Payson City

Notice of Public Hearing to Adopt a New Storm Water Management Plan

Notice is hereby given that the Payson City Council, a local municipality council located in Utah County, Utah, will hold a public hearing prior to adopting a new Storm Water Management Plan. The public hearing will take place at **6:00 p.m. on November 4, 2026** at 439 W. Utah Ave., Payson, Utah.

The purpose of this public notice is to solicit public comment regarding Payson City's proposed Storm Water Management Plan (SWMP). The SWMP is intended to serve as the City's primary framework for managing stormwater runoff, planning future stormwater infrastructure improvements, protecting water quality, and documenting compliance with applicable state and federal stormwater management requirements, including the Utah Pollutant Discharge Elimination System (UPDES) Municipal Separate Storm Sewer System (MS4) permit program. The proposed SWMP evaluates existing stormwater facilities, identifies future system needs, and establishes recommendations for the operation, maintenance, and improvement of the City's stormwater system.

The public is hereby invited to attend the hearing. For information about the SWMP or to ask any questions, please contact:

Travis Jockumsen
Public Works Director
City Office
439 West Utah Avenue
Payson, UT 84651
(801) 465-5200

In compliance with the Americans with Disabilities Act, persons in need of special accommodations or services to participate shall notify the City and we will seek to provide assistance.

Payson City
Permit No. UTR090066

Payson City

Storm Water Management Plan

Effective November 4, 2026

Submitted to:

State of Utah
Department of Environmental Quality
Division of Water Quality

Submitted by:

Payson City, Public Works Department

November 2026

Prepared by:

Table of Contents

Abbreviations iii

Key Staff iv

1.0 Coverage Under This Permit 1
1.1 Authority to Discharge 1
1.2. Permit Area and Eligibility 1
1.3. Local Agency Authority 2
1.4. Prohibited Discharges 2

2.0 Notice of Intent Requirements for New Applicants and Renewal Permittees 3
2.1. Requirements for New Applicants 3
2.2. Requirements for Renewal Permittees 3
2.3. Notice of Intent Contents and Submittal 9

3.0 Special Conditions 10
3.1 Discharges to Water Quality Impaired Waters 10
3.2. Jordan River Watershed Wide Escherichia coli (“E. coli”) TMDL 12
3.3 Nitrogen and Phosphorus Reduction 13
3.4. Co-Permittees 15

4.0 Storm Water Management Program 15
4.1 Purpose 15
4.2 Minimum Control Measures 18
4.3. Sharing Responsibility 70
4.4. Reviewing and Revision of Storm Water Management Program 70

5.0 Narrative Standard, Monitoring, Recordkeeping and Reporting 71
5.1. Narrative Standard 71
5.2. Analytical Monitoring 72
5.3. Non-Analytical Monitoring 72
5.4. Record Keeping 72
5.5 Reporting 72
5.6. Legal Authority 73

6.0 Standard Permit Condition 73
6.1. Duty to Comply 73
6.2. Penalties for Violations of Permit Conditions 73
6.3. Duty to Reapply 73
6.4. Need to Halt or Reduce Activity not a Defense 74
6.5. Duty to Mitigate 74
6.6. Proper Operation and Maintenance 74
6.7. Permit Actions 74
6.8. Property Rights 74
6.9. Duty to Provide Information 74
6.10. Inspection and Entry 74
6.11. Monitoring and Records 74
6.12. Monitoring Procedures 75
6.13. Penalties for Tampering 75
6.14. Signatory Requirements 75
6.15. Penalties for Falsification of Reports 76
6.16. Planned Changes 76
6.17. Transfers 76
6.18. Other Noncompliance 76
6.19. Other Information 76
6.20. Twenty-four Hour Reporting 76

6.21. Occurrence of a Bypass....76
6.22. Upset Conditions....78
6.23. Severability....78
6.24. State/Federal Laws....78
6.25. Storm Water-Reopener Provision....78

7.0 Definitions **....78**

Appendix A – Notice of Intent

Appendix B – Annual Task Calendar

Appendix C – Utah DWQ LID Manual

Appendix D – Payson City Standard Operating Procedures Manual

Appendix E – Payson City MS4 Forms and Tools Library

Appendix F – Payson City Storm Water Pollution Prevention Design and LID BMP Manual

Appendix G – Payson City Inventory of City-Owned Facilities

Appendix H – High Priority SWPPP Evaluation Tables

Appendix I – High Priority Facility SWPPPs

Abbreviations

BMP	Best Management Practice
CGP	Construction General Permit
CPP	Common Plan of Development Permit
DEQ	Department of Environmental Quality
DWQ	Division of Water Quality
EPA	Environmental Protection Agency
GIS	Geographic Information System
IDDE	Illicit Discharge Detection and Elimination
LID	Low Impact Development
LTSWMP	Long-Term Storm Water Management Plan
MCM	Minimum Control Measure
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
MSGP	Multi Sector General Permit
NOI	Notice of Intent
NOT	Notice of Termination
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
PHF	Pesticides, Herbicides, and Fertilizers
SOP	Standard Operating Procedures
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan
TMDL	Total Maximum Daily Load
UAC	Utah Administrative Code
UPDES	Utah Pollutant Discharge Elimination System
USWAC	Utah Storm Water Advisory Committee

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1.0 Coverage Under This Permit

For organizational consistency, the State of Utah's UPDES permit numbering has been duplicated in this document. The permit is shown in blue in the SWMP document.

1.1 Authority to Discharge

This Permit authorizes the discharge, of storm water and limited non-storm water to waters of the state as identified in Part 1.2 from a Small Municipal Separate Storm Sewer Systems ("MS4") as defined in R317-8-1.6(15) and Part 7.0. This authorization is subject to all of the terms and conditions of this Permit. This Permit does not authorize discharges prohibited under Part 1.4.

Payson, Utah is located in Utah County, south of Utah Lake along I-15 and is home to approximately 23,000 inhabitants according to the 2020 census. The City covers approximately 13 square miles, bordered by Salem City to the northeast, Elk Ridge City and the Wasatch Mountains to the east, and Spring Lake Town to the south, and discharges storm water to Peteetneet Creek, Dry Creek, Beer Creek, and local area wetlands, which ultimately contribute to Utah Lake. Beer Creek is listed as impaired on the 303(d) list, as discussed in the following sections.

The City manages a variety of storm water infrastructure including curb inlet boxes, sumps, retention basins, detention basins, LID retention swales and several other conveyance mechanisms to treat and transport storm water throughout the City. The City also has development standards which encourage the use of storm water BMPs and various low impact development practices which will minimize the impact of future development on storm water quality.

This SWMP was developed to reduce pollutant discharges to the Payson City Municipal Separate Storm Sewer System (MS4) to the maximum extent practicable. The following sections describe how the minimum control measures will be implemented to achieve this objective.

The development and implementation of this SWMP is to fulfill the requirements under the State of Utah's Utah Pollutant Discharge Elimination System (UPDES) Permit No. UTR090000 Authorization to Discharge Municipal Storm Water, effective May 12, 2026, through May 11, 2031, in accordance with Section 1.1 Authority to Discharge in the UTR090000. This SWMP was developed to satisfy the permit requirements for reducing the discharge of pollutants to the maximum extent practicable (MEP), protecting water quality, and meeting applicable water quality requirements under the Utah Water Quality Act and associated regulations. As a renewal permittee, the City will maintain and update this SWMP as necessary to remain compliant with permit requirements, including revisions required within 180 days of the permit effective date and any subsequent permit modifications issued by the Utah Division of Water Quality.

1.2. Permit Area and Eligibility

1.2.1. This Permit covers all areas of the State of Utah.

1.2.1.1. No operator of a Small MS4 as described in Title 40 of the Code of Federal Regulations ("40 C.F.R.") 122.32 may discharge from that system without authorization from the Director. See Utah Admin. Code Section R317-8-11(11.3)(1)(h), which sets forth the Permitting requirement, and Utah Admin. Code R317-8-1(1.10)(12), which incorporates 40 C.F.R. § 122.32 by reference. Authorization to discharge under the terms and conditions of this Permit is granted if:

1.2.1.1.1. The operator is a Small MS4 within the State of Utah, as defined in Part 7.0.

1.2.1.1.2. The operator is not a "large" or "medium" MS4, as defined in 40 C.F.R. §§ 122.26(b)(4) or (7);

1.2.1.1.3. The operator submits an NOI in accordance with Part 2.0;

1.2.1.1.4. The MS4 is located fully or partially within an urbanized area as determined by the latest Decennial Census by the Bureau of Census;

1.2.1.1.5. The operator is ordered by the Director to obtain coverage under this Permit, as provided in the UPDES rules, Utah Admin. Code R317-8-11(11.3)(8).

1.2.2. This Permit covers the following authorized discharges:

1.2.2.1. Storm water discharges. This Permit authorizes storm water discharges to waters of the state from the Small MS4s identified in Part 1.2.1, except as excluded in Part 1.4.

1.2.2.2. Non-storm water discharges. This Permit authorizes the following non-storm water discharges unless the Permittee or the Director identifies these discharges as significant sources of pollutants to waters of the state or as causing or contributing to a violation of water quality standards: (1) Water line flushing; (2) Landscape irrigation; (3) Diverted stream flows; (4) Rising ground waters; (5) Uncontaminated ground water infiltration; (6) Uncontaminated pumped ground water; (7) Discharges from potable water sources; (8) Foundation drains; (9) Air conditioning condensate; (10) Irrigation water; (11) Springs; (12) Water from crawl space pumps; (13) Footing drains; (14) Lawn watering runoff; (15) Individual residential car washing; (16) Flows from riparian habitats and wetlands; (17) Dechlorinated swimming pool discharges; (18) Residual street wash water; (19) Dechlorinated water reservoir discharges; and (20) Discharges or flows from emergency firefighting activity.

The Permittee does not currently identify any of the authorized non-storm water discharges listed in Section 1.2.2.2 of the UPDES MS4 Permit as significant sources of pollutants to waters of the State or as causing or contributing to a violation of water quality standards. These non-storm water discharges are therefore considered allowable discharges under the Permit. The Permittee will continue to monitor and evaluate non-storm water discharges identified through illicit discharge detection and elimination (IDDE) activities, inspections, complaints, or other field observations. If any authorized non-storm water discharge is determined to be a significant source of pollutants or contributes to a violation of water quality standards, the Permittee will implement appropriate control measures in accordance with the requirements of the Permit.

1.3. Local Agency Authority

This Permit does not preempt or supersede the authority of local agencies to prohibit, restrict, or control discharges to storm drain systems or other water courses within its jurisdiction.

1.4. Prohibited Discharges

Permittees are prohibited from discharging:

1.4.1. Discharges that are mixed with sources of non-storm water unless such non-storm water discharges are in compliance with a separate UPDES Permit or are determined, by the Director, not to be a substantial contributor of pollutants to waters of the state.

1.4.2. Storm water discharges associated with industrial activity as defined in Utah Admin. Code R317-8-11(11.3)(6)(c).

1.4.3. Storm water discharges associated with construction activity as defined in Utah Admin. Code R317-8-11(11.3)(6)(e).

1.4.4. Discharges currently covered under another UPDES Permit.

1.4.5. Discharges that would cause or contribute to in-stream exceedances of water quality standards as identified in Utah Admin. Code R317-2-14.

1.4.6. Discharges of any pollutant into any waters of the state for which a Total Maximum Daily Load ("TMDL") has been approved by the Environmental Protection Agency ("EPA"), unless the discharge

is consistent with the TMDL. This consistency determination applies at the time a NOI is submitted. If conditions change after coverage is issued, the coverage may remain active provided the Permittee complies with the conditions and requirements of Part 3.1.

2.0 Notice of Intent Requirements for New Applicants and Renewal Permittees

2.1. Requirements for New Applicants

2.1.1. "New Applicants" are defined as Permittees not covered under the previous General Permit for Storm Water Discharges from Small MS4s.

2.1.2. New Applicants that have assumed operational control of an MS4 for which coverage under this Permit was previously held by a separate Person may be directed to comply with the requirements of this Permit as directed for Renewal Permittees. Notification shall be made by the Director of this requirement in writing to the New Applicant prior to issuance of Permit coverage.

2.1.3. New Applicants shall submit, with its NOI, a Storm Water Management Plan ("SWMP") that meets the requirements in Part 4.0.

2.1.4. New Applicants shall create a SWMP which includes implementation of the six minimum control measures, including development of Measurable Goals, as described in Part 4.2. Measurable Goals for each of the minimum control measures shall include, at a minimum, the year by which the Permittee will undertake required actions, including: interim milestones and the frequency of the action (if applicable).

2.1.5. New Applicants shall begin implementation of the SWMP as described in the Permittee's NOI within 30 days after the completed NOI is submitted.

2.1.6. New Applicants shall fully develop and implement the SWMP as described in the Permittee's NOI by the end of the Permit term unless a more restrictive timeframe is indicated.

2.1.6.1. New Applicants shall have five (5) years from the date of their submitted NOI to develop, fully implement, and enforce their SWMP.

2.1.7. New Applicants shall sign the SWMP in accordance with the certification and signature requirements in Part 6.14.

2.2. Requirements for Renewal Permittees

2.2.1. "Renewal Permittees" are defined as Permittees covered under the previous General Permit for Storm Water Discharges from Small MS4s.

