the Owner. Upon Owner's failure to cure or correct within thirty (30) days following the second notice, the City may issue a Citation punishable as a Misdemeanor in addition to any State or EPA fine.

Section 6

Owner to Make Repairs. The Owner shall, at its sole cost and expense, make such repairs, changes, or modifications to the Storm Water Facilities as may be determined as reasonably necessary by the City within the required cure period to ensure that the Storm Water Facilities are adequately maintained and continue to operate as designed and approved.

Section 7

City's Corrective Action Authority. Upon the expiration of the thirty (30) days following the second notice, if the Owner fails to cure defects or deficiencies, the City shall have the authority to perform, or have performed, the necessary maintenance or corrective actions.
It is expressly understood and agreed that the City is under no obligation to maintain or repair the Storm Water Facilities, and in no event shall this Agreement be construed to impose any such obligation on the City. The actions described in this Section are in addition to and not in lieu of any and all equitable remedies available to the City as provided by law for Owner's failure to remedy deficiencies or any other failure to perform under the terms and conditions of this Agreement.

Section 8

Reimbursement of Costs. In the event the City, pursuant to this Agreement, incurs any costs, or expends any funds resulting from enforcement or cost for labor, use of equipment, supplies, materials, and the like related to correction of the defects or deficiencies, the Owner shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs

incurred by the City. After said thirty (30) days, such amount shall be deemed delinquent and shall be subject to interest at the rate of ten percent (10%) per annum. Owner shall also be liable for any collection costs, including attorneys' fees and court costs, incurred by the City in collection of delinquent payments. City reserves the right to file a lien on the Property in the event of non-payment.

Section 9

Successor and Assigns. This Agreement shall be recorded in the County Recorder's Office, and the covenants and agreements contained herein shall run with the land. Whenever the Property shall be held, sold, conveyed, or otherwise transferred, it shall be subject to the covenants, stipulations, agreements, and provisions of this Agreement which shall apply to, bind, and be obligatory upon the Owner hereto, its successors, and assigns, and shall bind all present and subsequent owners of the Property described herein.

Section 10

Severability Clause. The provisions of this Agreement shall be severable and if any phrase, clause, sentence or provision is declared unconstitutional, or the applicability thereof to the Owner, its successors, and assigns, is held invalid, the remainder of this Covenant shall not be affected thereby.

Section 11

Utah Law and Venue. This Agreement shall be interpreted under the laws of the State of Utah. Any and all suits for any claims or for any and every breach or dispute arising out of this Agreement shall be maintained in the appropriate court of competent jurisdiction in County, Utah.

Section 12

Indemnification. This Agreement imposes no liability of any kind whatsoever on the City, and the Owner agrees to hold the City harmless from any liability in the event the Storm Water Facilities fail to operate properly. The Owner shall indemnify and hold the City harmless for any and all damages, accidents, casualties, occurrences, or claims which might arise or be asserted against the City from failure of Owner to comply with its obligations under this agreement relating to the Storm Water Facilities.

Section 13

Amendments. This Agreement shall not be modified except by written instrument executed by the City and the Owner of the Property at the time of modification, and no modification shall be effective until recorded in the County Recorder's Office.

Section 14

Subordination Requirement. If there is a lien, trust deed, or other property interest recorded against the Property, the trustee, lien holder, etc., shall be required to execute a subordination agreement or other acceptable recorded document agreeing to subordinate their interest to the Agreement.

SO AGREED this _____day of _____20_____.

CITY

By: _____
Mayor

Attest: _____
City Recorder

STATE OF UTAH)
:ss.
COUNTY OF)

The above instrument was acknowledged before me by _____, this _____ day of _____, 20_____.

_____
Notary Public
Residing in: _____
My commission expires: _____

OWNER

By: _____ Title: _____

STATE OF UTAH)
:ss.
COUNTY OF)

The above instrument was acknowledged before me by _____, this _____ day of _____, 20_____.

_____
Notary Public
Residing in: _____
My commission expires: _____

Attachments:
Exhibit A: Legal Description

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

(4.2.5.3.1 – 4.2.5.3.2)

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

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

Procedure:

Pre-Construction

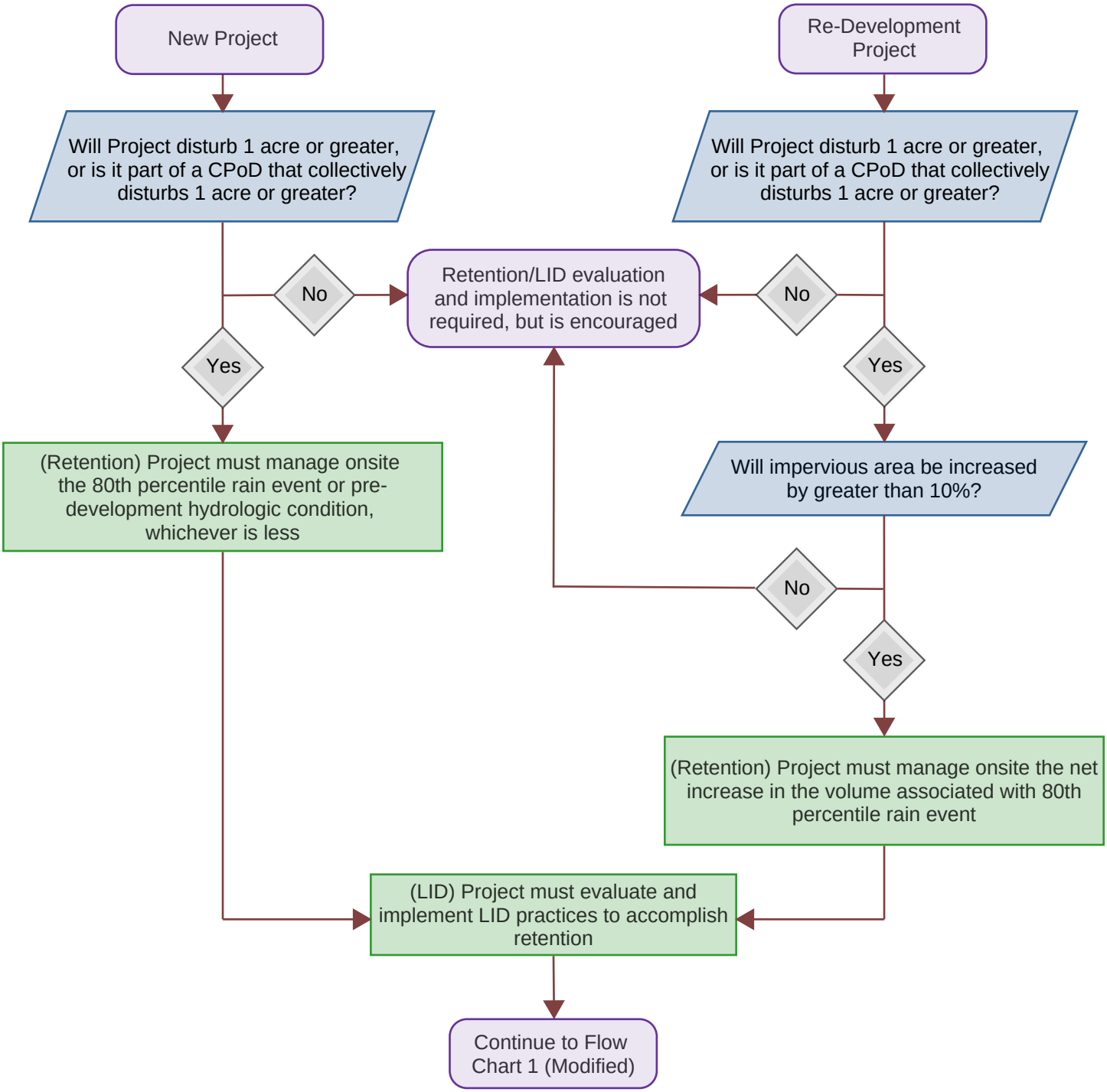
- ☐ City-approved long-term storm water requirements are provided to the owner/developer in both City Code and as part of the Public Works Development, Design, and Construction Standards.
- ☐ The owner/developer selects and incorporates the appropriate long-term management BMPs and submits them as part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