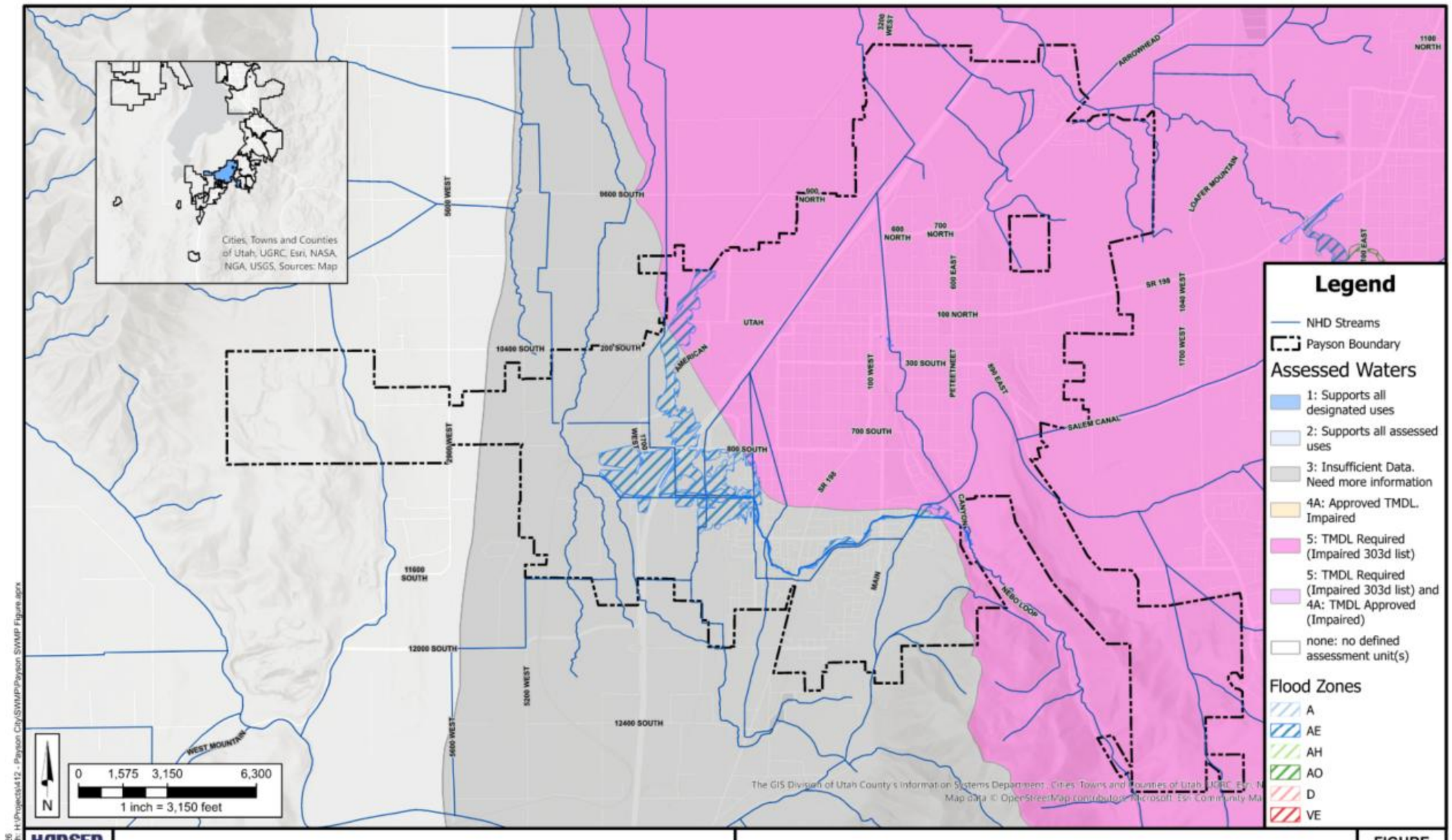
2.2.2. Renewal Permittees shall submit a revised SWMP to the Director within 180 days of the effective date of this Permit, which includes at a minimum, the following information:

2.2.2.1. Permit number

The City's MS4 Permit Number is UTR090066.

2.2.2.2 MS4 Location Description and Map

MS4 location and boundaries, along with the locations of any identified TMDLs, are shown in Figure I-1.



Date: 8/31/2026
Document Path: H:\Projects\412 - Payson City\SWMP\Payson SWMP Figure.aprx

HANSEN ALLEN & LUCE INC ENGINEERS

PAYSON	SWMP FIGURE	FIGURE I-1

2.2.2.3 Water Quality

Information regarding the overall water quality concerns, priorities, measurable goals, and interim milestones specific to the Permittee that were considered in the development and/or revisions to the SWMP.

This SWMP has been developed to meet the requirements set forth in the UPDES UTR090000 permit and consists of the six Minimum Control Measures (MCM) established by the EPA for Phase II storm water discharges as addressed in the following sections. Implementation of these control measures are expected to result in reductions of pollutants discharged into receiving waters including sediments, trash, pathogens, fertilizers/nutrients, hydrocarbons, metals, pesticides, acid and base products, road salts and increased stream flow. These pollutants can negatively impact the environment as described in the following table.

Pollutant	Source	Impacts
Sediment	Construction sites, vehicle/boat washing, agricultural sites, erosion	Destruction of aquatic habitat for fish and plants, transportation of attached oils, nutrients and other chemical contamination, increased flooding. Sediment can transport other pollutants that are attached to it including nutrients, trace metals, and hydrocarbons. Sediment is the primary component of total suspended solids (TSS), a common water quality analytical parameter.
Nutrients (Phosphorus, Nitrogen Potassium, Ammonia)	Fertilizers from agricultural operations, lawns and gardens; livestock and pet waste, decaying vegetation, sewer overflows and leaks.	Harmful algal blooms, reduced oxygen in the water, changes in water chemistry and pH. Nutrients can result in excessive or accelerated growth of vegetation, resulting in impaired use of water in lakes and other receiving waters.
Hydrocarbons (Petroleum Products, Benzene, Toluene, Ethyl benzene, Xylene)	Vehicle and equipment fluid leaks, engine emissions, pesticides, equipment cleaning, leaking fuel storage containers, fuel spills, parking lot runoff	These pollutants are toxic to humans and wildlife at very low levels. Carcinogenic. Teratogenic.
Heavy Metals	Vehicle brake and equipment wear, engine emissions, parking lot runoff, batteries, paint and wood preservatives, fuels and fuel additives, pesticides, cleaning agents	Metals including lead, zinc, cadmium, copper, chromium and nickel are commonly found in storm water. Metals are of concern because they are toxic to all life at very low levels. Carcinogenic. Teratogenic
Toxic Chemicals (Chlorides)	Pesticides, herbicides, dioxins, PCBs, industrial chemical spills and leaks, deicers, solvents	Chemicals are of concern because they are toxic to all life at very low levels. Carcinogenic. Teratogenic.
Debris/Litter/Trash	Improper solid waste storage and disposal, abandoned equipment, litter	Aesthetically unpleasant. Risk of decay product toxicity. Risk of aquatic animal entrapment or ingestion and death.
Pathogens (Bacteria)	Livestock, human, and pet waste, sewer overflows and leaks, septic systems	Human health risks due to disease and toxic contamination of aquatic life.

Each control measure will include Standard Operating Procedures (SOPs, see Payson City Standard Operating Procedures Manual in Appendix D) and Best Management Practices (BMPs), see Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F) necessary for proper storm

water management. The BMPs and SOPs include specific tasks to meet the objective of each particular control measure. The BMPs and SOPs included in this SWMP will be implemented and reviewed throughout the permit term.

A map of the DWQ Beneficial Uses and Water Quality Assessment Map is provided here for reference.

2.2.2.4. Program Elements

A description of the program elements that will be implemented, or are already being implemented, in each of the six minimum control measures, described in Part 4.0;

The City implements a SWMP designed to reduce pollutants in stormwater runoff to the maximum extent practicable and comply with UPDES Permit requirements. The program consists of six MCMs that work together to protect water quality and improve stormwater management throughout the city. See Part 4.0 for details.

2.2.2.5 Modifications to Ordinances

A description of any modifications to ongoing processes implemented in accordance with the previous Permit for each of the six minimum control measures;

The following modifications were made to ongoing processes for the six minimum control measures:

1. **Public Education and Outreach on Storm Water Impact**

   Several additional public outreach informational flyers and materials were added to the City's MS4 Forms and Tools Library in Appendix E.

2. **Public Involvement/Participation**

   The City's MS4 Annual Task Calendar now includes a task to ensure that the Utah County Storm Water Coalition has a booth at the Utah County Fair targeting agriculture and business for storm water pollution prevention and to have a booth at Payson's Onion Days targeting the general public for storm water pollution prevention

3. **Illicit Discharge Detection and Elimination (IDDE)**

   The SOPs in Chapter 5 Illicit Discharge Detection and Elimination of the Payson City Standard Operating Procedures Manual in Appendix D have been updated. The SOP manual includes:

   a. Response, Cessation, and Reporting of Illicit Discharges
   b. Illicit Discharges Source Tracing
   c. Illicit Discharges Characterizing and Immediate Containment
   d. Identification of Priority Areas for Illicit Discharge Detection and Elimination
   e. IDDE and Post- Construction Storm Water Management Training Program

4. **Construction Site Storm Water Runoff Control**

   The SOPs in Chapter 4 Post Construction Storm Water Controls of the SOP manual in Appendix D now include:

   a. Catch Basin Cleaning
   b. Disposal of Waste and Wastewater Removed During Cleaning and Maintenance of Storm Water Conveyance System and Street Sweeping.
   c. Creek Management
   d. Detention Pond Cleaning
   e. Swale Management
   f. Mowing and Trimming

g. Street Sweeping
h. Planned Waterline Excavation Repair/Replacement
i. Unplanned Waterline Excavation Repair/Replacement
j. Waterline Flushing for Routine Maintenance
k. Storm Drain System Maintenance
l. Inspection of Post-Construction BMPs
m. Inspection of Privately Owned Storm Water Controls
n. Long-Term Stormwater Control and LTSWMP Inventory
o. Review of Flood Management Structural Controls
p. Operations and Maintenance Staff Training
q. Post-Construction Storm Water Enforcement

The USWAC Standard Operating Procedure for MS4 Construction Oversight Enforcement for Construction Site SOP was used as a template.

5. Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Stormwater Management)

A comprehensive Payson City MS4 Annual Task Calendar was created to ensure that all post-construction storm water management tasks are completed each year.

6. Pollution Prevention and Good Housekeeping for Municipal Operations

The SOPs in Chapter 1 Good Housekeeping of the SOP manual now include:

a. Alternative Products Use/Storage Disposal
b. Chemical Application of Pesticides, Herbicides, and Fertilizers
c. Chemical Handling and Transportation
d. Chemical Storage and Disposal of Fertilizer and Pesticides
e. Chemical and Petroleum Disposal
f. Dumpster Maintenance
g. Employee Training
h. Garbage Storage/Scrap Metal/Trash Piles
i. Oil Water Separator Maintenance
j. Open Space Management
k. Parking Lot Maintenance
l. Green Waste Deposited in Street
m. Municipally Sponsored Events and Clean Up
n. Graffiti Removal
o. Pet Waste
p. Planting Vegetation – Starters
q. Planting Vegetation – Seeds
r. Salt and Sand/Aggregate Storage
s. Spare Parts Storage
t. Spill Prevention Plan
u. Spill and Improper Disposal Response & Clean-up
v. Snow Disposal
w. Snow Removal and De-icing
x. Vehicle and Equipment Fueling
y. Vehicle and Equipment Storage
z. Vehicle Washing
aa. Monthly Visual Inspection of High-Priority Facilities
bb. Semi Annual Comprehensive Inspection of High-Priority Facilities

cc. Annual Visual Assessment of Storm Water Outfall Discharges for High-Priority Facilities
dd. Assessment and Inventory of City Owned and Operated Facilities, Operations and Storm Water Controls
ee. Identification of High-Priority Facilities and Operations

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jun	30-Sep	Every 5 Years (2026, 2031, 2036)	Note changes to procedures and long-term ongoing processes in Section 2.2.2.5 for SWMP Update after each 5-year UPDES State Permit	MS4 Coordinator

2.2.2.6. A description of how the Permittee has met existing requirements of the Permit as described in Part 4.0 by referencing existing program areas that already meet Permit requirements. This description shall include specific details for complying with the required items in each of the six minimum control measures contained within the SWMP, as described in Part 4.2.

A description of how the City meets existing permit requirements through established programs, procedures, inspections, inventories, training, tracking systems, and enforcement activities is provided within each of the six Minimum Control Measure (MCM) sections of this SWMP. Refer to Sections 4.2.1 through 4.2.6 for detailed descriptions of existing program elements and compliance activities.

2.2.2.7. A description of measurable goals that include, as appropriate, the year by which the Permittee will achieve required actions for any new Permit requirements, including interim milestones. This description shall include specific details for complying with the required items in each of the six minimum control measures contained within the SWMP document as described in Part 4.2.

Measurable goals, implementation schedules, annual activities, interim milestones, and compliance timelines associated with each Minimum Control Measure are identified within the applicable sections of this SWMP. Refer to Sections 4.2.1 through 4.2.6 for specific measurable goals and implementation requirements associated with each program area.

2.2.2.8. A description of the roles and responsibilities of all offices, departments, Directors, or sub-sections, and if necessary other responsible entities. The SWMP shall also include any necessary agreements, contracts, or memorandum of understanding ("MOUs") between said entities that affect the implementation and operation of the SWMP.

Roles and responsibilities for departments, divisions, program managers, inspectors, support staff, and cooperating entities involved in implementation of the SWMP are identified throughout this document. Refer to "Key Staff" section on Page iv and the responsible party column in the Annual Tasks Calendar in Appendix B. Any applicable agreements, contracts, memoranda of understanding (MOUs), or other cooperative arrangements supporting implementation of the SWMP are included within the applicable sections, as required.

2.2.2.9. Indication of the joint submittal(s) of Co-Permittees, if applicable, and the associated responsibility(ies) in meeting requirements of the SWMP.

The City does not participate in a joint submittal with any Co-Permittee.

2.2.2.10. Certification and signature requirements in accordance with Part 6.14.

2.2.3. Renewal Permittees shall have fully implemented each of the six (6) minimum control measures as required in the previous Permit term.

2.2.4. Renewal Permittees shall continue to implement its SWMP while making updates pursuant to Part 2.2.2.

2.2.5. All requirements contained in this renewal Permit are effective immediately unless an alternative timeframe is indicated. This Permit does not extend the compliance deadlines set forth in the previous Permit unless specifically noted.

2.3. Notice of Intent Contents and Submittal

2.3.1. New Applicants shall submit an NOI electronically within 180 days of notification from the Director using EPA's NPDES eReporting Tool ("NeT") unless the Director grants a waiver from electronic reporting. NeT may be accessed at https://cdx.epa.gov/cdx/.

2.3.2. Renewal Permittees shall submit an NOI electronically within 180 days from the effective date of this permit using NeT unless the Director grants a waiver from electronic reporting. NeT may be accessed at https://cdx.epa.gov/cdx/.

2.3.2.1. For Renewal Permittees, coverage under the expiring permit is administratively extended until such time as the Renewal Permittee submits an NOI using NeT for continued coverage under this Permit. Failure to submit an NOI within 180 days of this Permit's effective date will result in termination of coverage under this Permit.

2.3.3. Late submittal of an NOI is a violation of this Permit unless permission has been granted, in writing, by the Director. If a late NOI is submitted, authorization is only for discharges that occur after Permit coverage is obtained. The Director reserves the right to take appropriate enforcement actions for any unpermitted discharges.

2.3.4. The NOI, available on NeT, requires the following information:

2.3.4.1. Name, address, and telephone number of the principal executive officer, ranking elected official or other duly authorized employee in charge of municipal resources used for implementation of the SWMP;

See Key Staff Section.

2.3.4.2. Identification of waters of the state, as defined by Utah Code § 19-5-102(23), that receive discharges from the Permittee's MS4;

Peteetneet Creek, Dry Creek, Beer Creek, and local area wetlands, which ultimately contribute to Utah Lake.

2.3.4.3. Name of the person responsible for overseeing implementation and coordination of the SWMP;

See Dale Carter in the Key Staff Section.