Construction / Post-Construction

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

Pleasant View City

Retention/LID Project Applicability Flowchart



LID = Low Impact Development
CPoD = Common Plan of Development or Sale

MCM 6 - Pollution Prevention and Good Housekeeping for Municipal Operations

Pleasant View plans to create robust Operations and Maintenance program that will ensure than runoff and stormwater discharges from City owned and/or operated facilities to the stormwater system are inspected and maintained in a manner that prevents or reduces potential impacts to stormwater drainage and receiving waters.

Pleasant View's Plan to Meet the Requirements of the Permit (General Permit 4.2.6)

Areas of Focus

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

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

  The Storm Drain Capital Facilities Plan was last updated in 2008. This Plan is specific to stormwater - creating a systematic process for improvements to aid in fiscal accounting for the projects.

  During routine inspections – basins and devices are considered for retrofit, repair, or both. The project is then ranked (as stated above) and placed in the budget for consideration and approval. If funds are allocated, the Project is either completed in-house by City Staff or formally bid on following the City's procurement policy and completed by an outside Contractor. Most projects are aimed at improving drainage in existing roadways and lessening the negative impacts that water has on roads. Retrofitting and implementing a water quality element on these projects is typically not applicable.

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

  - 2025 SD CFP Complete Project with hydrodynamic separator prior to outfall #10
  - Regional storm water detention including a water quality feature at the Public Works HWY89 site.

- **Training.** Pleasant View's Public Works Staff receives annual training on the importance of protecting water quality during maintenance operations, inspection procedures, relevant water quality and operations and maintenance standards, selecting appropriate BMPs, ways to perform their job activities to prevent or minimize impacts to water quality, and procedures for reporting water quality concerns. This training is part of the annual SWMP training conducted by the City Engineer. (See MCM 3 for additional info and documentation method.)

Specific Goals with Methods of Evaluation

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

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

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

- **Retrofit / Capital Improvements Plan:** On or before December 2030 (contingent upon available budget), the City will update the Capital Facilities Plan and provide a more detailed list of existing infrastructure that can be retrofit as described above. This plan will be created and then systematically implemented (implementation will be largely dictated by available funding).

  Methods of Evaluation:
  - Capital Facilities Plan updated.

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

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

Common Pollutant Inventory & Evaluation of City Facilities

(4.2.6.2 - 3)

City Parks

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

City Office

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

Public Works Shop and Yard

See Also Public Works SWPPP

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

Well / Pump Houses

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

Good Housekeeping – City Operations
Required Inspections
Standard Operating Procedures

(4.2.6.5.1, 4.2.6.5.2, 4.2.6.5.3)

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

Monthly Visual Inspections

- Walk the perimeter of the facility
- Walk the inside of the perimeter
- Things to look for / inspect and document findings:
    - Verify the BMPs in place are functioning properly to eliminate pollutant discharges.
    - Are storage areas being cleaned?
    - Is there any oil or other chemicals sitting outside and not in their proper place?
    - Has a spill recently occurred?
    - Have any spills been cleaned up?
- Identify any deficiencies and corrective actions taken to fix each
    - Take photographs of deficiencies identified
    - Notify Public Works Department of corrective actions needs – via email and creation of work order in Iworq
    - Correct deficiencies and document completion on work order
    - Take photographs of corrective actions taken
    - Reinspection and documentation of completion through ComplianceGo
- Document inspection for each facility through ComplianceGo

Semi-Annual Comprehensive Inspections (Once Every 6 Months)

Inspections shall be performed twice per year at each "high-priority" facility and all storm water controls with specific attention being given to the following areas:

- Waste storage areas
- Dumpsters
- Vehicle and equipment maintenance / fueling areas
- Material handling areas
- Pollutant generating areas
- Review previous inspection report(s).
- Review SWPPP.
- Identify any deficiencies and corrective actions taken to fix each:
    - Take photographs of deficiencies identified
    - Notify Public Works Department of corrective actions needs – via email and creation of work order in Iworq
    - Correct deficiencies and document completion on work order
    - Take photographs of corrective actions taken
    - Reinspection and documentation of completion through ComplianceGo
- Document inspection for each facility through ComplianceGo

Annual Visual Observation of Storm Water Discharge

- Utilize the DEQ "Annual Visual Assessment of Storm Water Discharges" Inspection form and follow sample and data collection instructions provided thereon.
- Visually observe and document the storm water inlets / outlets.
- Inspection should include at a minimum:
    - Color
    - Smell
    - Sheen
    - Foaming
    - Turbidity
    - Vegetation growth
    - Is there soot or soil built up around the inlet or being discharged? If yes, trace back to source and correct to cease/prevent further discharge of soot or soil.
- Identify any deficiencies and corrective actions taken to fix each
    - Take photographs of deficiencies identified
    - Notify Public Works Department of corrective actions needs – via email or creation of work order in Iworq
    - Correct deficiencies and document completion on work order
    - Take photographs of corrective actions taken
    - Reinspection and documentation of completion through ComplianceGo
    - Document inspection for each facility through ComplianceGo
- Document inspection for each facility on the GIS Storm Water Management Map or ComplianceGo

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

MS4 High-Priority Facilities
Annual Visual Assessment of Storm Water Discharges

Sample and Data Collection Instructions: Visual examinations shall be made of samples collected within the first 30 minutes (or as soon thereafter as practical, but not to exceed one hour) of when the runoff or snowmelt begins discharging. The examinations shall document observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of storm water pollution. The examination must be conducted in a well-lit area. No analytical tests are required to be performed on the samples. All such samples shall be collected from the discharge resulting from a storm event that is greater than 0.1 inches in magnitude and that occurs at least 72 hours from the previously measurable (greater than 0.1 inch of rainfall) storm event. Where practicable, the same individual should carry out the collection and examination of discharges for the life of the permit.