2.3.4.4. Summary description of the overall water quality concerns, priorities, and measurable goals specific to the Permittee that were considered in the development of the SWMP;

As discussed in Section 1.1., this SWMP was developed to limit, to the maximum extent practicable, the discharge of pollutants to the City Municipal Separate Storm Sewer System (MS4). This SWMP separately addresses the execution of the minimum control measures to limit the discharge of pollutants. Measurable goals are described in Section 4.2 and summarized in the Annual Tasks Calendar.

2.3.4.5. A SWMP that meets requirements of Part 2.1 for New Applicants, and Part 2.2 for Renewal Permittees.

2.3.4.6. Information on the chosen Best Management Practices ("BMPs") and the measurable goals for each of the storm water minimum control measures in Part 4.2 and, as appropriate, the timeframe by which the Permittee will achieve required actions, including interim milestones;

2.3.4.7. Permittees that are applying as Co-Permittees shall each submit an NOI and individual SWMP that clearly identifies the areas of the MS4 for which each of the Co-Permittees are responsible. Permittees that rely on another Person(s) to satisfy one or more of its Permit obligations shall include, with the NOI, a summary of the Permit obligations that will be carried out by the other Person(s). During the term of the Permit, Permittees may terminate or amend shared responsibility arrangements by notifying the Director, provided this does not alter implementation deadlines.

2.3.4.8. Certification and signature requirements in accordance with Part 6.14.

3.0 Special Conditions

3.1 Discharges to Water Quality Impaired Waters

3.1.1 Impaired Body Determination

Permittees shall determine whether storm water discharge from any part of the MS4 contributes to a 303(d) listed waterbody. A 303(d) list of impaired waterbodies is available at: https://wq.deq.utah.gov/ . The 303(d) list identifies water quality impaired waters where the Director has determined that any segment of the surface waters is failing to support one or more of its designated uses. If the Permittee has any discharges to an impaired waterbody, the Permittee shall comply with Part 3.1.2 and Part 3.2, if applicable, and if no discharges to impaired waterbodies exist, the remainder of this Part 3.1 does not apply. Permittees shall review the 303(d) list biennially after the Division's Integrated Report is released and determine whether additional impairments to receiving waters were identified during the previous Integrated Report cycle. The Permittee shall update the SWMP within 180 days of the release of Integrated Report, as needed, to address newly added impairments.

According to the Utah 2026 Integrated Report 303(d) lists, there is one impaired waterbody located in the City's receiving waters (2026 Integrated Report), including:

1. Beer Creek

The City shall review the Utah Division of Water Quality's 303(d) List and Integrated Report on a biennial basis following publication by the Division. If new impairments are identified that affect receiving waters receiving discharges from the MS4, the City will update the SWMP within 180 days of the release of the Integrated Report, as necessary, to address the newly identified impairments and applicable permit requirements.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jun	30-Sep	Every 2 Years after 6/2/2026 Release (2026,2028, 2030)	Review most recent Utah DWQ Integrated Report 303(d) and update the impaired waterbodies list above	Stormwater Division

3.1.1.1 TMDL Requirements

If the Permittee has "303(d)" discharges described in Part 3.1.1, the Permittee shall determine whether a TMDL has been developed by the Director and approved by EPA for the listed waterbody. If there is an approved TMDL, the Permittee shall comply with all requirements associated with the TMDL (see Part 3.2) in addition to the requirements of Part 3.1.2. If no TMDL has been approved, the Permittee shall comply with Part 3.1.2 and will be required to meet any TMDL requirements once it is developed and approved.

Per the 2026 Integrated Report Map, no TMDLs have been approved for the previously listed impaired waterbodies within city limits. The City will comply with Part 3.1.2 and meet any TMDL requirements once TMDL(s) for any of the listed impaired waterbodies are developed and approved.

3.1.2 Water Quality Controls for Discharges to Impaired Water Bodies

If the Permittee discharges to an impaired waterbody, the Permittee shall include in its SWMP, a description of how the Permittee will control the discharge of all pollutants of concern into any impaired waterbodies. This description shall identify the measures and BMPs that will collectively control the discharge of the pollutants of concern. The measures shall be presented in the order of priority with respect to controlling the pollutants of concern.

The City has identified pollutants of concern that include: nutrients (phosphorus, nitrogen, potassium, and ammonia), hydrocarbons, heavy metals, minerals (e.g. gypsum), toxic chemicals (including chlorides and food grease/oil), green waste, and pathogens (bacteria). These pollutants may be generated through various residential, commercial, industrial, agricultural, and construction activities, and may be transported to waters of the state through the MS4 if not properly managed.

To address these pollutants of concern, the City will implement appropriate BMPs for each of the six Minimum Control Measures (MCMs). BMPs were selected and applied based on the type of activity, the potential pollutant source, and the level of risk to receiving waters, consistent with the adopted Stormwater BMP Manual (USWAC) and the adopted LID Manual (Utah DWQ) in Appendix C. These BMPs are listed in the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F.

Priority 1 - Nutrients are best reduced through Low Impact Development (LID) practices that reduce runoff volume and promote infiltration and evapotranspiration. These include rain gardens, bioswales, vegetative strips, pervious surfaces, and infiltration basins in accordance with the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F.

Priority 2 - Hydrocarbons and Metals are effectively reduced through media filtration systems, bioretention systems, rain gardens, bioswales, vegetative strips, pervious surfaces, and infiltration basins that promote settling and filtration. These are found in the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F.

Priority 3 - Chlorides (Toxic Chemicals) are most effectively addressed through source control and de-icing management practices, including salt storage under cover, calibrated application equipment, anti-icing strategies, and alternative de-icing materials, as structural BMP removal of dissolved chlorides is limited. These are included in the Payson City Standard Operating Procedures Manual in Appendix D.

Pathogens (Bacteria) are reduced through infiltration practices, vegetated treatment systems, constructed wetlands, extended detention basins, and source control measures such as pet waste management programs, illicit discharge detection and elimination (IDDE), and sanitary sewer cross-connection controls. These are included in the Payson City Standard Operating Procedures Manual in Appendix D, the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F.

3.1.3 Response to Water Quality Standard Exceedances and Potential Permit Termination

Where a discharge authorized under this Permit is later determined to cause, or have the reasonable potential to cause or contribute to, the exceedance of an applicable water quality standard, the Director will notify the Permittee. The Permittee shall take all necessary actions to ensure future discharges do not cause or contribute to the exceedance of a water quality standard and document these actions, as required by the Director. If exceedances remain or reoccur, the Director may terminate coverage under this Permit and an alternative UPDES Permit may be issued. Compliance with this requirement does not preclude the Director from taking an enforcement action as provided by the Utah Water Quality Act for the other violation(s).

3.2. Jordan River Watershed Wide Escherichia coli ("E. coli") TMDL

3.2.1. TMDL Compliance Plan.

Permittees that discharge to waters listed on the Utah 303(d) list as impaired for E. coli, listed as bacteria, for which storm water is a contributing source per the Jordan River Watershed Wide E. coli TMDL shall include a TMDL Compliance Plan within their SWMP addressing the pollutant reduction requirements of the TMDL as it relates to MS4s. The Jordan River E. coli TMDL MS4 Guidance Document available on the Division's website provides supplemental information to assist Permittees with compliance with the Permit requirements of this Part. The TMDL Compliance Plan shall supplement and build on the six (6) minimum control measures identified in Part 4.2. The Permittee shall develop, fund, and implement source control BMPs that reduce the discharge of E. coli. The TMDL Compliance Plan shall address the following:

The City does not discharge to the Jordan River Watershed as described in the "Jordan River E. coli TMDL MS4 Guidance Document" and is therefore not subject to the requirements of this section.

3.2.1.1. Education

Permittees shall identify potential sources of E. coli in the MS4 and target specific audiences that may be contributing to the E. coli sources. Permittees shall provide and document education and outreach given to the target audiences on the impacts to water quality associated with these types of discharges and BMPs that can be implemented to reduce the discharge of E. coli.

3.2.1.1.1. Permittees may meet the requirements of Part 3.2.1.1 through contribution to a collaborative program, e.g., storm water coalition, that evaluates, identifies, and targets sources, as well as, provides outreach that addresses E. coli.

3.2.1.2. E.coli Inventory

Permittees shall identify sites that have potential sources of E. coli and shall maintain a written or mapped inventory of those areas, such as areas with septic, dense waterfowl areas, dog parks, etc. ("inventoried E. coli areas"). The inventoried E. coli areas shall include any Permittee owned or operated dog parks, parks with open water, sites with septic, or properties that are known potential sources of E. coli

3.2.1.2.1. E. coli Reduction Prioritization

Permittees shall create a plan to prioritize reduction activities to address the areas and sources identified in the inventoried E. coli areas. The E. coli reduction prioritization plan shall include structural and nonstructural BMPs to reduce the potential of the discharge of E. coli. The Permittee shall implement these controls for the duration of the Permit.

3.2.1.2.2. Illicit Discharge Detection and Elimination ("IDDE") Priority Areas

Permittees shall add the inventoried areas to the priority areas identified in Part 4.2.3.3.1 and begin inspecting the inventoried E. coli areas annually, at a minimum, and documenting the inspections on an inspection form.

3.2.1.2.3. MS4 System Maintenance Standard Operating Procedures ("SOPs")

Permittees shall add the inventoried E. coli areas to the priority areas identified in Part 4.2.6.5.2 for street sweeping and storm sewer system maintenance and maintain the inventoried E. coli areas at the same frequency. The Permittee's road and parking lot sweeping and storm drain system maintenance SOPs shall include the inventoried E. coli areas and shall include a maintenance schedule that includes these areas.

3.2.1.3. "High Priority" Facility Inventory

Permittees shall evaluate its written inventory of potential "high priority" Permittee-owned and/or operated facilities, as required by Part 4.2.6.1, and identify sites that have potential sources of E. coli. The Permittee

shall add to its inventory any Permittee-owned or operated dog parks, parks with open water, sites with septic, or properties that are known potential sources of E. coli. Sites that have been identified as potential sources of E. coli shall include structural or nonstructural BMPs.

3.2.1.4. SOP Evaluation

Permittees shall evaluate the following potential E. coli generating activities to determine whether existing SOPs should target reduction of E. coli discharge or if additional SOPs should be developed for the reduction of E. coli discharge from the MS4: 1) roads, highways, and parking lots: surface cleaning and controlling litter; 2) parks and open space: lake and lagoon maintenance; mowing/trimming/planting; 3) storm water collection and conveyance system: inspection and cleaning of stormwater conveyance structures; controlling illicit connections and discharges; controlling illegal dumping; 4) material storage areas: solid waste collection; controlling litter; controlling illegal dumping; and 5) storm water collection and conveyance system: water line maintenance, sanitary sewer maintenance, spill/leak/overflow control, response, and containment.

3.2.1.5. Low Impact Development ("LID")

Permittees shall promote the use of LID controls for which E. coli, listed a bacteria, has a medium or high pollutant removal effectiveness, as identified in the Guide to Low Impact Development within Utah, Appendix C on the Division's website: https://deq.utah.gov/water-quality/municipalseparate-storm-sewer-system-ms4s-permits-updes-permits.

3.2.1.6. Retrofit Plan

Permittees shall add potential E. coli reduction as a criterion for ranking when evaluating the Permittees retrofit plan as required in Part 4.2.6.9.

3.2.2. TMDL Compliance Report

Permittees shall submit a TMDL Compliance Report with the Annual Report required by Part 5.5. The TMDL Compliance Report shall include identification of problem areas for which source control BMPs were developed, the cost, and the anticipated pollutant reduction.

3.3 Nitrogen and Phosphorus Reduction

3.3.1. Permittees shall specifically address the water quality impacts associated with nitrogen and phosphorus in discharges from the MS4 in the Permittee's SWMP.

The City will reduce nitrogen and phosphorus discharges from the MS4 through practices described in 3.1.2 and targeted education and outreach activities designed to address behaviors and sources that contribute nutrients to storm water runoff and illicit discharges. These efforts are coordinated with the Permittee's education and outreach program described in Part 4.2.1 and focus on source identification, prioritization, and implementation of nutrient-reduction practices applicable to the community.

3.3.1.1. Permittees may meet the requirements of this Part through contribution to a collaborative program, e.g. storm water coalitions, that evaluates, identifies, and targets sources, as well as provides outreach that addresses potential sources within the Permittee's watershed.

The City will meet the requirements of Permit Part 3.3.1.1 through a combination of City-led education and outreach and participation in collaborative storm water pollution prevention efforts. These efforts evaluate, identify, and target sources contributing to nitrogen and phosphorus discharges within the City's watershed and provide outreach addressing behaviors and activities associated with those sources. The Utah County Storm Water Coalition, of which the City is a member, sponsors a Stormwater Workshop for the community to provide this outreach. This workshop was last held April 15, 2026, from 9:00 AM to 1:00 PM.

As part of the SWMP, the City has identified priority audiences (e.g., residential, commercial, industrial, and agricultural), methods of interaction, and targeted pollutant sources that are likely to result in reductions of nitrogen and phosphorus discharges. Outreach materials have been designed to communicate storm water quality impacts, behaviors of concern, and practical actions that targeted audiences can take to reduce nutrient contributions to the MS4.

3.3.1.2. Permittees shall identify and target sources, e.g., residential, industrial, agricultural, or commercial, that are contributing, or have the potential to contribute, nitrogen and phosphorus to waters of the state through the Permittee's discharge.

Potential sources of nutrient discharge into storm water include:

	Residential	Industrial	Agricultural	Commercial
Animal/Pet Waste	X		X	X
Fertilizer	X	X	X	X
Soaps and Detergents	X	X		X
Other Industrial Sources		X		

To address identified nutrient sources, the City implements targeted outreach efforts in coordination with the Utah County Storm Water Coalition.

Residential audiences are primarily targeted through educational brochures, handouts, pamphlets, quarterly newsletters, informational booths during City and County activities, and distribution of educational books to school children to promote early awareness of nutrient pollution and stormwater impacts. Messaging focuses on proper fertilizer use, pet waste management, yard waste disposal, car washing, and prevention of polluted runoff from residential activities.

Agricultural audiences are targeted through outreach and educational materials distributed at City- and Coalition-sponsored events, including the County Fair. These materials emphasize nutrient management practices, proper fertilizer application, irrigation management, and runoff prevention strategies to reduce nitrogen and phosphorus loading.

Commercial and industrial facilities are targeted through Long-Term Stormwater Management Plan (LTSWMP) inspections. During these inspections, educational materials addressing nutrient management, material storage, housekeeping practices, and pollution prevention are provided (see tasks in Section 4.2.5.4.2.1). In addition, the City partners with the Coalition and the Utah Lake Authority to provide webinars and virtual presentations focused on fertilizer application, pet waste management, and other nutrient-related sources relevant to residential, commercial, and industrial activities.

3.3.1.3. Permittees shall prioritize education and outreach to targeted sources that are likely to result in a reduction of nitrogen and phosphorus in discharges. Permittees shall distribute educational materials or equivalent outreach to the prioritized targeted sources. Educational materials or equivalent outreach shall describe storm water quality impacts associated with nitrogen and phosphorus in storm water runoff and illicit discharges, the behaviors of concern, and actions that the target source can take to reduce nitrogen and phosphorus. Permittees may incorporate the education and outreach to meet this requirement into the education and outreach strategies provided in accordance with Part 4.2.1.

Targeted source prioritization will be addressed in Part 4.2.1 of this SWMP document.

3.4. Co-Permittees

3.4.1. Two or more operators of interrelated or neighboring Small MS4s may apply as Co-Permittees.

3.4.2. In order to be permitted as Co-Permittees, the MS4s shall each submit an NOI which meets the requirements outlined in Part 2.0.

3.4.3. Each Co-Permittee is individually liable for:

3.4.3.1. Permit compliance for discharges from portions of the MS4 where it is the operator, and for areas within its legal jurisdiction;

3.4.3.2. Ensuring that the six minimum control measures described in Part 4.2 are implemented for portions of the MS4 where it is the operator, and in areas within its legal jurisdiction; and

3.4.3.3. If any Permit conditions are established for specific portions of the MS4, Co-Permittees need only comply with the Permit conditions relating to those portions of the MS4 for which they are the operator.

3.4.4. Each Co-Permittee is jointly liable for compliance with annual reporting requirements identified in Part 5.5, with the exception that a Co-Permittee is individually liable for any parts of the annual report that relate exclusively to portions of the MS4 where it is the operator.

3.4.5. Specific Co-Permittees are jointly liable for Permit compliance on portions of the MS4 as follows:

3.4.5.1. Where operational or SWMP implementation authority over portions of the MS4 has been transferred from one Co-Permittee to another in accordance with legally binding interagency agreements, both the owner and the operator may be jointly liable for Permit compliance on those portions of the MS4; and

3.4.5.2. Where one or more Co-Permittees jointly owns or operates a portion of the MS4, each owner/operator is jointly liable for compliance with Permit conditions on the shared portion of the MS4.

The City is not a co-permittee.

4.0 Storm Water Management Program

4.1 Purpose

4.1.1. Permittees shall develop, implement, and enforce a SWMP designed to reduce the discharge of pollutants from the MS4, protect water quality, and satisfy the appropriate water quality requirements of the Act. The SWMP shall include the six minimum control measures described in Part 4.2, as well as the requirements identified in Parts 3 and 4.1.

This SWMP has been developed to limit, to the maximum extent practicable, the discharge of pollutants to the City MS4. This SWMP separately addresses the execution of the six minimum control measures in the following sections. The development and implementation of this SWMP is to fulfill requirements under the State of Utah UPDES Permit No. UTR090000 Authorization to Discharge Municipal Storm Water dated May 12, 2026 to May 11, 2031 in accordance to Section 1.1 Authority to Discharge of the UTR090000.

4.1.1.1 Implementation of SWMP

The SWMP shall be developed and implemented in accordance with the schedules contained in Part 4.0.

The Annual Task Calendar, as shown in Appendix B, will ensure that all the schedules required by Part 4.0 are met.

4.1.2 Ongoing Documentation of SWMP

Permittees shall have an ongoing documentation process for implementation of the SWMP to evaluate overall Permit compliance/non-compliance and evaluate the effectiveness of the SWMP implementation to protect water quality.

Inspection forms complying with the requirements of this permit will be completed in the field and submitted electronically to the City's online inspection tracking software. The completion of SWMP tasks will also be documented in the Annual Tasks Calendar. When necessary, paper forms will be used in the field; the forms will then be kept on file.

As indicated in the SWMP and the Payson City Standard Operating Procedures Manual in Appendix D, the following will be documented using the forms in the Payson City MS4 Forms and Tools Library in Appendix E where a form is provided, and otherwise in the Stormwater Division's program records and the Annual Task Calendar (Appendix B):

Pre-construction meetings

SWPPP reviews

Storm drain system cleaning activities

Inspections of city facilities

Participation with Utah County Storm Water Coalitions meetings

Business licensing & storm water education materials

IDDE inspections

Enforcement actions

Construction site inspections

Post construction inspections

The Annual Tasks Calendar will require an annual review of the effectiveness of the SWMP effectiveness by completing the SWMP Goal Evaluation Form (Appendix E).

Start Date	Due Date	Frequency	Task	Responsible Party
15-Nov	15-Dec	Annual	Conduct an annual assessment meeting to fill out the SWMP Goal Evaluation Form	Key Stormwater Division Staff including the MS4 Coordinator

4.1.2.1 Tracking of SWMP

Permittees shall track each component of the SWMP, e.g., the number of inspections performed, official enforcement actions taken, types of public education activities, etc., implemented as required for each SWMP component.

As noted in Section 4.1.2, these activities will be tracked in The City's online inspection tracking software., the Annual Tasks Calendar and/or inspection forms. Enforcement will be tracked in the IDDE Log and IDDE inspection forms as required by the IDDE SOPs in Appendix D. Public education and public involvement activities are currently conducted by and tracked within the Utah County Storm Water Coalition system.

4.1.2.2 Annual Fiscal Analysis

Permittees shall secure the resources necessary to meet all requirements of this Permit. Permittees shall conduct and document an annual analysis of the capital and operation and maintenance expenditures needed, allocated, and spent, as well as the necessary staff resources needed and allocated to meet the requirements of this Permit.

Most of the work is performed by the Public Works Department, with support from other applicable City departments and divisions. Administration of the overall program is conducted by the Public Works Department. Management and oversight of the City's responsibilities under the stormwater management program are funded through City permit fees.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Aug	1-Oct	Annually	Complete and document an Annual Fiscal Analysis as required by Section 4.1.2.2	Stormwater Division

4.1.2.3. Tracking effectiveness of BMPs and Program Implementation

Permittees shall track effectiveness of SWMP BMPs or program implementation to demonstrate that the SWMP is protective of water quality. This information shall be used to update SWMP BMPs, conduct planning, and set priorities.

As noted in Section 4.2.1, effectiveness of BMPs and program implementation will be tracked in surveys conducted by the Utah County Stormwater Coalition and in the IDDE log.

4.1.3 BMP Implementation

Permittees shall develop a SWMP which includes BMPs that the Permittee or another Person will implement for each of the six (6) storm water minimum control measures. Permittee shall develop a SWMP which includes:

The City currently uses a number of structural and operational BMPs found in the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F to limit storm water discharge of pollutants. Public education and public involvement activities are currently conducted by and tracked within the Utah County Storm Water Coalition system.

4.1.3.1 Measurable Goals Summary of BMPs

Measurable Goals for each of the BMPs which includes, at a minimum, the months and years in which the Permittee will undertake required actions including: interim milestones and the frequency of the actions, if applicable.

The measurable goals for each BMP outlined in the SWMP will be tracked in the Measurable Goals Tracking Form and reviewed annually as required in the Annual Tasks Calendar, located in Appendix B, including interim milestones and the frequency of repeated actions.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Aug	15-Sept	Annually	Review Measurable Goals Tracking Form	Stormwater Division

4.1.3.2 Person Responsible

The person(s) responsible for implementing or coordinating the BMPs contained within the SWMP document.

See the MS4 Coordinator in the Key Staff Section on Page iv of this document and the responsible party column in the Annual Tasks Calendar in Appendix B and in the SOPs in Appendix D.

4.1.3.3 Roles and Responsibility Requirements

The roles and responsibilities of all offices, departments, Directors, or sub-sections, and if necessary, other responsible entities.

It is Payson City Public Works Department's responsibility to implement this SWMP. Specific responsibilities for each task are described in each corresponding section and in the responsible party column of the Annual Tasks Calendar. SOPs include the job positions for which each procedure applies.

4.1.3.4 Agreements, Contracts, and MOUs for SWMP Implementation and MS4 Coordination

Any necessary agreements, contracts, or MOUs between said entities that affect the implementation and operation of the SWMP. Necessary agreements, contracts, and MOUs shall deal with coordination or clarification of the responsibilities associated with the detection and elimination of improper connections or illicit discharges to the MS4, BMP coordination or other coordinated programs or sensitive issues of unclear or overlapping responsibility.

The City entered into the "Interlocal Cooperation Agreement for NPDES Phase II Storm Water Public Education and Outreach Best Management Practice Compliance" with several municipalities. The agreement forms the Utah County Stormwater Coalition.

4.2 Minimum Control Measures

To achieve pollutant reductions to the Maximum Extent Practicable ("MEP"), Permittees shall include the following six minimum control measures in the SWMP:

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 Site 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

4.2.1 Public Education and Outreach on Storm Water Impacts

Permittees shall implement a public education and outreach program to promote behavior change by the public to reduce water quality impacts associated with pollutants in storm water runoff and illicit discharges. Outreach and educational efforts shall include a multimedia approach and shall be targeted and presented to specific audiences for increased effectiveness.

The educational program shall include documented education and outreach efforts for the following audiences:

1) *general public;*
2) *institutions, industrial, and commercial facilities; and*
3) *engineers, construction contractors, developers, development review staff, and land use planners; pertinent parties.*

Permittees shall define the specific messages for each audience. Permittees shall identify methods that will be used to evaluate the effectiveness of the educational messages and the overall education program. An effective program shall show evidence of focused messages and audiences as well as demonstration that the defined goal of the program has been achieved. Any methods used to evaluate the effectiveness of the

program shall be tied to the defined goals of the program and the overall objective of knowledge and changes in behavior.

Permittees shall include written documentation or rationale as to why particular BMPs were chosen for the public education and outreach program.

The minimum performance measures, which should be based on the land uses and target audiences found within the community, are:

This measure is intended to achieve greater public support for the storm water management program and greater compliance through education. An informed public can significantly contribute to the success of the program.

Education is emphasized in this SWMP because of its cost-effectiveness. It is a proactive approach because it prevents pollution rather than reactively treating pollution after it has occurred. The Education and Outreach Program in the Utah County Storm Water Coalition includes involvement in:

- Fourth Grade Educational Program (Utah County Stormwater Educational Program lesson taught by a teacher hired by the Utah County Stormwater Coalition)
- Utah County Storm Water Coalition Education Program (including surveys taken every 5 yrs and flyers sent out quarterly)
- Community/Residential Outreach Program (Payson Storm Water website with a residential landscape pollution letter, a summer car washing flyer, and illicit discharge documents; Payson Facebook and Instagram sites)
- Commercial Outreach Program
- Urban Development Outreach Program
- City Employees Training Program

The Payson City Public Works Department will continue coordinating with and participating in the Utah County Storm Water Coalition for the purpose of providing further education and training to the targeted audience with regards to storm water quality.

The Utah County Storm Water Coalition is a coalition of local agencies whose purpose is to reduce the load of pollutants entering storm drains and receiving waters, through education. The Coalition meets to coordinate new educational materials and programs, further storm water program development and inform all members of new regulations or storm water workshops.

A budget for the educational program is established annually based upon the population of the participating members as well as the number of schools per the participating members. The type of media and the distribution schedule are to be discussed by Utah County Storm Water Coalition members to more effectively target the public. The Utah County Storm Water Coalition current members are:

Alpine City	American Fork City
Cedar Hills City	Eagle Mountain City
Highland City	Lehi City
Lindon City	Mapleton City
Orem City	Payson City
Pleasant Grove City	Provo City
Salem City	Spanish Fork City
Springville City	Utah County

Specifically, the coalition BMPs include:

1. Regular meetings to discuss, upcoming regulations, and educational trainings for the County.
2. An educational booth will be available to be scheduled and manned by the participating cities for City festivities, the County Fair, and other public events.
3. Fourth Grade Educational Program.

- The objective of this program is to provide students with educational materials, demonstrations and outreach events regarding the impact of daily activities on storm water quality.
- The Utah County Stormwater Educational Program stormwater quality lesson is taught by a teacher hired by the Utah County Storm Water Coalition. The lesson is interesting, easy to present and lasts approximately 45 minutes. The presentation begins with a container of clean water (tap water) that represents the rainwater that produces storm water runoff. Step by step different “contaminants” are added to the container, such as vegetable oil (oil), pet waste (dog food), dirt (sediment), twigs (floatables), and paper (litter). The presentation demonstrates the importance of preventing litter and keeping the storm drain system clean. The purpose of the presentation is to visually display the types of pollutants in storm water, the sources of each pollutant, and their impacts. The teacher asks questions about the rain cycle, where the rain water flows too, and how pollutants are picked up along the way. At the end of the presentation an activity book and other educational materials regarding storm water are given to the students.

Educational messages are tailored to the intended audience and address stormwater pollutants commonly associated with residential, commercial, industrial, construction, and municipal activities. Topics may include illicit discharge prevention, spill prevention, erosion and sediment control, pet waste management, fertilizer management, good housekeeping practices, and protection of receiving waters.

The effectiveness of the Public Education and Outreach Program shall be evaluated annually using metrics such as participation in outreach events, educational material distribution, training attendance, website usage, coalition activities, and other available performance measures. Results of the evaluation will be used to improve educational messages and outreach activities. Program BMPs were selected based on local pollutant concerns, target audiences, permit requirements, and their anticipated effectiveness in promoting behavior changes that protect water quality.

The City will provide documentation on illicit discharge reports to show that more citizens are aware of what can and can't go into the storm drain. By reviewing the number of reports submitted to the City, it can be determined if people are more aware of what is going to their storm drain. If numbers decrease, the City will strategize how to better inform the citizens of the City.

Throughout the years the City has observed and witnessed how certain BMPs for public education and outreach have either excelled or failed. Through this observation the City has decided to use the programs that are listed in section 4.2.1. The City participates in many different programs and trainings. Having so many different options for learning and understanding helps many different people learn about water quality and storm water operations.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jan 1-Mar 1-May 1-Jul 1-Sept 1-Nov	31-Jan 31-Mar 31-May 31-Jul 30-Sep 30-Nov	Every 2 Months	Attend coalition meeting and document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other)	MS4 Coordinator

1-Jan	28-Feb	Annually	Evaluate effectiveness of public education and outreach activities using participation, outreach distribution, training attendance, coalition activities, and other applicable performance measures; document findings and identify program improvements as needed.	Stormwater Division, MS4 Coordinator
1-Jan	28-Feb	Every 5 Years	Participate in Utah County Storm Water Coalition survey. Obtain results, review and put on file	Stormwater Division

4.2.1.1 Pollutants Targeted Permittees shall target specific pollutants and pollutant sources determined by the Permittee to be impacting, or have the potential to impact, the designated uses of a receiving water based on land use. This includes: 1) providing information which describe the potential impacts from storm water discharges; 2) methods for avoiding, minimizing, reducing and/or eliminating the adverse impacts of storm water discharges; and 3) the actions individuals can take to improve water quality, including encouraging participation in local environmental stewardship activities.

The City has created many informational documents that are located on the Storm Water website. These documents provide information describing the potential impacts from storm water discharges; methods for avoiding, minimizing, reducing and/or eliminating the adverse impacts of storm water discharge; and the actions individuals can take to improve water quality, including encouraging participation in local environmental stewardship activities.