Storm Event Information

Date of Storm Event:	
Duration of Storm Event (Hours):	
Rain Fall Measurement (Inches):	
Time elapsed Between Recorded & Previous Storm Event (Days):	
Estimated Total Volume of Discharge (include units):	

Visual Assessment Information

Date of Inspection:	
Time of Inspection:	
Inspector Name:	
Total Storm Water Discharge Points for this Facility:	
Name/Number Assigned to this Discharge Point:	
Probable Source of Observed Storm Water Contamination (if applicable):	

Color (Check One):

1. **Identification of Color:**

☐ Black	☐ Dark Brown	☐ Tan
☐ Dark Grey	☐ Chocolate Brown	☐ Yellow
☐ Medium Grey	☐ Medium Brown	☐ Green
☐ Light Grey	☐ Light Brown	☐ Other_____

2. **Intensity of Color:**
   - ☐ Very Intense Prominent
   - ☐ Moderately Perceptible
   - ☐ Hardly Perceptible

Comments:_____

_____

Clarity (Check One):

- ☐ Totally Opaque
- ☐ Slightly Translucent
- ☐ Translucent
- ☐ Nearly Transparent
- ☐ Transparent

Odor (Check all that Apply):

☐ Diesel	☐ Sewage	☐ Noxious
☐ Gasoline	☐ Chlorine	☐ Other
☐ Petroleum	☐ Rotten Egg	_____
☐ Solvent	☐ Sulfur	
☐ Musty	☐ No Odor	

Comments: _____

_____

Solids (Describe Below):

Floating Solids:_____

_____

Suspended and Settled Solids:_____

_____

Foam, Oil, Sheen, or other obvious indicators of pollution (Describe Below):

_____
_____
_____
_____
_____
_____
_____

Other Comments (Describe Below):

_____
_____
_____
_____
_____
_____
_____
_____

Standard Operating Procedures
for

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

2025

Table of Contents

Chip Seal

PURPOSE:

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

PROCEDURE:

1. Preparation:
    a. Clean and dry all areas where materials are to be applied.
    b. Apply temporary covers to manholes, catch basins, valves, and survey monuments as needed, to prevent oil and materials from getting inside of them.

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

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

Crack Seal

PURPOSE:

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

PROCEDURE:

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

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

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

Slurry Seal

PURPOSE:

Prevent pollution of storm water systems from slurry sealing activities.

PROCEDURE:

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

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

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

Overlays and Patching

PURPOSE:

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

PROCEDURE:

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

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

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

New/Replacement Concrete Work

PURPOSE:

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

PROCEDURE:

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

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

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

Curb/Pavement Markings

PURPOSE:

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

PROCEDURE:

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

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

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

Painting

PURPOSE:

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

PROCEDURE:

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

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

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

Shouldering and Mowing

PURPOSE:

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

PROCEDURE:

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

2. Clean-up:
    a. Clean any loose material off asphalt or gutter to prevent material from entering the storm drain system.
    b. Transport to and dispose of materials at approved facility – Public Works Hwy 89 3000 N
    a. Wash equipment in approved wash station – 520 W Elberta Dr. Public Works Wash Bay (uncovered bay on the sound end of the shop).

Transporting Equipment

PURPOSE:

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

PROCEDURE:

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

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

4. Clean-up:
    a. Carefully off-load equipment.
    b. Store equipment and trailers in proper, appropriate, and safe location.
    c. Conduct post-trip inspection of equipment.
    d. If equipment needs to be washed, conduct cleaning according to manufacturer's SOP, and only in an approved area with a sanitary sewer connection –520 W Elberta Dr. Public Works Wash Bay (uncovered bay on the sound end of the shop).

Transporting Dry Excavated Materials & Spoils

PURPOSE:

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

PROCEDURE:

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

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

3. Clean-up:
    a. Clean loading/unloading area and any spillage.
    b. Clean transport route.
    c. Wash off truck and other equipment in a designated vehicle wash area – 520 W Elberta Dr. Public Works Wash Bay (uncovered bay on the sound end of the shop).

Transporting Wet Excavated Materials & Spoils

PURPOSE:

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

PROCEDURE:

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

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

3. Clean-up:
    a. Check route of transport and provide cleaning of any spilled material.
    e. Wash out equipment truck and other equipment in designated vehicle wash area 520 W Elberta Dr. Public Works Wash Bay (uncovered bay on the sound end of the shop).

Transporting Soil and Gravel

PURPOSE:

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

PROCEDURE:

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

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

3. Clean-up:
    a. Use sweeper to clean up any materials tracked out on the roads from the site.
    b. Wash out truck and other equipment when needed in properly designated vehicle wash areas only – 520 W Elberta Dr. Public Works Wash Bay (uncovered bay on the sound end of the shop).

Catch Basin Cleaning

Catch Basin Cleaning is performed by an outside independent Contractor who specializes in in-line infrastructure cleaning, inspection and disposal. This contract is publicly bid, and terms and conditions are established by an Agreement between the City and selected Contractor.

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

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

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

PRIORITY SITES (Listed by Station Location):

- 5G-122 - Open Channel
- 5H-2 – Open Channel
- 5H-16 – Heavy Debris Area
- 5H-15 – Heavy Debris Area
- 3H-84 – Open Channel
- 2h-6 - Open Channel, Culinary Water Drain Connection
- 4G-90 - Open Channel
- 5D-168 – Heavy Debris Area, Open Channels Upstream
- 5D-169 – Heavy Debris, Irrigation Pump Inlet
- 6F-52 – Open Channels with Livestock
- 5h-36 - Open Channels

PROCEDURE:

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

2. Process:
    a. Contact facilities manager if drain appears to be clogged or in need of service. Facilities manager will give directions to follow the procedures below or arrange with Public Works to service the system.
    b. Clean using a high-powered vacuum truck, vacuuming standing water and sediment.

c. Use a high-pressure washer to break up any remaining material in the catch basin, while capturing the slurry with the vacuum. Sweep parking areas, as needed, or as directed.
d. After catch basin is clean, clean out any sediment that might have entered the pipe.
e. Systematically clean catch basins per maintenance plan.
f. If cleaning by hand (shovel etc.), stockpile and cover catch basin residuals on an impermeable surface until it can be properly disposed.
g. Dispose solids in a sealed waste container that will be transferred to a permitted, lined solid waste landfill or other solid waste treatment facility (e.g. Moulding & Sons Landfill 10485 W 900 S St Ogden). Fluids collected during catch basin cleaning shall be discharged to the sanitary sewer.

3. Clean-up:
    a. When the vacuum truck is full of sediment, it will be taken to the designated location to dump all sediment out of the truck and into a drying bed.
        i. Designated location shall be as directed by Public Works as either Public Works Shop decant facility OR transported to landfill.
    b. Wash down area before leaving the designated dump location.

4. Documentation:
    a. Keep records including all catch basins, cleaning schedule, cleaning date, issues found and resolution, etc.
    b. Contractor shall submit records after each cleaning verifying proper disposal of materials in accordance with this SOP.
    c. Record the amount of waste collected and number of catch basins cleaned and the area in which they were cleaned.

Creek Management

PURPOSE:

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

PROCEDURE:

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

2. Process:
    a. Remove all debris as necessary from channels and culverts & deliver to landfill.
    b. Notify Public Works Director.

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

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

Detention Pond Cleaning

PURPOSE:

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

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

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

PRIORITY SITES:

- Barker Park Pond
- Barker Family Pond
- Fish Pond
- Hollow
- Multi Sports Pond
- City Park Pond
- Rocky Meadows Basin
- All remaining sites cleaned on a rotating basis at the frequency identified above

PROCEDURE:

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

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

3. Clean-up:
    a. After cleaning basins, clean off the concrete pads using dry methods (sweeping and shoveling).
    b. Make sure areas are swept and left clean.
    c. Take the material that was removed to the landfill, Moulding & Sons Landfill, 10485 W 900 S St Ogden, for final disposal.

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

Mowing and Trimming

PURPOSE:

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

PROCEDURE:

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

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

3. Clean-up:
    a. Mowers are to be scraped and brushed at the shop – dry spoils are dry swept and disposed of.
    f. Wash equipment in approved wash station – 520 W Elberta Dr. Public Works Wash Bay (uncovered bay on the sound end of the shop).

Ditch Management

PURPOSE:

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

PROCEDURE:

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

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

3. Clean-up:
    a. Stabilize all disturbed soils.
    b. Remove all tracking from paved surfaces near maintenance site, if applicable.
    c. Haul all debris or sediment removed from area to approved dumping site – Moulding & Sons Landfill, 10485 W 900 S St Ogden.

Street Sweeping

Street Sweeping is performed by the Pleasant View City Public Works Department.

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

FREQUENCY:

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

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

- 4300N, 500W, 600W, – *Heavy Truck Route*
- *Parkland BLV – Industrial Area*
- *Rulon White - Industrial Area*
- *Multiple Zones – During fall for organics removal*

PROCEDURE:

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

2. Process:
    a. Drive street sweeper safely and pick up debris from streets, curbs, gutters, etc.
    b. When full, take the sweeper to an approved street sweeper cleaning station designated at the 520 W Elberta Dr (area designated by sign, “Street Sweeper Debris Only” - no other material allowed to be deposited here).
    c. Clean Sweeper hopper out and inspect after each time it is dumped.

3. Clean-up:
    a. Street sweepers are to be cleaned in a manner that does not allow debris or contaminants to enter the storm drain system or infiltrate groundwater.
    b. Street sweeping cleaning stations will separate the solids from the liquids.
    c. Once solids have dried, haul them to the local landfill.
    d. Decant water is disposed of into the designated wash bay on the south end of public works facility - 520 W Elberta Dr. (Note: this system is all self-contained and does not connect to the storm drain system).

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

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

Dumpsters/Garbage Storage

PURPOSE:

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

PROCEDURE:

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

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

3. Clean-up:
    a. Keep areas around dumpsters clean of all garbage.
    b. Ensure garbage bins are emptied regularly to keep them from overfilling.
    c. Wash interior of bins or dumpsters, as needed, in properly designated areas – 520 W Elberta Dr. Public Works Wash Bay (uncovered bay on the sound end of the shop).

Parking Lot Maintenance

PURPOSE:

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

PROCEDURE:

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

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

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

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

Chemical Application Pesticides, Herbicides, & Fertilizers

PURPOSE:

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

PROCEDURE:

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

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

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

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

Storage and Disposal of Fertilizer and Pesticides

PURPOSE:

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

PROCEDURE:

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

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

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

Alternative Products Use/Storage/Disposal

PURPOSE:

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

PROCEDURE:

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

Chemical Handling and Transporting

PURPOSE:

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

PROCEDURE:

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

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

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

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

Spill Cleanup and Response

PURPOSE:

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

PROCEDURE:

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

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

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

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

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

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

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

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

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

2. Notification and Reporting

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

3. Prohibited Practices (Never)

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

4. Clean Up the Spill

a. **General**

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

b. **Cleanup of Petroleum Spills**

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

c. **Cleanup of Hazardous Materials**

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

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

5. Final Inspection and Restoration

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

6. Documentation

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

7. Spill Prevention Measures

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

Petroleum and Chemical Disposal

PURPOSE:

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

PROCEDURE:

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

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

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

Garbage Storage/Scrap Metal Containers/Trash Piles

PURPOSE:

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

PROCEDURE:

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

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

3. Clean-up:
    a. Keep areas around dumpsters and garbage bins clean of all garbage.
    b. Ensure garbage bins are emptied as often as needed to reduce spillage from overfilling.
    c. Wash out interior of bins or dumpsters, as needed, in properly designated area only - located at 520 W Elberta Dr. Public Works Wash Bay (uncovered bay on the sound end of the shop).

Open Space Management

PURPOSE:

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

PROCEDURE:

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

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

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

Pet Waste

PURPOSE:

Protect storm water systems from pet waste bacteria.

PROCEDURE:

1. Preparation:
    a. Enforce Permittee regulations that require pet owners to clean up pet waste and use leashes in public areas.
    b. If public off-leash areas are designated, ensure they are clearly defined. Located in Front grassy area of City Hall 520 W Elberta Dr.
    c. Avoid designating public off-leash areas near streams and water bodies.
    d. Whenever practical and cost effective, install dispensers for pet waste bags and provide disposal containers at locations such as trail heads or parks where pet waste has been a problem.
    e. Provide signs with instructions for proper cleanup and disposal.

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

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

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

Snow Removal and De-Icing

PURPOSE:

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

PROCEDURE:

1. Preparation:
    a. Store de-icing material under a covered storage area, or other approved storage method that prevents runoff from entering the storm drain – see *Salt and Sand/Aggregate Storage SOP.*
    b. Wash out vehicles, when necessary, in approved washout area within Public Works Shop, 520 W Elberta Dr wash bay (drain connects to sewer) before preparing them for snow removal.
    c. Calibrate spreaders to minimize amount of de-icing material used to still be effective.
    d. Equip vehicles with spill cleanup kits in case of hydraulic line rupture or other spills.
    e. Regularly train employees in spill cleanup procedures and proper handling and storage of de-icing materials – see *Spill Cleanup and Response SOP.*

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

3. Clean-up:
    a. Sweep up all spilled de-icing material around loading area.
    b. Clean out trucks after snow removal duty, only when necessary, in approved washout areas only – 520 W Elberta Dr. Public Works Wash Bay (uncovered bay on the sound end of the shop.
    c. Provide maintenance for vehicles in covered area.

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

Snow Disposal

PURPOSE:

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

PROCEDURE:

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

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

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

Planting Vegetation – Starters

PURPOSE:

Prevent pollution of storm water systems when planting vegetation.

PROCEDURE:

1. Preparation:
    a. Call the Blue Stakes Center (http://www.bluestakes.org)/of Utah at 811 or 1-800- 662-4111 at least 3 working days before any digging will be done, to reveal the location of any underground utilities.
    b. Leftover spoils will be taken to be stored on designated cement pad at Public Works Shop at 520 W Elberta Dr.

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

3. Clean-up:
    a. Sweep dirt from surrounding pavement(s) into the planter area.
    b. Transport leftover spoils to their designated fill (area to add dirt to existing dirt pile) or disposal area (PW Yard HWY 89 3000 N) in a method that will eliminate any spillage during transport.