The Stormwater Division, in conjunction with the Utah County Storm Water Coalition, will continue to improve the educational program. The program will educate the target audience about impacts from storm water discharge, methods to avoid, minimize, and reduce impact of storm water discharge and actions one can take to improve water quality. The pollutants we are most concerned with are sediments, pathogens, nutrients (nitrogen and phosphorous), fertilizers, pesticides, herbicides, hydrocarbons, metals, deposited minerals, green waste, road salts, detergents, chemicals, acid or base products, solid or liquid waste products, food grease/oil, and human or animal wastes. The program will specifically focus on sources of TDS, fertilizers, and other TMDLs throughout the city that note municipal storm water as a contributing factor.

4.2.1.2 Information Given to General Public

*On an annual basis, Permittees shall provide and document education outreach given to the **general public** on the Permittee's prohibitions against illicit discharges and improper disposal of waste and the impacts to water quality associated with these types of discharges. Permittees shall document dates, topics, and number of people educated for each component of their education and outreach program.*

Refer to Section 4.2.1.3.1

4.2.1.2.1. Public Education Topics for General Public

Permittees shall, at a minimum, consider the following topics: 1) maintenance of septic systems; 2) effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers); 3) benefits of onsite infiltration of storm water; 4) effects of automotive work and car washing on water quality; 5) proper disposal of swimming pool water; 6) proper management of pet waste; and 7) any other relevant topics specific to

the MS4. Permittees shall evaluate these topics and prioritize education on those most relevant to the community.

Refer to Section 4.2.1.3.1

The Stormwater Division will provide and document information given to the general public/residents of prohibitions against illicit discharges and improper disposal of waste along with the associated negative impacts. The main topics of education include hazardous waste disposal, effects of lawn care activities (use of pesticides, herbicides and fertilizers as well as yard waste disposal), automotive work and car washing, proper maintenance of septic systems, proper disposal of swimming pool water, and proper management of pet waste. Publications will be disseminated in conjunction with the Utah County Storm Water Coalition, which will include education pamphlets, and informational booths during City and County activities.

The Storm Water page on the City website will also provide general public outreach on prohibitions against illicit discharges and improper disposal of waste and the impacts to water quality associated with those types of discharges.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jan	1- Feb	Annually	Make copies of coalition fliers and pamphlets for the year and ensure that the materials and website include topics and prohibitions described in Sections 4.2.1.2 and 4.2.1.2.1. Dates, topics and estimated number of people reached through outreach activities to be documented.	Stormwater Division, MS4 Coordinator

4.2.1.3 Information Given to Institutions, Industrial, and Commercial Facilities

On an annual basis, Permittees shall provide, and document, education and outreach given to institutions, industrial, and commercial facilities of the Permittee's prohibitions against illicit discharges and improper disposal of waste and the impacts to water quality associated with these types of discharges. Permittees shall document dates, topics, and number of people educated for each component of their education and outreach program.

4.2.1.3.1. Public Education Topics for Institutions, Industrial, and Commercial Facilities

Permittee's shall, at a minimum, consider the following topics:

1) *proper lawn maintenance (use of pesticides, herbicides and fertilizer);*
2) *benefits of appropriate onsite infiltration of storm water;*
3) *building and equipment maintenance (proper management of waste water);*
4) *use of salt or other deicing materials (cover/prevent runoff to storm system and contamination to ground water);*
5) *proper storage of materials (emphasize pollution prevention);*
6) *proper management of waste materials and dumpsters (cover and pollution prevention);*
7) *proper management of parking lot surfaces (sweeping); and*
8) *any other relevant topics specific to the MS4. Permittees shall evaluate these topics and prioritize education on those most relevant to the community.*

This education can also be a part of the Illicit Discharge Detection and Elimination measure detailed in Part 4.2.3.

The City provides educational information in many different ways. The majority of the educational content on water quality can be found on the City Storm Water website. Topics on protecting water quality include: lawn care, automotive care, disposal of pool water, pet waste, etc. These topics are also discussed with citizens when a potential or an actual illicit discharge occurs in their immediate area. The Storm Water website also includes information and links from the EPA on urban runoff, construction and storm water, and safe drinking water. The Public Works Department also utilizes the social media platform, Facebook, for education posts on various water quality topics. Using social media helps the City reach the general public along with local businesses. Newsletters are also a resource that the City uses for educational outreach. These newsletters are created quarterly and can be found on the City Storm Water website.

The majority of the educational content on water quality will continue to be found on the City's Storm Water website, Utah County Storm Water Coalition website and social media accounts. The Business License Division of the Building Dept, in conjunction with the Stormwater Division, will provide educational and outreach material regarding the storm water quality impacts associated with illicit discharges and improper disposal of waste to established businesses and institutions applying for a business license and a yearly newsletter to current licensed businesses. The main topics of education include:

- Effects of lawn care activities (use of pesticides, herbicides and fertilizers as well as yard waste disposal).
- Proper management of wastewater (illicit connections to the storm drain system)
- Proper management of parking lot surfaces and use of salt or other deicing materials.
- Proper storage and management of raw materials and waste materials (emphasize pollution prevention and Industrial Multi Sector General Permit (MSGP).
- Pesticide, Herbicide, and Fertilizer Educational Program: Information along with educational materials is to be presented to businesses and industries regarding the potential impact to receiving waters due to the over-application and misapplication of pesticides, herbicides, and fertilizers. General information regarding pesticide, herbicide, and fertilizer application will be distributed via brochures and information booths.

This same educational and outreach material will be distributed as part of the business license renewal process each year. Informational flyers for businesses will also be available at the link below.

https://www.paysonutah.gov/341/Stormwater

The distribution of information will be tracked by including the MS4 e-mail on all business licensing distributions.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jan	1-Feb	Annually	Prepare and distribute education and outreach materials with topics/prohibitions described in Sections 4.2.1.3 and 4.2.1.3.1 with business license for institutions, industrial, and commercial facilities. Dates, topics and estimated number of people reached through outreach activities to be documented	Stormwater Division, MS4 Coordinator
1-Mar	1-Apr	Annually	Update website with education and outreach materials to	MS4 Coordinator

			institutions, industrial and commercial facilities	

4.2.1.4 Information Given to Construction Engineers, Contractors, Developers, Development Review Staff, and Land Use Planners. On an annual basis, Permittee's shall provide, and document, education and outreach given to engineers, construction contractors, developers, development review staff, and land use planners concerning the development of storm water pollution prevention plans ("SWPPPs") and BMP use, to reduce adverse impacts from storm water runoff from development sites. Permittees shall document dates, topics, and number of people educated for each component of their education and outreach program. This education can also be a part of the Construction Site Storm Water Runoff minimum control measure detailed in Part 4.2.4.

The Stormwater Division has developed design standards for SWPPP development, BMP use and the reduction of adverse impacts from storm water runoff from development sites. Development engineers are required to use the Utah/EPA SWPPP template (available from the Utah Division of Water Quality) and the USWAC CGP/CPP SWPPP Compliance Evaluation Form.

A pre-application meeting will be held with the City engineers and planners, the developer, and the developer's engineer to receive training on the permit requirements, design standards, the Utah/EPA SWPPP template and the CGP/CPP SWPPP Compliance Evaluation Form. A pre-construction meeting is held between the City engineers, the developer, and the developer's contractor to receive training on the permit requirements, design standards, SWPPP. Training for City plan review staff will be held annually as indicated below.

The City has also established SOPs, see Appendix D, for preventing illicit discharges and the impacts to water quality associated with these types of discharges. The Annual City Employee MS4 Training shall include training on these SOPs and shall be documented on the Training Tracking Form and in the Annual Task Calendar. All new hires shall receive this training within 60 days of hire date and annually thereafter.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Apr	14-Jun	Annually for All Employees	Plan Annual Payson City Employee MS4 Training - IDDE, construction oversight, post-construction, and good-housekeeping topics, and SOPs required by Sections 4.2.1.4, 4.2.3.6, 4.2.4.5, and 4.2.6.10. Document on Training Tracking Form in the Forms and Tools Library in Appendix E. Document dates, topics and estimated number of people reached through outreach activities.	Stormwater Division, MS4 Coordinator
15-Jun	15-Jun	Annually for All Employees	Hold Annual Payson City Employee MS4 Training - IDDE, construction oversight, post-construction, and good-housekeeping topics, and SOPs required by Sections 4.2.1.4, 4.2.3.6, 4.2.4.5, and 4.2.6.10. Document on Training Tracking Form in the Forms and Tools Library in Appendix E. Document dates, topics and estimated number	Stormwater Division, MS4 Coordinator

			of people reached through outreach activities.	
1-Aug, 1-Oct, 1-Dec, 1-Feb, 1-Apr	15-Aug, 15-Oct, 15-Dec, 15-Feb, 15-Apr	Every 2 months	Hold Annual Payson City Employee MS4 Training for new hires - IDDE, construction oversight, post-construction, and good-housekeeping topics, and SOPs required by Sections 4.2.1.4, 4.2.3.6, 4.2.4.5, and 4.2.6.10. Document on Training Tracking Form in the Forms and Tools Library in Appendix E. Document dates, topics and estimated number of people reached through outreach activities.	Stormwater Division, MS4 Coordinator
1-Mar	31-Mar	Every 5 years	Review training and handouts provided to developer(s) and contractor(s) on permit requirements, design standards, SWPPP in pre-construction meetings.	Stormwater Division, MS4 Coordinator

The Stormwater Division of the Public Works Department provides stormwater training to all employees, contracted staff, and other responsible entities that have primary operation or maintenance job functions likely to impact stormwater quality once a year. In the case of a new hire, the employee is trained within 60 days of hire. This is tracked internally through a spreadsheet that is updated when an employee completes the training. An example of this spreadsheet is the Training Tracking Form (Appendix E). This training will cover all topics required by the most current SWMP document. In addition, Payson has contracted StormwaterGo to conduct specific trainings applicable to each employee.

Information Given to MS4 Engineers, Development Land Planners and Plan Review Staff Regarding Low Impact Development (LID) Practices Provide and document education and training to MS4 engineers, 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. The Engineering Division has developed an approved Low Impact Development BMP Manual which has been adopted by the City to work with the types of soils and terrains within the city. Training opportunities have been sought out to help develop this program and design manual standards.

The Utah County Stormwater Coalition has administered public surveys that determine what type of information should be conveyed to the public. Internally, the Engineering and Stormwater Divisions are constantly evaluating the knowledge of its staff. This primarily manifests in the review process for new development, where staff is constantly encountering novel stormwater situations and new technology. As new situations and technology develop, the department coordinates internally to bring everyone up to speed with the solutions that these new elements require. Additionally, the MS4 Coordinator Storm Drain Superintendent reviews the training annually to ensure it covers the relevant topics that the department is seeing.

Payson City is a member of the Utah County Stormwater Coalition, and it relies upon the Coalition to cover most of the Public Education and Outreach Program requirements of the permit for all the participating communities. The BMPs that the Stormwater Coalition educates on have been developed and refined for many years by neighboring communities and are generally determined to be effective.

4.2.2 Public Involvement/Participation

Permittees shall implement a program that complies with applicable State and Local public notice requirements. The SWMP shall include ongoing opportunities for public involvement and participation, but at a minimum, two (2) times annually. Permittees can meet this requirement through advisory panels, public hearings, watershed committees, stewardship programs, environmental activities, volunteer opportunities, or other similar activities. Permittees should involve potentially affected stakeholder groups, including but not limited to, commercial and industrial businesses, trade associations, environmental groups, homeowners' associations, and education organizations.

The minimum performance measures are:

This measure is intended to provide opportunities for the public to play an active role in both the development and implementation of the stormwater management program. An active community is important to the success of the program. The BMPs in this chapter not only serve to involve the public but also serve to educate the public on stormwater issues. The program includes:

- Program Description/Establishing Standard Operating Procedures (SOPs)
- Comment Opportunities
- Public Notice Compliance Requirements
- Public Participation

The Public Involvement/Participation Program section of this SWMP addresses the requirements of applicable State and Local public notice requirements. Community participation provides broader public support, shorter implementation schedules, a broader base of expertise, and the development of important relationships with other community and government programs. The sections described in this chapter include opportunities for the public to play an active role in the development and implementation of the storm water management program. Such opportunities will include advisory panels and public hearings. Efforts to reach out and engage potentially affected stakeholder groups, which include but is not limited to, commercial and industrial businesses, trade associations, environmental groups, homeowner associations, and education organizations regarding the implementation of new storm water rules and regulations to foster public input.

The Public Works Department will review the SWMP once a year. The Stormwater Division provides two opportunities each year for the public to get out and help with water quality control. The first is a clean-up event held before the spring runoff each year. The community is notified of the event via mailers, signs, social media, and the City website. Sections of the Peteetneet Creek and other waterways are identified as places to focus cleanup efforts. This event helps remove waste and debris from the waterways that carry the bulk of the spring runoff. The Stormwater Division has initiated an "adopt-a-channel" program.

The program is intended to give the public the opportunity to adopt a portion of a local ditch, channel, or other waterway and spearhead the cleanup, developing a sense of pride and responsibility in the community. A QR Code linking to the event's sign-in sheet will be posted at multiple places along the event areas. City staff will be present encouraging all to scan the code and sign in on the Google Doc with their contact information, start time, and end time. Once the event is complete, the sign in sheet will be downloaded and added to iWorQ along with a map of the cleanup locations. Payson is looking for a more effective means of tracking and coordinating the program.

This measure is intended to provide opportunities for the public to play an active role in both the development and implementation of the storm water management program. An active community is important to the success of the program. The BMPs in this chapter not only serve to involve the public but also serve to educate the public on storm water issues. The program includes:

- Annual Utah County Stormwater Workshop
- Onion Days Stormwater Booth

- Utah County Fair Stormwater Booth

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jul	15-Aug	Annually	Have Storm Water Booth at the Utah County Fair, Save Documentation of Booth	Stormwater Division, MS4 Coordinator
1-Feb	30-Apr	Annually	Hold Utah County Stormwater Workshop, Save Documentation of Attendees	Stormwater Division, MS4 Coordinator
16-Aug	30-Sept	Annually	Have Storm Water Booth at the Onion Days, Save Documentation of Booth	Stormwater Division, MS4 Coordinator

4.2.2.1 Comment Opportunities

Permittees shall adopt a program or policy directive to create opportunities for the public to provide input during the decision-making processes involving the development, implementation and update of the SWMP, including development and adoption of all required ordinances or regulatory mechanisms.

The Stormwater Division will provide opportunities for public involvement in the continued development, revision, and implementation of the SWMP, including the development and adoption of ordinances. Public comments and feedback on the storm water program will be accepted through a web-based system. Ordinances will be modified in accordance with Utah law, providing the public with opportunities to review proposed changes, provide input, and voice concerns. A public hearing will be held for all SWMP revisions, as outlined in the Annual Task Calendar for Section 4.2.2.3.

4.2.2.2 Public Review of SWMP

Renewal Permittees and New Applicants shall make the SWMP available to the public for review and input prior to submission to the Division

The Annual Task Calendar will schedule tasks to accomplish the SWMP revisions within 180 days of the renewal of the state UPDES permit. The public's review of the SWMP revisions is outlined in Section 4.2.2.3.

4.2.2.3 Public Availability

Permittees shall post the latest version of the SWMP within 180 days from the effective date of the Permit on their website and shall clearly denote a specific contact person and phone number or email address to allow the public to review and provide input for the duration of the Permit. The Permittee shall keep a current version of the SWMP available on a website for public review and input for the duration of the Permit.

The City will post on Facebook or other social media accounts when the SWMP is ready for review and published to the Storm Water website. Comments can be submitted to dalec@paysonutah.gov.

This measure is intended to provide opportunities for the public to play an active role in both the development and implementation of the storm water management program. An active community is important to the success of the program. The BMPs in this chapter not only serve to involve the public but also serve to educate the public on storm water issues. They are implemented through the Utah County Storm Water Coalition. The program includes:

- Annual Utah County Stormwater Workshop
- Utah County Fair Storm Water Booth
- Onion Days Stormwater Booth

The Stormwater Division, as administrator of the Storm Water Management Plan, will make the 2026 SWMP documents available to the public online on the City website for review and input within 180 days of the effective date of this permit.

The point of contact for the public will be the City's MS4 Coordinator.

The SWMP document will remain available for public review and input for the life of the permit on the city website and will allow the public to review and provide input. Any modifications to the SWMP will be made available.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jul	15-Aug	Annually	Ensure Storm Water Booth is present at the Utah County Fair, Save documentation of Booth	MS4 Coordinator
1-Feb	30-Apr	Annually	Ensure Utah County Stormwater Workshop is held, Save documentation of attendees	MS4 Coordinator
16-Aug	30-Sep	Annually	Have Storm Water Booth at the Onion Days, Save Documentation of Booth	MS4 Coordinator
1-Jun	1-Aug	Every 5 Years (2026, 2031, 2036)	Post on Facebook or other social media accounts when the updated SWMP is ready for review and published to the Storm Water website. Comments can be submitted to dalec@paysonutah.gov	MS4 Coordinator
1-Jun	1-Jul	Every 5 Years (2026, 2031, 2036)	Hold a public hearing before the City Council to adopt the updated SWMP.	MS4 Coordinator

4.2.3 Illicit Discharge Detection and Elimination (IDDE)

All Permittees shall revise, as necessary, implement and enforce an IDDE program to systematically find and eliminate sources of non-storm water discharges from the MS4 and to implement defined procedures to prevent illicit connections and discharges according to the minimum performance measures listed in this Part. The IDDE program shall be described in writing, included in the Permittee's SWMP, and contain the elements detailed in this Part. The minimum performance measures are:

Chapter 5, Illicit Discharge Detection and Elimination, of the Payson City Standard Operating Procedures Manual in Appendix D outlines the Illicit Discharge and Elimination program for the City.

4.2.3.1 MS4 Map

Permittees shall maintain a current storm sewer system map which includes the locations of all MS4: 1) outfalls; 2) receiving waters; 3) storm drain pipes; and 4) other storm water treatment and conveyance structures within the MS4.

The Stormwater Division and GIS Administrator will maintain a current storm sewer system map. The map will include the location of all municipal storm outfalls with the names and locations of all State waters that receive discharges from those outfalls, storm drain pipes, and other storm water conveyance structures within the MS4.

A review meeting will be conducted annually to ensure that all changes to the system have been updated in the system map.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Oct	1-Dec	Annually	Update and verify storm drain system map and document all discharge locations	MS4 Coordinator & GIS Administrator

4.2.3.2 Regulatory Mechanism

Permittees shall prohibit, through ordinance or other regulatory mechanism, non-storm water discharges, as defined in Part 7.0, to the MS4. Permittees shall require removal of such discharges consistent with Part 4.2.3.4.3 and implement appropriate enforcement procedures and actions. The Permittee shall have a variety of enforcement options in order to apply and escalate enforcement procedures as necessary based on the severity of violation and/or the failure of the violator to address the violation(s). Discharges authorized by a separate UPDES Permit, and non-storm water discharges listed in Part 1.2.2.2, are exempt.

Enforcement options are found in the Payson City Ordinance Title 5 Stormwater. They include:

A. Written Notice. Whenever the Storm Drain Superintendent finds that any permittee or any other person discharging stormwater is violating this ordinance or a permit or order issued hereunder, the Storm Drain Superintendent may serve upon such person written notice of the violation. Within ten (10) days of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the Storm Drain Superintendent. Submission of this plan in no way relieves the discharger of liability for any violations occurring before or after receipt of the notice of violation.
B. Consent Orders. The City Engineer or designee is empowered to enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the person responsible for the noncompliance. Such orders will include specific action to be taken by the person to correct the noncompliance within a time period also specified by the order. Consent orders shall have the same force and effect as administrative orders issued pursuant to paragraphs D and E below.
C. Show Cause Hearing. The City Engineer may order any person who violates this ordinance or permit or order issued hereunder, to show cause why a proposed enforcement action should not be taken. Notice shall be served on the person specifying the time and place for the meeting, the proposed enforcement action and the reasons for such action, and a request that the violator show cause why this proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least ten (10) days prior to the hearing.
D. Compliance Order. When the City Engineer or designee finds that any person has violated or continues to violate this ordinance or a permit or order issued thereunder, he may issue an order to the violator directing that, following a specific time period, adequate structures, devices, be installed or procedures implemented and properly operated. Orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the construction of appropriate structures, installation of devices, self- monitoring, and management practices.
E. Cease and Desist Orders. When the Storm Drain Superintendent finds that any person has violated or continues to violate this ordinance or any permit or order issued hereunder, the Storm Drain Superintendent may issue an order to cease and desist all such violations and direct those persons in noncompliance to: Comply forthwith; or Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including but not limited to, halting operations, terminating the discharge, and assessing civil penalties and/or fines.

Per Payson Municipal City Code Title 5.32.020, “No person shall introduce or cause to be introduced into the municipal separate stormwater system any discharge that is not composed entirely of stormwater.”

The reduction of such discharges are also required per Payson Municipal City Code Title 5.32.040, “Any person responsible for a property or premises, which is, or may be, the source of an illicit discharge, may be required to implement, at the person's expense, the BMPs necessary to prevent the further discharge of pollutants to the municipal separate stormwater system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed compliant with the provisions of this Section.”

Enforcement options are stated in detail in Payson City Municipal City Code Title 5.36.

4.2.3.2.1 IDDE Program

Permittees shall have adequate legal authority to detect, investigate, eliminate, and enforce against non-storm water discharges, as defined in Part 7.0, into the MS4. Adequate legal authority may be an effective ordinance, or other regulatory mechanism. The Permittee’s SWMP shall include a reference or citation of the authority the Permittee will use to implement all aspects of the IDDE program.

City Code Title 5.32.020. prohibits illicit discharge: "No person shall introduce or cause to be introduced into the municipal separate stormwater system any discharge that is not composed entirely of stormwater." The illicit discharge detection and elimination procedures are in Chapter 5 of the Payson City Standard Operating Procedures Manual in Appendix D, which is available to the public through the Payson City website with the SWMP.

Enforcement options are stated in detail in Payson City Municipal City Code Title 5.36.

City Storm Water personnel have legal authority to detect, investigate, eliminate and enforce against non-storm water discharges, including illegal dumping into the MS4. City code can be found online at https://payson.municipalcodeonline.com/

The following Standard Operating Procedures (See SOP Manual, Appendix D) will establish the IDDE program:

- SOP Section 5.1 Response, Cessation and Reporting of Illicit Discharges
- SOP Section 5.2 Illicit Discharge Source Tracing
- SOP Section 5.3 Illicit Discharge Characterizing and Immediate Containment
- SOP Section 5.4 identification of priority areas for illicit discharge detection and elimination
- SOP Section 5.5 IDDE & Post-Construction Storm Water Management Training Program

In addition to the SOPs listed above, SOP 3.2 Enforcement for MS4 Construction Site and SOP 4.17 Post-Construction Storm Water Enforcement also applies for enforcement and escalation of unresolved violations.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jan	1-Mar	Annually	Review and update IDDE program, including Chapter 5 in the SOP Manual and SOP 3.2 Enforcement for MS4 Construction Site and SOP 4.17 Post-Construction Storm Water Enforcement	MS4 Coordinator

4.2.3.3 IDDE Plan

Permittees shall prepare and implement a written plan to detect and address non-storm water discharges as defined in Part 7.0 to the MS4. The plan shall include:

The IDDE SOPs in Chapter 5 of the SOP Manual will be used for locating and listing priority areas that are likely to have illicit discharges, field inspections of areas considered a priority area, and dry weather screening in accordance with Section 4.2.3. A map of priority IDDE areas that are within the City limits is found in the Forms and Tools Library in Appendix E. This map will be updated annually. The task for this update is found in Section 4.2.3.3.2. Dry weather screening of outfalls will be inspected at least once during the five-year permit term. The task for this screening is found in Section 4.2.3.3.3. If the City discovers or suspects that a discharger may need a separate UPDES Permit, the City will notify the Director, stated within the MS4 permit, within 30 days. The task for this is found in Section 4.2.3.3.2.

These procedures will be reviewed and updated annually, and any revisions will be documented. This task is found in Section 4.2.3.2.1. The SOPs will be implemented and enforced in accordance with applicable City ordinances and MS4 permit requirements.

4.2.3.3.1 Priority Area Identification

Written systematic procedures for locating and listing the following priority areas likely to have illicit discharges, if applicable:

1) areas with older infrastructure that are more likely to have illicit connections;
2) industrial, commercial, or mixed-use areas;
3) areas with a history of past illicit discharges;
4) areas with a history of illegal dumping;
5) areas with onsite sewage disposal systems;
6) areas with older sewer lines or with a history of sewer overflows or cross-connections;
7) areas upstream of sensitive water bodies; and
8) other areas the Permittee determines to be likely to have illicit discharges.

The Permittee shall document the basis for the selection of each priority area and create a list of all priority areas identified in the system. This priority area list shall be updated annually to reflect changing priorities.

The Stormwater Division has developed and implemented a systematic procedure (see SOP 5.4 Identification of Priority Areas for Illicit Discharge Detection and Elimination) for identifying and listing priority areas that are likely to have illicit discharges. This procedure uses the IDDE Priority Matrix (Appendix H), a weighted prioritization matrix, to evaluate and rank areas of concern within the MS4.

Each City-owned and other identified illicit discharge area within the City will be documented and mapped in the City's GIS database. The priority area list and map are reviewed and updated annually per SOP 5.4 Identification of Priority Areas for Illicit Discharge Detection and Elimination. The task for this is found in Section 4.2.3.3.2.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Mar	1-Apr	Annually	Review IDDE call log and verify all documented incidents are entered into the GIS map.	Stormwater Division

4.2.3.3.2 Priority Area Inspections

Permittees shall conduct field inspections of areas which are considered a priority area, as identified in Part 4.2.3.3.1, annually at a minimum, and utilize an inspection form to document findings.

The MS4 Coordinator will conduct field assessment activities for the purpose of verifying outfall locations and detecting illicit discharges during the periods of dry weather. IDDE priority areas identified by the City in the IDDE Priority Matrix (Appendix H) will be inspected annually. Visual inspections of at least 25 percent of all known outfalls will be inspected annually and all outfalls should be inspected at least once during the

permit term. Field assessment activities will be documented on an inspection form. All inspections will be recorded as stated in Section 4.1.2.

Start Date	Due Date	Frequency	Task	Responsible Party
1-May	1-Jul	Annually	Review GIS IDDE list and map to identify trends and designate or update priority areas according to SOP 5.4 Identification and Inspection of Priority Areas for Illicit Discharge Detection and Elimination. Conduct field inspection of identified priority areas and document findings in the IDDE Priority Area Inspection form (see Forms and Tools Library in Appendix E). If the City discovers or suspects that a discharger may need a separate UPDES Permit, the City will notify the Director, stated within the MS4 permit, within 30 days.	MS4 Coordinator

4.2.3.3.3 Dry Weather Screening Inspections

Permittees shall conduct dry weather screenings at all outfalls to verify those locations and detect illicit discharges to receiving waters at least once during the 5-year Permit term, and utilize an inspection form to document findings.

The MS4 Coordinator will conduct dry weather screening activities at all identified outfall locations and detect potential illicit discharges within its jurisdiction that discharge to receiving waters. All known outfalls will be inspected at least once during the 5-year permit term. These inspections will be performed during dry weather conditions in accordance with permit definitions.

The Dry Weather Screening Form (Appendix E) will be used to document observations, including flow presence, visual indicators, and any signs of illicit discharges. All findings will be recorded and maintained as part of the IDDE program records, and any suspected illicit discharges will be investigated and addressed in accordance with the IDDE SOPs (see Chapter 5 of the Payson City Standard Operating Procedures Manual in Appendix D).

Start Date	Due Date	Frequency	Task	Responsible Party
15-May	15-Jun	Every 5-years (2026, 2031, 2036)	Perform Dry Weather screening at all identified outfall locations. Use “Dry Weather Screening Form”.	MS4 Coordinator

4.2.3.3.4 Other Permitting

Permittees shall notify the Director within 30 days if the Permittee discovers or suspects that a discharger may need a separate UPDES Permit, e.g., Industrial Storm Water Permit, Dewatering Permit, etc.

This is included in the IDDE SOPs of the SOP Manual in Appendix D.

4.2.3.3.5 Household Hazardous Waste Collection

Permittees shall promote or provide services for the collection of household hazardous waste.

The City's Public Education and Outreach Program will inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste. Newsletters with water quality information are posted online quarterly. During the fall, the Payson Landfill offers a no-charge cleanup week for Payson City residents. The Payson Landfill also operates a green waste recycling program. Household Hazardous Waste can be taken to South Utah Valley Solid Waste's Household Hazardous Waste Facility. For location and procedure for disposal of household hazardous waste contact (801) 489-3027.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jun	1-Aug	Quarterly	Post newsletters of water quality information online (e.g. improper waste disposal, IDDE)	City Public Education and Outreach Program

4.2.3.3.6. IDDE Hotline

Permittees shall publicly list and promote a hotline or other local telephone number for public reporting of spills and other illicit discharges. Permittees shall keep a written record of all calls received, all follow-up actions taken, and any feedback received from public education efforts.

The Public Works Department phone number (385-899-7250) and the coalition hotline number (801-851-7873) are listed and advertised to the public for reporting spills and other illicit discharges. The public may also call the Police or Fire Departments to report any activities. Calls will be tracked, and a record kept for all calls received, all follow-up actions taken, and any feedback received from public education efforts. A report form for the personnel to fill out and for tracking purposes is located in the Payson City MS4 Forms and Tools Library in Appendix E. Written response procedures can be found in Payson City's IDDE SOPs.