Planting Vegetation – Seeds

PURPOSE:

Prevent pollution of storm water systems when planting seeds.

PROCEDURE:

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

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

3. Clean-up:
    a. Sweep dirt, seeds, and any cover material, from surrounding pavement(s), into the planter area.
    b. Transport leftover spoils to their designated fill (area to add dirt to existing dirt pile) or disposal area (PW yard HWY 89 3000 N) in a method that will eliminate any spillage during transport.

Vehicles – Fueling

PURPOSE:

Prevent pollution of storm water systems during fueling of vehicles when done on City-owned site. 520 W Elberta Dr.

PROCEDURE:

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

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

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

Vehicles & Equipment Maintenance

PURPOSE:

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

PROCEDURE:

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

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

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

Vehicles – Vehicle and Equipment Storage

PURPOSE:

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

PROCEDURE:

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

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

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

Vehicles – Washing & Cleaning

PURPOSE:

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

PROCEDURE:

1. Preparation:
    a. Trucks, vehicles, and equipment shall be washed in a designated wash bay – 520 W Elberta Dr.
    b. No vehicle washing will be done where wastewater will enter the storm drain system.

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

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

Salt and Sand/Aggregate Storage

PURPOSE:

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

PROCEDURE:

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

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

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

Spare Parts Storage

PURPOSE:

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

PROCEDURE:

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

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

Planned Waterline Excavation Repair/Replacement

PURPOSE:

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

PROCEDURE:

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

2. Process:
    a. Make reasonable efforts to keep pipeline water from entering the excavation.
    b. Direct any discharge to pre-determined area.
    c. Backfill and compact excavation.
    d. Haul off excavated material or stockpile to designated area at PW Yard Hwy89 3000N nearby if needed.

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

Unplanned Waterline Excavation Repair/Replacement

PURPOSE:

Prevent pollution of storm water systems during unplanned waterline repairs.

PROCEDURE:

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

2. Process:
    a. Slow the discharge.
    b. Inspect flow path of discharged water.
    c. Protect water inlet areas by placing inlet protection devices around or up stream of inlet.
    d. Follow planned repair procedures.
    e. Haul off spoils of excavation to assigned designated area at PW Yard Hwy 89 3000 N.
    f. Use dewatering bags on pumps and check hourly for effectiveness.

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

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

PURPOSE:

Prevent pollution of storm water systems during waterline flushing activities.

PROCEDURE:

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

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

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

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

PURPOSE:

Prevent pollution of storm water systems during waterline flushing activities.

PROCEDURE:

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

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

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

Waterline Flushing for Routine Maintenance

PURPOSE:

Prevent pollution of storm water systems during waterline flushing activities.

PROCEDURE:

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

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

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

Used Oil Recycling

PURPOSE:

Prevent pollution of storm water systems from used motor oil.

PROCEDURE:

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

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

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

Large Outdoor City Events

PURPOSE:

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

A large event would meet all of the following criteria:

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

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

PROCEDURE:

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

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

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

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

Graffiti Removal

PURPOSE:

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

PROCEDURE:

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

Green Waste Deposited in Street

PURPOSE:

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

PROCEDURE:

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

1. Notify the resident / property owner of violation.

2. Provide resident / property owner with education, such as, but not limited to:
    a. City Code requirements
    b. Where to take green waste – Weber County Transfer Station green waste area.

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

4. Follow Up Inspection(s):

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

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

Firefighter Training Involving Foam Agents

PURPOSE:

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

PROCEDURE:

Pre-Training Planning

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

During Training

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

Post-Training Cleanup

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

Spill and Incident Response

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

Training and Documentation

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

Storm Drain Cleaning and Waste/Water Disposal

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

PURPOSE:

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

REQUIRED EQUIPMENT / MATERIALS:

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

SAFETY PRECAUTIONS:

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

PROCEDURE:

Inspection

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

Debris Removal

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

Storm Drain Cleaning

Manual/Mechanical Cleaning

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

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

Vacuum Truck Cleaning

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

Wastewater Management

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

Acceptable handling methods:

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

If the water contains:

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

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

Disposal of Waste and Water

Solid Waste (debris, sediment)

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

Documentation

- Waste disposal receipts or manifests.

Final Steps

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

RECORD KEEPING:

Maintain the following for at least 3–5 years:

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

Certification

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

_____ Date: _____

Tyson Jackson, Public Works Director

Appendix

Annual Review
Storm Water Management Plan

Purpose: To ensure City meets all of the current permit requirements, is following procedures and processes as described, and to evaluate and establish goals.

Preparation:

1. Plan to review SWMP annually, typically in October (prior to submitting annual report to State)
2. Review information about the current SWMP implementation.

Process:

1. Use the SWMP Annual Review Checklist (next page) as a guide to:
    a. Evaluate permit compliance;
    b. Evaluate goals; and
    c. Evaluate BMP effectiveness
2. Review each item list on the checklist.
3. Review the SWMP and note any updates needed.
4. Update Sections as required.
5. Schedule any necessary updates to be completed within a reasonable timeframe.

Documentation:

1. Updated SWMP document.
2. Completed SWMP Annual Review Checklist

SWMP Annual Review Checklist

In general, the list below follows the requirements as outlined in the General Permit for Storm Water Discharges from Construction Activities, UPDES Permit No. UTRC00000, March 2025. The Annual Review of the SWMP includes all sections of the document.

Reivew Date: _____

Reviewed By: _____

Included	Requirement	Notes
	Coverage Under the Permit	
☐ Yes ☐ No ☐ NA	Authority to Discharge	
	Notice of Intent and Storm Water Management Program Description	
☐ Yes ☐ No ☐ NA	Permit Application and NOI	
☐ Yes ☐ No ☐ NA	City Characteristics	
☐ Yes ☐ No ☐ NA	Local Water Quality Concerns	
☐ Yes ☐ No ☐ NA	Stormwater Committee	
☐ Yes ☐ No ☐ NA	Mission Statement	
☐ Yes ☐ No ☐ NA	Permit Requirements	
☐ Yes ☐ No ☐ NA	Modifications to City Ordinances	
	Discharges to Water Quality Impaired	
☐ Yes ☐ No ☐ NA	Impaired Body Determination	
☐ Yes ☐ No ☐ NA	Nitrogen and Phosphorus Impacts	
☐ Yes ☐ No ☐ NA	Collaborative Programs	
☐ Yes ☐ No ☐ NA	Identifying Target Sources	
☐ Yes ☐ No ☐ NA	Prioritizing Target Sources	
☐ Yes ☐ No ☐ NA	Co-Permittees	