The Public Works Department will coordinate with other departments within the City to document and follow-up on the calls received. These phone numbers will also be listed and advertised to collect feedback from the public education efforts.

In the case of an emergency spill which is defined as 50 gallons or more, or a particularly toxic substance, the public should call 911 for a faster response.

A Public Call Log Form (Appendix E) has been developed to log and keep track of follow-up items for all calls received from the public.

4.2.3.4. SOPs.

Permittees shall implement the following SOPs in the IDDE program:

4.2.3.4.1 Tracing Illicit Discharges

Permittees shall implement a SOP for tracing the source of an illicit discharge. The SOP shall include procedures for: 1) visual inspections; 2) opening manholes when necessary; 3) using mobile cameras; 4) using field tests of selected chemical parameters as indicators of discharge sources; 5) collecting and analyzing water samples for the purpose of determining sanctions or penalties; and/or 6) other detailed inspection procedures.

The standard operating procedure for tracing the source illicit discharges is SOP 5.2 Illicit Discharge Source Tracing, located in the City IDDE SOPs in Appendix D.

4.2.3.4.1.1 Illicit Discharge Investigation, Documentation, and Verification Procedures

When the source of an illicit non-storm water discharge is identified and confirmed, the Permittee shall record the following information in an inspection report: 1) the date the Permittee became aware of the non-storm water discharge; 2) the date the Permittee initiated an investigation of the discharge; 3) the date the discharge was observed; 4) the location of the discharge; 5) a description of the discharge; 6) the method of discovery; 7) the date of removal, repair, or enforcement action; 8) the date and method of removal verification. Analytical monitoring may be necessary to aid in the identification of potential sources of an illicit discharge and to characterize the nature of the illicit discharge. The Permittee shall document in the inspection report the decision process for utilizing analytical monitoring.

After the source of a non-storm water discharge is identified and confirmed, the Stormwater Division will record the following information on an inspection report that will contain:

- The date of awareness of the non-storm water discharge
- The date of initiation of an investigation of the discharge
- The date the discharge was observed
- The location of the discharge
- A description of the discharge
- The method of discovery
- Date of removal
- Repair, or enforcement action
- Date and method of removal verification.

This instruction is found in the IDDE SOPs (see Appendix D).

4.2.3.4.1.2 Documentation of Investigated Reports Not Impacting the MS4 System

When a reported illicit non-storm water discharge is investigated, but does not impact the MS4's system, Permittees shall record the following information an inspection report: 1) the date the Permittee became aware of the reported non-storm water discharge; 2) the date the Permittee initiated an investigation of the reported discharge; 3) the location of the reported discharge; 4) a description of the reported discharge; and 5) a description of the steps taken to confirm that the Permittee's system wasn't impacted.

When the City receives and investigates a report of a potential illicit discharge that is determined not to impact the City MS4, the investigation shall be documented. The investigation record shall include:

- Date the City became aware of the reported discharge
- Date the investigation was initiated
- Location of the reported discharge
- Description of the reported discharge
- Description of the actions taken to determine that the MS4 was not impacted

Investigation records shall be maintained in accordance with the SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges in Appendix D.

4.2.3.4.2 Characterizing Illicit Discharges SOP

Permittees shall implement SOPs for characterizing the nature of illicit discharges and the potential public or environmental threat posed by the discharges when found by or reported to the Permittee by the hotline or other telephone number described in Part 4.2.3.3.6 These procedures shall include detailed instructions for determining the substance of the illicit discharge. If a substance is unknown, the Permittee shall have procedures for evaluating or referring substance characterization to an alternative Person.

The City of Payson has created a spill response SOP. See Appendix D for SOPs.

The Public Works Department phone number (385-899-7250) and the coalition hotline number (801-851-7873) are the numbers to which either the public or city employee can report an illicit discharge. Calls from

the public are logged on the Public Call Log Form (Appendix E) and evaluated with the "Procedure for Responding to Public Referral of Illicit Discharges" flow chart to determine whether an investigation is required. The IDDE SOPs include evaluating how the discharge will be removed. When a call is received from dispatch or an advertised illicit discharge phone number, storm water staff will investigate to determine if there is an illicit discharge. If there is an illicit discharge, storm water staff will follow the IDDE SOPs to document the occurrence and the actions taken to absolve the illicit discharge.

4.2.3.4.3 Ceasing Illicit Discharges SOP

Permittees shall implement SOPs for ceasing the illicit discharge, including:

1) *notification of appropriate authorities;*
2) *notification of the property owner;*
3) *technical assistance for removing the source of the discharge or otherwise eliminating the discharge;*
4) *detailed instructions for evaluating how the discharge will be immediately contained, and steps to contain the discharge;*
5) *follow-up inspections; and*
6) *escalating enforcement and legal actions if the discharge is not eliminated.*

Compliance with this provision will be achieved by initiating an investigation immediately upon being alerted of a potential illicit discharge. Illicit discharge(s) to the MS4 are prohibited and any such discharges are a continuing violation of this Permit until the discharge(s) are eliminated.

Upon detection of an illicit discharge, the Stormwater Division or its appointees will require the immediate cessation of improper disposal practices upon confirmation of the responsible parties.

The City has developed and implemented standard operating procedures for ceasing illicit discharges (see SOP 1.21 Spill and Improper Disposal Response & Clean-up, SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges, SOP 5.2 Illicit Discharge Source Tracing, and SOP 5.3 Illicit Discharge Characterizing and Immediate Containment in the SOP Manual in Appendix D). These include:

- Notification of appropriate authorities
- Notification of the property owners
- Technical assistance for removing/eliminating the source of the discharge
- Detailed instructions for how to contain the discharge
- Follow-up inspection
- Escalating enforcement and legal actions if the discharge is not eliminated

4.2.3.4.3.1 Cessation of Illicit Non-Storm Water Discharges

Upon confirmation of an illicit non-storm water discharge which impacted the MS4's system, the Permittee shall ensure immediate cessation of illicit non-storm water discharges pursuant to Part 4.2.3.2.1. Upon confirmation of responsible parties, the Permittee shall take all necessary actions in accordance with the enforcement procedures pursuant to Part 4.2.3.4.3. If the responsible party is unknown when the illicit non-storm water discharge is confirmed, the Permittee shall take all necessary steps to cease the discharge. The Permittee should have regulatory authority to pursue cost recovery pursuant to Part 4.2.3.2, if necessary.

SOPs and documentation have been created for responding to and ceasing an illicit discharge. Documentation also includes steps to take after the illicit discharge has been cleaned up such as enforcement. As soon as an illicit discharge or illegal dumping is found and if the responsible party is identified, the City notifies the violator of the required immediate cessation of the illegal act in accordance with SOPs 3.2 Enforcement for MS4 Construction Site or 4.17 Post-Construction Storm Water Enforcement. If the responsible party cannot be identified, the City will take all necessary steps to contain, eliminate, or

otherwise cease the discharge and prevent further impacts to the MS4 and receiving waters. Reports will be kept of all illicit discharges and potential discharges will be noted in an IDDE journal.

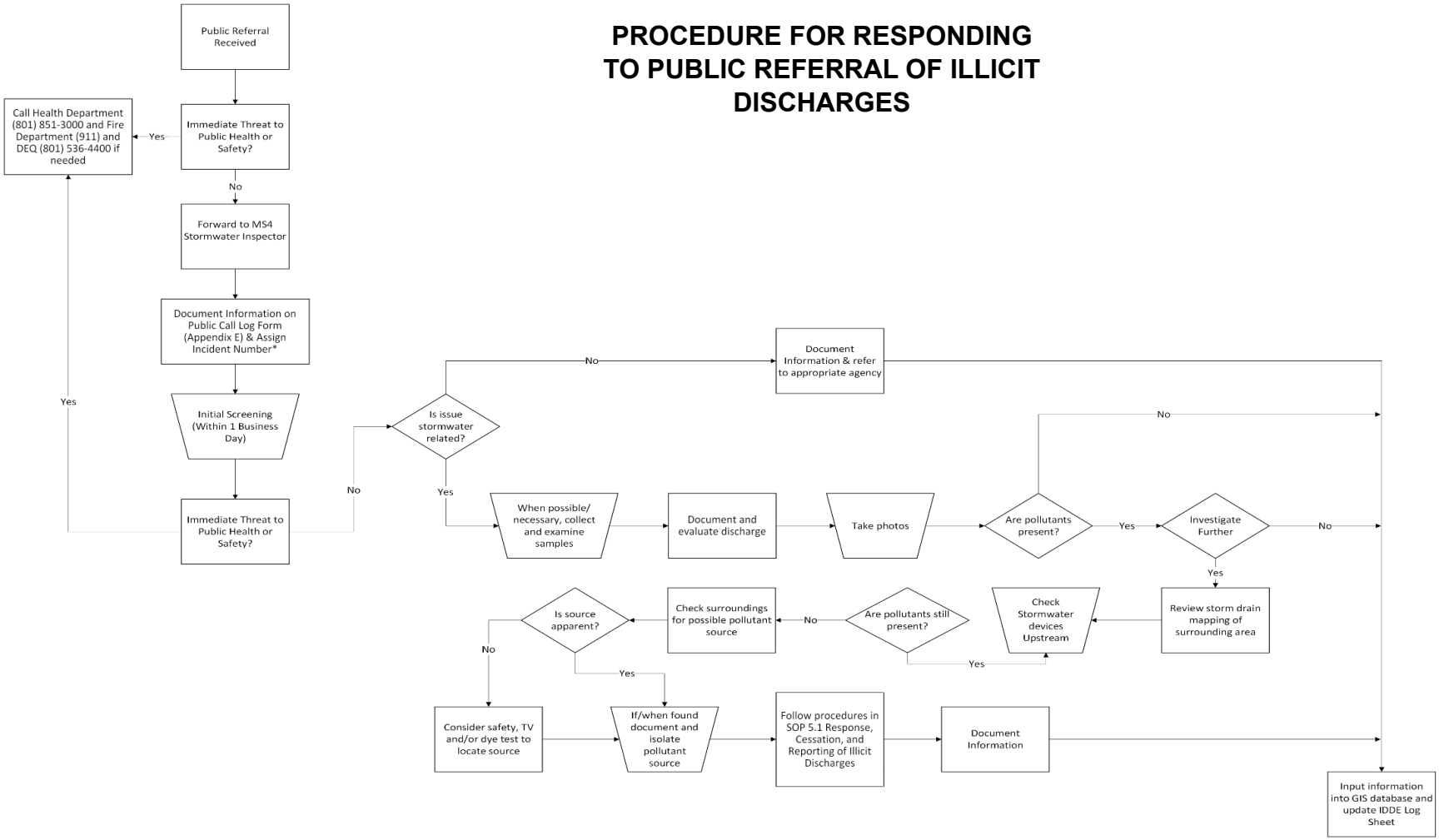
4.2.3.4.4 Spill and Improper Disposal SOP

Permittees shall develop a written spill and improper disposal response SOP including a flow chart for internal use, that shows the procedures for responding to public referrals of illicit discharges, the various responsible agencies and respective contacts, and who would be involved in illicit discharge incident response, even if it is a different Person, other than the Permittee. The list shall be maintained and updated as changes occur.

The Stormwater Division has developed a written spill/dumping response procedure (see SOP 1.21 Spill and Improper Disposal Response & Clean-up in the Payson City Standard Operating Procedures Manual in Appendix D) and flow chart that shows the procedures for responding to illicit discharges/spills, the various responsible agencies and their contacts, and who would be involved in illicit discharge incidence response. Spills and improper disposals are reported on the Spill Response Report Form (Appendix E).

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jun	1-Aug	Annually	Review and Update spill/dumping response procedure/SOPs and internal flow chart	Stormwater Division, Fire Marshal

PROCEDURE FOR RESPONDING TO PUBLIC REFERRAL OF ILLICIT DISCHARGES



*If the report comes through an entity such as DWQ, the incident number assigned by that agency will be used. If the report is received directly by Payson City, the next sequential Log # on the Public Call Log Form (Appendix E) will be used as the incident number.

4.2.3.4.5 Program Evaluation and Assessment SOP

Permittees shall implement procedures for program evaluation and assessment which includes maintaining a database for mapping; tracking of the number and type of spills or illicit discharges identified; and inspections conducted pursuant to potential illicit discharges.

There is an annual evaluation of the IDDE program and its effectiveness. The assessment will include an update of the mapping, tracking of the number and type of spills or illicit discharges, and a record of inspections conducted. The City keeps an IDDE log to keep track of illicit discharges and potential discharges using the City's online inspection tracking software. The City maintains a map of the past illicit discharges and their location.

This will also be tracked in the Annual Task Calander as indicated in Section 4.2.3.3.1 and 4.2.3.3.2.

4.2.3.5 Records

Permittees shall thoroughly document all IDDE investigations. The Permittee shall provide inspection reports to the Director, upon request. All IDDE documentation shall be retained for a period of five years. This period may be extended by the Director at any time.

The Stormwater Division or its appointees will thoroughly investigate and document all illicit discharges as specified in SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges in Appendix D. Inspection reports and supporting documentation shall be provided to the Director upon request. All of the investigation documentation and procedures will be kept in the Stormwater Division and the SWMP electronic files for at least five years.

Section 4.2.1.3 in the Public Education and Outreach Program covers this requirement, where information regarding proper disposal will be provided to the public.

4.2.3.6. Training

Permittees shall, at a minimum, train all staff, MS4 contractors, office personnel, or other responsible entities that, as part of their normal job responsibilities, might come into contact with, receive calls, or otherwise observe an illicit non-storm water discharge as follows:

4.2.3.6.1. Frequency

Permittees shall ensure that new hires and MS4 contractors are trained within 60 days of hire/contract date and annually thereafter, at a minimum. Follow-up training shall be provided, as needed, to address changes in procedures, methods, or staffing.

All new hires shall receive this training within 60 days of hire date and annually thereafter, as indicated in Section 4.2.3.6.3. Additional training shall be provided as needed to address changes in procedures, methods, permit requirements, or staffing. MS4 Coordinator shall verify this per task mentioned in Section 4.2.3.6.3.

4.2.3.6.2. Topics

The training shall, at a minimum, include topics relating to illicit non-storm water discharges including: 1) identification and reporting; 2) investigation, termination, clean-up, and enforcement procedures; and 3) investigation documentation requirements. Training shall focus on the topics most relevant to the employee's position to ensure protection of water quality.

The Annual Payson City Employee MS4 Training will include IDDE identification, investigation, termination, cleanup, and reporting of illicit discharges including spills, improper disposal, and illicit connections. Training may be conducted through in-person sessions, virtual training, or approved

external courses, and Storm Water staff will provide further training on what employees and staff can do in their jobs to protect water quality.

The City Storm Water staff provides this training on IDDE annually to applicable City employees. This training also includes discussions and education on how City employees can minimize impacts to water quality during their work at the City and what to do if the see an illicit discharge occurring.