		Storm Water Management Program
☐ Yes	☐ No ☐ NA	Requirements for SWMP
☐ Yes	☐ No ☐ NA	Implementation of SWMP
☐ Yes	☐ No ☐ NA	Ongoing Documentation of SWMP
☐ Yes	☐ No ☐ NA	Tracking of SWMP
☐ Yes	☐ No ☐ NA	Annual Fiscal Analysis
☐ Yes	☐ No ☐ NA	BMP Implementation
☐ Yes	☐ No ☐ NA	Measurable Goals Summary of BMPs
		MCM 1: Public Education and Outreach
☐ Yes	☐ No ☐ NA	Public Education and Outreach on Storm Water Impacts
☐ Yes	☐ No ☐ NA	Target Specific Pollutants and Sources
☐ Yes	☐ No ☐ NA	Education and Outreach Audiences and Program
☐ Yes	☐ No ☐ NA	Participate in Storm Water Coalition
☐ Yes	☐ No ☐ NA	Education Topics and Methods
☐ Yes	☐ No ☐ NA	Employee Training
☐ Yes	☐ No ☐ NA	LID Green Infrastructure and Post Construction Control Education
☐ Yes	☐ No ☐ NA	BMP Selection Rationale
		MCM 2: Public Involvement / Participation
☐ Yes	☐ No ☐ NA	Public Involvement / Participation
☐ Yes	☐ No ☐ NA	Opportunities for Public Input
☐ Yes	☐ No ☐ NA	SWMP Document for Public Review and Input
		MCM 3: Illicit Discharge Detection and Elimination
☐ Yes	☐ No ☐ NA	Illicit Discharge Detection and Elimination (IDDE)

☐ Yes ☐ No ☐ NA	Storm Water System Map
☐ Yes ☐ No ☐ NA	Storm Water Management Ordinance
☐ Yes ☐ No ☐ NA	Legal Authority to Enforce Non-Storm Water Discharges
☐ Yes ☐ No ☐ NA	IDDE Detection and Mitigation Plan
☐ Yes ☐ No ☐ NA	Locating and Prioritizing Illicit Discharges
☐ Yes ☐ No ☐ NA	"High Priority" Area List
☐ Yes ☐ No ☐ NA	Field Assessment Activities
☐ Yes ☐ No ☐ NA	Dry Weather Screening
☐ Yes ☐ No ☐ NA	Separate UPDES Permit Notification
☐ Yes ☐ No ☐ NA	Tracing Illicit Discharge Source Procedures
☐ Yes ☐ No ☐ NA	Characterize the Nature and/or Threat of the Illicit Discharge
☐ Yes ☐ No ☐ NA	Ceasing Illicit Discharges SOPs
☐ Yes ☐ No ☐ NA	Household Hazardous Waste
☐ Yes ☐ No ☐ NA	Public Hotline
☐ Yes ☐ No ☐ NA	Spill/Dumping Response Procedure
☐ Yes ☐ No ☐ NA	Program Evaluation and Assessment
☐ Yes ☐ No ☐ NA	Annual Training of Employees
☐ Yes ☐ No ☐ NA	Summary of Existing BMPs and Efforts
	MCM 4: Construction Site Storm Water Runoff Control
☐ Yes ☐ No ☐ NA	Construction Site Storm Water Runoff Control
☐ Yes ☐ No ☐ NA	UPDES Permitting
☐ Yes ☐ No ☐ NA	Require a SWPPP for Construction Projects
☐ Yes ☐ No ☐ NA	Private Property Access for Inspections

☐ Yes ☐ No ☐ NA	Enforcement Strategy
☐ Yes ☐ No ☐ NA	Documentation of all Enforcement Actions
☐ Yes ☐ No ☐ NA	Preconstruction SWPPP Review
☐ Yes ☐ No ☐ NA	Potential Water Quality Impacts Consideration
☐ Yes ☐ No ☐ NA	Potential Water Quality Impacts Consideration
☐ Yes ☐ No ☐ NA	Identify Priority Construction Sites
☐ Yes ☐ No ☐ NA	Construction Site inspection and Enforcement
☐ Yes ☐ No ☐ NA	Staff Training
☐ Yes ☐ No ☐ NA	Maintain Records
	MCM 5: Post-Construction Storm Water Management
☐ Yes ☐ No ☐ NA	Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction)
☐ Yes ☐ No ☐ NA	Long Term Storm Water Control General Approach
☐ Yes ☐ No ☐ NA	Revised Development Standards
☐ Yes ☐ No ☐ NA	Non-Structural BMPs
☐ Yes ☐ No ☐ NA	Retention Requirement
☐ Yes ☐ No ☐ NA	LID Implementation
☐ Yes ☐ No ☐ NA	Water Quality Report
☐ Yes ☐ No ☐ NA	Ordinance Updates
☐ Yes ☐ No ☐ NA	Long Term Enforcement Strategy
☐ Yes ☐ No ☐ NA	Sanctions for Violations
☐ Yes ☐ No ☐ NA	Expected Results
☐ Yes ☐ No ☐ NA	Maintenance Agreements and Inspections of Long-Term Storm Water Controls

☐ Yes ☐ No ☐ NA	Construction Inspections of Long-Term Storm Water Controls
☐ Yes ☐ No ☐ NA	City Post Construction BMP (SOPs)
☐ Yes ☐ No ☐ NA	Procedures for Site Plan Review (Pre-Construction)
☐ Yes ☐ No ☐ NA	Review Post-Construction Plans
☐ Yes ☐ No ☐ NA	Post Construction Structural Controls Inventory
☐ Yes ☐ No ☐ NA	Inventory Updates
☐ Yes ☐ No ☐ NA	Retrofit Existing Developed Sites
☐ Yes ☐ No ☐ NA	Staff Training
	MCM 6: Good Housekeeping
☐ Yes ☐ No ☐ NA	City Owned or Operated Facilities and Storm Water Controls
☐ Yes ☐ No ☐ NA	Inventory Assessment
☐ Yes ☐ No ☐ NA	“High Priority” Facilities
☐ Yes ☐ No ☐ NA	High Priority Facility SWPPPs
☐ Yes ☐ No ☐ NA	Inspections
☐ Yes ☐ No ☐ NA	Monthly Visual Inspections
☐ Yes ☐ No ☐ NA	Semi-Annual Comprehensive Inspections
☐ Yes ☐ No ☐ NA	Annual Visual Observations of Storm Water Discharges
☐ Yes ☐ No ☐ NA	SOPs
☐ Yes ☐ No ☐ NA	Maintenance by Contract
☐ Yes ☐ No ☐ NA	SOP Practices
☐ Yes ☐ No ☐ NA	Maintenance Schedules
☐ Yes ☐ No ☐ NA	Proper Waste Disposal

☐ Yes	☐ No	☐ NA	Liquid Waste Disposal
☐ Yes	☐ No	☐ NA	Spill Prevention Plan
☐ Yes	☐ No	☐ NA	Floor Drains
☐ Yes	☐ No	☐ NA	Contract O&M Services
☐ Yes	☐ No	☐ NA	Water Quality Impacts of New Structural Controls
☐ Yes	☐ No	☐ NA	Assessment of Existing Structural Controls
☐ Yes	☐ No	☐ NA	Retrofit Plan
☐ Yes	☐ No	☐ NA	Employee Training
☐ Yes	☐ No	☐ NA	Review BMP SOPs
☐ Yes	☐ No	☐ NA	Public Works Yard SWPPP Review

Measurable Goals:

Review goals and report on progress of implementation.

Goal: _____

Implementation and Progress_____

_____

Goal: _____

Implementation and Progress_____

_____

Goal: _____

Implementation and Progress_____

_____

Goal: _____

Implementation and Progress_____

_____

Goal: _____

Implementation and Progress_____

_____

Goal: _____

Implementation and Progress_____

_____

Goal: _____

Implementation and Progress_____

_____

Goal: _____

Implementation and Progress_____

_____

BMP Effectiveness:

- ☐ Review of effectiveness on pollutants
- ☐ Review list of BMPs to verify that BMP is valid
- ☐ List BMPs that need to be added or removed
- ☐ Review of previous year's annual review to determine if there are BMPs identified that need to be monitored for effectiveness.

Observation on BMPs Effectiveness

BMP	Effective	Notes *Include plan for additional monitoring if required.
Sediment	☐ Yes ☐ No ☐ NA	
Nutrients (Phosphorus, Nitrogen, Potassium, Ammonia)	☐ Yes ☐ No ☐ NA	
Hydrocarbons (Petroleum Products, Benzene, Toluene, Ethyl Benzene, Xylene)	☐ Yes ☐ No ☐ NA	
Heavy Metals	☐ Yes ☐ No ☐ NA	
Toxic Chemicals	☐ Yes ☐ No ☐ NA	
Debris / Litter / Trash	☐ Yes ☐ No ☐ NA	
Pathogens (Bacteria)	☐ Yes ☐ No ☐ NA	

Appendices

- ☐ Review current County Agreement to ensure SWMP contains current version
- ☐ Any additional or new Agreements to include (e.g. Street Sweeping Contract)

Employee Trainings

- ☐ Illicit Discharge Detection and Elimination (IDDE)
- ☐ Standard Operating Procedures (SOP's)
- ☐ Low Impact Development
- ☐ Spill Prevention and Control
- ☐ Fueling and Maintenance
- ☐ Landscaping
- ☐ Rights of Way

General Comments:

Updates / Corrective Actions (include date for completion):

3/12/2019

Interlocal Agreement Relating to Obligations
Required for a Small MS4 General UPDES Permit No. UTR090000
For
Storm Water Management

This Agreement made effective this 12th day of March, 2019 is entered into by and among Pleasant View City (hereafter "City"), and Weber County (hereafter "County").

Recitals

WHEREAS, the Utah Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended, permits public agencies to enter into agreements with one another for the purpose of exercising, on a joint and cooperative basis, powers and privileges that will benefit their citizens and make the most efficient use of their resources;

WHEREAS, all of the parties hereto are public agencies as defined by the Interlocal Cooperation Act;

WHEREAS, the County is a body politic duly organized under the laws of Utah;

WHEREAS, the City is a municipal corporation duly organized under Title 10 of the Utah Code Annotated, as amended;

WHEREAS, in accordance with the Federal Water Pollution Control Act, as amended by the Clean Water Act of 1987, and the Utah Water Quality Act, together with federal and state regulations adopted pursuant to such Acts, the County and the City, as operators of storm water systems, must reduce pollutants in storm water to the Maximum Extent Practicable to protect water quality;

WHEREAS, the Phase 2 NPDES and UPDES Storm Water Regulations (hereafter "Regulations") specify that compliance with the Regulations can be attained by developing, implementing and enforcing a storm water management plan which incorporates Best Management Practices addressing State of Utah Department of Environmental Quality Division of Water Quality Small MS4 General UPDES Permit, No. UTR090000 (MS4 Permit);

WHEREAS, pursuant to said MS4 Permit Section 4.3. Sharing Responsibility, the County and the City as Permittees may share with each other the implementation of the MS4 Permit Section 4.2. Minimum Control Measures; listed in Permit Articles:

4.2.1 Public Education and Outreach on Storm Water Impacts
4.2.2 Public Involvement /Participation
4.2.3. Illicit Discharge Detection and Elimination (IDDE)
4.2.4. Construction Storm Water Runoff Control
4.2.5. Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water management)
4.2.6. Pollution Prevention and Good Housekeeping for Municipal Operations;

through a written agreement with the obligations of said Permit to be maintained as part of each Permittee's Storm Water Management Plan; and

WHEREAS, the County and the City desire to work cooperatively in compliance with the MS4 Permit and subsequent renewals of the MS4 Permit with other relevant federal and state storm water Regulations as enacted within the time period of this agreement or through subsequent extensions to this agreement.

NOW, THEREFORE, for the reasons cited above, and in consideration of the mutual covenants and agreements contained herein, the City and County do mutually agree and undertake as follows:

Section One
Scope of Agreement

Intent. The parties intend by this Agreement to co-permit with one another in compliance to and for the implementation of the State of Utah Department of Environmental Quality Division of Water Quality MS4 Permit.

Specifically, this Agreement addresses the obligations of the County and the City in relation to compliance with the Regulations which require developing, implementing and enforcing a storm water management plan (SWMP) incorporating Best Management Practices. Each party remains responsible for its own implementation of its Storm Water Management Plan.

1. County Storm Water Management. The County shall provide for Storm Water Management Administration in accordance with the relevant rules and regulations and laws imposed upon the County.

2. Golden Spike Stormwater Coalition Management. The County, after following its procurement process, shall select and provide a contracted entity or firm to serve as a Golden Spike Stormwater Coalition Manager to assist in the direction and management of the Golden Spike Stormwater Coalition. If allowed by the County's procurement law, the City and each other member of the Coalition shall have the right to provide input regarding the selection of the Coalition Manager. After the contract with the Manager is in place, the Coalition shall supervise the Manager. The agreement of a majority of all Coalition members shall be required for any decision of the Coalition to take effect. Each Coalition member shall have an equal vote in all decisions to be made by the Coalition.

3. Co-permitting. The County and the City mutually agree to jointly implement the current and subsequent MS4 Permit, which may be renewed on a 5 year basis, and shall provide one another with the relevant management plan, storm water information, and other necessary documentation relevant to said MS4 Permit, with applicable forms provided by the Department of Environmental Quality.

4. Services Provided. Each party shall be responsible for each of the following control measures within its own jurisdictional boundaries (i.e., in unincorporated areas for the County, and within the municipal boundaries for the City) but shall not be responsible for the control measures in other jurisdictions, except as noted below. However, upon request, a party may agree to work cooperatively with the other party on a control measure within the other party's jurisdictional boundaries.

   a. Public Education and Outreach. The parties shall work with the Manager of the Golden Spike Stormwater Coalition to provide materials and coordinate educational activities within their jurisdictions, including but not limited to media and public relations, publications and advertisements, and school outreach programs. The Manager shall receive and respond to concerns from all Coalition members and relevant public committee recommendations. Coalition members may do additional public education and outreach at their discretion.

   b. Public Involvement and Participation. The County shall participate actively with the City through the Golden Spike Stormwater Coalition for public involvement and participation for addressing storm water issues.

   c. Illicit Discharge Detection and Elimination. In coordination with the Weber-Morgan Health Department, the County shall provide for this control measure as it relates to mapping and coordinating of discharges occurring in multiple jurisdictions, or otherwise crossing jurisdictional boundaries between the Coalition participants.

   d. Construction Site Runoff Control. The County has no responsibility for this control measure, outside unincorporated areas, except for mutual cooperation and coordination with the City at the City's request concerning this control measure.

   e. Post Construction Storm Water Management. The County has no responsibility for this control measure, outside unincorporated areas, except for mutual cooperation and coordination with the City at the City's request concerning this control measure.

   f. Pollution Prevention and Good House Keeping. The County has no responsibility for this control measure, outside unincorporated areas, except for mutual cooperation and coordination with the City at the City's request concerning this control measure.

5. Annual Fee. The County, through its participation in the Golden Spike Stormwater Coalition, may assess an annual fee to the City and other Coalition participants to reimburse the County for the costs of administering the contract, including the costs of compensation to the entity or firm serving as the Coalition Manager, copy costs, brochure and publication costs, community outreach program costs, etc. This fee will equal the City's share of the total of such costs, with each Coalition member paying an equal share. The City agrees to pay the fee assessed by the County, in a timely manner, upon receiving a written billing notice for the same from the Coalition or County. Each party will establish and maintain its own budget for income and expenses related to this agreement. Each party will be responsible for acquiring, holding, and

disposing of all property to be used under this agreement, except as otherwise stated or implied in this agreement.

6. Limitations. Except as outlined by this Agreement or by agreement separate from this, neither party assumes any responsibility to inspect, install, operate or otherwise maintain the other party's storm water system, storm water program, or storm water utility. Further, this Agreement does not impose on either party any duty regarding storm water management, fees, inspections, or any other types of activity outside the scope of this Agreement.

7. Designated Contacts. The City shall designate its contact with the County for any and all issues which may arise under this Agreement. The County designates the Weber County Engineer as its contact with the City for any and all issues which may arise under this Agreement. The County and the City contacts may also consult with each other from time to time on the status of mutual relations and the terms of this Agreement. To the extent that any administration of this Agreement becomes necessary, then the parties' contacts, or their successors, shall constitute a joint board for such purpose, and each party shall have an equal vote in any decision that needs to be made.

Section Two
General Provisions

1. Term and Renewal. This Agreement shall automatically terminate upon the expiration of the term of the current MS4 permit. If the MS4 permit is renewed or extended, then the parties may renew this Agreement to match the term of the renewed MS4 permit.

2. Termination. This Agreement may be terminated by either party upon ninety (90) days written notice from the Mayor or County Commission provided either to the County Clerk or the City Recorder, as the case may dictate. Upon termination of the Agreement, each party shall retain all property that it has contributed to this joint effort and that remains in the possession of either party, unless the parties negotiate for the transfer of the property to the other party for adequate consideration.

3. Effective Date. This Agreement shall become effective upon compliance with state law governing interlocal cooperation agreements and upon ratification by the parties as provided in U.C.A. Title 11, Chapter 13, Part 2, as amended.

4. Amendment. This Interlocal Agreement may be changed, modified, or amended by written agreement of the participants, upon adoption of appropriate resolutions from the County and the City, along with being approved as to form by the County Attorney and City Attorney, and upon meeting all other applicable requirements of the Interlocal Cooperation Act.

5. Entire Agreement. This Agreement, together with any written amendments, shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except for the resolutions of each party herein attached and incorporated by reference.

6. Indemnification. Each party agrees to indemnify, defend, and save and hold the other party and its respective officers, trustees, agents, employees, and permitted assigns harmless against and in respect of the following:

   a. all claims, losses, liabilities, damages, costs, deficiencies, and expenses affecting any persons or property as a result of the indemnifying party's actions;

   b. any misrepresentation, material omission, breach of warranty, or non-fulfillment of any covenant or agreement by the indemnifying party, relating to this Agreement; and

   c. any and all actions, suits, proceedings, demands, assessments, judgments, costs, legal and accounting fees, and other expenses incident to any of the foregoing.

7. Employee Status. It is understood and agreed by the parties that any and all personnel furnished by the parties shall remain employees of the respective parties and shall abide by the personnel policies of the respective parties.

8. Hired Consultant Status. It is understood and agreed by the parties that any consultant including and not limited to the firm or entity serving as Coalition Manager as engaged by the County to provide management for the Coalition shall not be, and shall not represent themselves as, employees of the respective parties.

9. Warranties. Each party represents and warrants that it is a public agency within the meaning of the Interlocal Cooperation Act, is authorized to execute and deliver this Agreement and there is no litigation, legal action or investigation between the parties that would adversely affect this Agreement.

10. Documents on File. Executed copies of this Agreement shall be placed on file in the office of the County Clerk and the City Recorder and shall remain on file for public inspection for the duration of this Agreement.

11. Governing Law. It is understood and agreed by the parties that this Agreement shall be governed by the laws of the State of Utah as to interpretation and performance.

12. Non-transferable. This rights, duties, powers and obligations of this Agreement may not be transferred, assigned or delegated without the consent of the parties.

13. Rules of Construction and Severability. Standard rules of construction, as well as the context of this agreement, shall be used to determine the meaning of the provisions herein, except as follows: If any of the provisions herein are different from what is normally allowed or required by law, every effort shall be made to construe the clauses to be legally binding and to infer voluntary arrangements which are in addition to what is normally allowed or required by law. If any provision, article, sentence, clause, phrase, or portion of this agreement, including but not limited to any written amendments, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of

the remaining portions of this agreement, unless the invalidation of the provision materially alters the agreement by interfering with the purpose of the agreement or by resulting in non-compliance with applicable law. If the invalidation of the provision materially alters the agreement, then the parties shall negotiate in good faith to modify the agreement to match, as closely as possible, the original intent of the parties. It is thus the intention of the parties that each provision of this agreement shall be deemed independent of all other provisions herein, as long as the overall purpose of the agreement is preserved.

14. Additional Interlocal Cooperation Act provisions. In satisfaction of the requirements of the Interlocal Cooperation Act, the parties agree as follows:
    a. This Agreement shall be authorized and adopted by resolution of the legislative body of each party, pursuant to Section 11-13-202.5.

    b. This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each party, pursuant to Section 11-13-202.5.

    c. A duly executed original counterpart of this Agreement shall be filed immediately with the keeper of records of each party pursuant to Section 11-13-209.

    d. This Agreement shall become effective upon (a) its approval and execution by each party and (b) the filing of an executed copy of this Agreement with the keeper of records of each of the parties.

    e. Immediately after execution of this Agreement by both parties, each party shall cause to be published notice regarding this Agreement pursuant to Section 11-13-219.

    f. The parties agree that they do not, by this Agreement, create an interlocal entity or any separate entity.

Interlocal Agreement Relating to Obligations
Required for a Small MS4 General UPDES Permit No. UTR090000
For
Storm Water Management

DATED this 12th Day of March, 2019

FOR WEBER COUNTY:

(Chair, Weber County Commission)

ATTEST:

County Clerk

APPROVED AS TO FORM AND COMPLIANCE WITH APPLICABLE LAW:

County Attorney

DATED this 12th Day of February, 2019

FOR the PLEASANT VIEW City:

Mayor, Pleasant View City

ATTEST:

City Clerk

PLEASANT VIEW CITY INCORPORATED Seal WEBER COUNTY, UTAH

APPROVED AS TO FORM AND COMPLIANCE WITH APPLICABLE LAW:

City Attorney