The IDDE training program will be included in the Annual City Employee MS4 Training, which is scheduled in the Annual Task Calendar as outlined in Section 4.2.1.4.

4.2.3.6.3. Records

Permittees shall keep and maintain annual and new hire training records that include dates, activities or course descriptions, and names and positions of staff in attendance.

Documentation for the annual and new hire training shall be completed on the Training Tracking Form and shall include dates, activities or course descriptions and names and positions of staff in attendance.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jan 1-Mar 1-May 1-Jul 1-Sept 1-Nov	31-Jan 31-Mar 31-May 31-Jul 30-Sep 30-Nov	Every 2 months	Review list of applicable new hires and ensure they get their onboarding training and get Annual Payson Employee MS4 Training review. New hire plan reviewers will get LID and SOP training.	MS4 Coordinator

4.2.3.7 IDDE Documentation

The Director reserves the right to request documentation or further investigation of a particular non-storm water discharge of concern, to determine a reasonable basis for allowing the non-storm water discharge to the MS4, and excluding the discharge from the Permittee's program. The Director may require inclusion of the discharge in the Permittee's program, if water quality concerns cannot otherwise be reasonably satisfied.

The City will provide documentation upon request for further study of potentially concerning non-storm water discharges and will be available for review upon request..

4.2.4. Construction Site Storm Water Runoff Control

Permittees shall revise, as necessary, implement and enforce a program to reduce pollutants in any storm water runoff to the MS4 from qualifying construction sites, as defined in Part 7.0, according to the minimum performance measures listed in this Part. Permittees shall ensure that public and private projects, including projects proposed by the Permittee's own departments and agencies, comply with these requirements. The Permittee may meet these requirements through coordination with another regulated MS4; however, the Permittee shall retain documentation that the requirements of Part 4.2.4 have been met.

The minimum performance measures are:

Documentation is provided through the City website to engineers, construction contractors, developers, development review staff, and land use planners concerning the development of storm water pollution prevention plans (SWPPP). Documents available include the Payson City Development Guidelines, the SWPPP Plan Review Checklist, the Payson City Storm Water Pollution Prevention Design and LID

BMP Manual in Appendix F, and the Payson City Standard Operating Procedures Manual in Appendix D. As part of the development review and project approval process, SWPPP plans are required to be submitted for a preliminary review. SWPPPs prepared by contractors and/or engineers will be under review and not approved unless they meet the standards set by the City. Each application for a land disturbance permit must be accompanied by a SWPPP (Payson City Code 5.08.050). Having this information located on the City website will allow everyone who would like to know more about SWPPPs and BMPs to find the information quickly.

4.2.4.1. Regulatory Authority

Permittees shall revise, as necessary, and enforce an ordinance or other regulatory mechanism that requires compliance with all requirements set forth in the most current, applicable UPDES construction storm water permits, which can be found at construction.stormwater.utah.gov. The regulatory mechanism shall include sanctions to ensure compliance. The regulatory mechanism shall apply to qualifying construction sites, as defined by Part 7.0.

During the development review and building permit review process, it will be determined if a Storm Water Pollution Prevention Plan (SWPPP) is necessary. Payson City Title 5 requires that all construction sites that are greater than or equal to one acre are required to obtain a UPDES Storm Water General Permit from the State of Utah. Title 5 also requires projects of less than one acre that are part of a larger common plan of development or sale which collectively disturbs land greater than or equal to one acre to obtain a UPDES Common Plan Permit (UTRH00000) from the State of Utah. A land disturbance permit from the City Engineer is also required for land disturbing activity of less than one acre that the City Engineer determines poses a unique threat to water, public health, or safety, and for the development of a single-family home (Payson City Code 5.08.010).

4.2.4.1.1 SWPPP Requirement

Permittees shall require construction operators to prepare and implement a SWPPP to protect water quality. The SWPPP requirements shall be consistent with the SWPPP requirements set forth in the most current, applicable UPDES construction storm water permits, which can be found at: https://deq.utah.gov/waterquality/general-construction-storm-water-updes-permits.

See Payson City Code Title 5 and the Payson City Development Guidelines.

See SOP 2.3 SWPPP Review, SOP 2.1 Pre-Construction SWPPP Meeting in the Payson City Standard Operating Procedures Manual in Appendix D. See also the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F.

4.2.4.1.2 Maintaining Construction Permit Coverage

Permittees shall require construction operators to obtain coverage under the current, applicable UPDES construction storm water permits for the duration of the project. Permittees shall require construction operators to renew coverage, if necessary, and terminate coverage, when appropriate. Coverage can be managed online at: https://npdes-ereporting.epa.gov/net-cgp.

See Chapter 4, Post-Construction Stormwater Controls, of the Payson City Standard Operating Procedures Manual in Appendix D.

4.2.4.1.3 Inspection Access to Private Properties

The regulatory mechanism shall include a provision for access by qualified person as defined in Part 7.0, to inspect construction sites, including storm water BMPs, on private properties that discharge to the MS4.

City Code 5.08.060 and 5.28.030 have provisions for the Right of Entry for Inspector and City personnel to access permitted sites for the purpose to ensure compliance of any City ordinance/code or resolution violation. The Stormwater Division and Legal Department will continue to update the City Code, as necessary, to effectively track and permit land disturbance activities; any changes to the ordinance will be documented.

4.2.4.2 Enforcement Strategy

Permittees shall develop a written enforcement strategy, and implement the enforcement provisions of the regulatory mechanism.

The enforcement strategy shall include:

Payson City Code Title 5 Stormwater details an enforcement strategy that the City Engineer and authorized code enforcement personnel will address and follow when enforcement is needed. SOPs include specific processes and sanctions to minimize the occurrence of and obtain compliance from violators which shall include appropriate escalating enforcement procedures and actions.

The SOPs for violations are specified in SOPs 3.2 Enforcement for MS4 Construction Site and 4.17 Post-Construction Storm Water Enforcement (see SOP Manual in Appendix D).

4.2.4.2.1 Construction Oversight Enforcement SOP

Permittees shall develop an SOP which includes:

1) *specific processes and sanctions to minimize the occurrence of violations and obtain compliance from violators;*
2) *appropriate escalating enforcement procedures and actions, including an appeals process that is published in a publicly accessible location;*
3) *notification and documentation procedures for enforcement actions; and*
4) *a definition of who has authority to implement enforcement procedures on behalf of the MS4.*

The Permittee shall have the authority to the extent authorized by law to impose sanctions to ensure compliance with the local program.

SOP 3.2 Enforcement for MS4 Construction Site in the Payson City Standard Operating Procedures Manual in Appendix D has been adopted to include specific processes and sanctions to minimize the occurrence of violations, obtain compliance from violators, an appeals process, list of those in authority to implement enforcement procedures and documentation. The plan will include appropriate, escalating enforcement procedures and actions.

4.2.4.2.2 Enforcement Tracking

Documentation and tracking of all enforcement actions.

The Stormwater Division will document and track all of the enforcement actions and will continue to do so according to SOP 3.2 Enforcement for MS4 Construction Site and 4.17 Post-Construction Storm Water Enforcement in the Payson City Standard Operating Procedures Manual in Appendix D.

4.2.4.3 Pre-Construction SWPPP Review

Permittees shall develop and implement a checklist for pre-construction SWPPP review that is consistent with the requirements of the current, applicable UPDES construction storm water permits. The checklist shall include consideration of potential water quality impacts and procedures for preconstruction review. This SWPPP review may occur during the first pre-construction onsite inspection. Prior to construction, the Permittee shall:

The Stormwater Division has created SOP 2.3 SWPPP Review and SOP 2.1 Pre-Construction SWPPP Meeting, located in Appendix D, which outline the City's process for reviewing site designs before and after construction. The SOPs will be provided to City personnel. Pre-construction review of Storm Water Pollution Prevention Plan (SWPPP) will be required on sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development. This will ensure that all plans are complete and in compliance with State and the City's regulations. The City requires all contractors with a General Construction or a Common Plan of Development permit to upload and update their SWPPP information and complete their inspection reports if possible, on the online inspection software that the City uses for inspection reports and as a free resource for all construction projects in the City. Public comments received during public meetings (e.g., Planning Commission) or development review processes are documented on the Public Call Log Form (Appendix E). A list of high priority sites, fines, and requirements made by the city will be provided to the contactor before construction. Construction sites that discharge directly into the waters of the State or are otherwise deemed to have a high probability of affecting water quality through the SWPPP review process will be considered as a high priority site and inspected every two weeks.

The following USWAC forms will be used to ensure compliance for UPDES Construction General Permits (CGP) and Common Plan Permits (CPP) SWPPPs:

- CGP SWPPP Compliance Evaluation Form
- CPP SWPPP Compliance Evaluation Form

SWPPP review shall be conducted prior to and during construction using the above forms or the City online inspection tracking software, which incorporates the Utah DWQ master inspection and review forms in accordance with DWQ protocol. The SWPPPs will be reviewed and discussed with the contractor at the preconstruction meeting as described in the permit.

Start Date	Due Date	Frequency	Task	Responsible Party
1st of the Month	Last Day of the Month	Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator

4.2.4.3.1. Meeting

Conduct a pre-construction SWPPP meeting which includes a review of:

1) *the site design;*
2) *the planned operations at the construction site;*
3) *planned BMPs during the construction phase;*
4) *the planned BMPs to manage runoff created after development; and*
5) *the Permittee's enforcement policy.*

The MS4 Coordinator conducts a pre-construction meeting with the contractor which will include a review of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned post-construction BMPs to manage runoff created after development.

The Stormwater Division has developed an SOP (See SOP 2.1 Pre-construction SWPPP Meeting in the Payson City Standard Operating Procedures Manual in Appendix D) for providing instructions related to a Pre-construction SWPPP Meeting. SWPPP meeting shall be observed and shall include the following: Review of site design; Planned operations at the construction site; Planned BMPs during the construction phase; Planned BMPs used to manage runoff created after development. Pre-construction meetings and contractor education pamphlets are described in more detail in Section

4.2.1.4. Pre-construction SWPPP meeting may be done in conjunction with the Pre-construction Meeting.

4.2.4.3.2. Public Input

Develop procedures for receiving and considering information and comments submitted by the public on proposed projects.

Public comments may be submitted through multiple methods, including:

- Email to the Stormwater Division or MS4 Coordinator
- Phone calls or in-person communication with City staff
- Written correspondence submitted to the City
- Comments received during public meetings (e.g. Planning Commission) or development review processes

All public comments related to stormwater or construction activities will be documented on the Public Call Log Form (Appendix E). Documentation will include, at a minimum:

- Date received
- Contact information of the commenter (if provided)
- Description of the comment or concern
- Project or location associated with the comment

The Stormwater Division will review all relevant public comments and evaluate whether the information warrants further investigation, modification to project plans, additional BMPs, or enforcement action, as applicable. Comments that identify potential violations or water quality concerns will be referred for inspection and follow-up in accordance with the City's inspection and enforcement procedures. All public comments and responses will be maintained as part of the City's MS4 program documentation.

4.2.4.3.3. Site Prioritization

Determine whether the site is a priority construction site, as defined in Part 7.0

SOP 2.2 Priority Construction Site Identification and Inspection in Appendix D is used to identify priority construction sites. The MS4 Coordinator will fill out the matrix and identify priority sites during inspection conducted prior to land disturbance.

4.2.4.4. Construction Site Storm Water Runoff Control Inspection Program

Permittees shall implement and document a construction site storm water runoff control inspection program to ensure compliance with all requirements set forth in the most current, applicable UPDES construction storm water permits. The program shall include the following:

4.2.4.4.1. Construction Oversight Inspections SOP

Permittees shall develop and implement SOPs for construction oversight inspections of qualifying construction sites which include:

1) *who is responsible for site inspections;*
2) *procedures for the oversight inspections, follow-up, and documentation as identified in Parts 4.2.4.4.2 - 4.2.4.4.6; and*
3) *procedures for being notified by construction operators/owners of completion of active construction so that the Permittee may conduct verification of final stabilization and removal of all temporary control measures.*

If inspections are contracted outside of the MS4, an individual or Person who prepares a SWPPP for a construction project may not perform the construction site inspections required of Parts 4.2.4.4.2 - 4.2.4.4.6 on behalf of the Permittee.

See SOP 3.1 Inspections of Permitted Construction Sites in Appendix D. Enforcement options are stated in detail in Payson City Municipal City Code Title 5.36.

4.2.4.4.2. Monthly Inspections

Permittees shall conduct monthly inspections of all new qualifying construction sites, as defined in Part 7.0. These inspections shall be conducted by a qualified person, as defined in Part 7.0, using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits

Monthly inspections are scheduled and documented according to Section 4.2.4.4 by a "qualified person" as defined in Part 7.0 of this SWMP document and referenced in Procedure 3.2 of SOP 3.1, Inspections of Permitted Construction Sites. The Payson City Standard Operating Procedures Manual is found in Appendix D. They will take place on construction sites that disturb one acre or greater as well as sites that are less than one acre and are part of a common plan of development. Inspectors will become qualified by completing and passing a training course approved by the MS4 permit. The qualified inspectors will use forms found on the City's online inspection software to complete their inspections. Inspections will include preconstruction, construction, and post construction. During the pre-construction meetings with City staff and contractors, City Storm Water staff will inform the contractor or owner on the requirements of closing out their SWPPP. The requirements to close out a SWPPP is; site is 70% stabilized, all construction BMPs are removed, site is clean (road and gutters), and Notice of Termination (NOT) has been filed with the State of Utah.

Start Date	Due Date	Frequency	Task	Responsible Party
Jan 1	Jan 15	Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector
Jan 15	Last Day of the Month	Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector

4.2.4.4.2.1. Adequate Compliance History

Permittees shall reduce their monthly inspection frequency to the inspection frequency identified in Part 4.2.4.4.4 if the site does not qualify as a priority site as identified in Part 4.2.4.4.3, and the site has demonstrated an adequate compliance history as defined in Part 7.0. If at any point, the site does not

meet the definition of an adequate compliance history, the Permittee shall resume monthly inspections until the site regains an adequate compliance history.

4.2.4.4.2.2. Frozen Conditions

Permittees may reduce their monthly inspections to the inspection frequency identified in Part 4.2.4.4.4 if the operator has suspended construction activities due to frozen conditions as defined in Part 7.0. Monthly inspections shall immediately resume with any thawing conditions as defined in Part 7.0. The Permittee is required to conduct site inspections based upon actual conditions e.g., if thawing conditions occur sooner than expected, the Permittee is required to conduct inspections at the regular frequency.

4.2.4.4.2.3. Arid Locations

Permittees may reduce their monthly inspections to the inspection frequency identified in Part 4.2.4.4.4 if the site is located within an arid location as defined in Part 7.0, and within the seasonally dry period as defined in Part 7.0. Monthly inspections shall immediately resume with any rain event even if the seasonally dry period has not ended.

4.2.4.4.3. Priority Inspections

The Permittee shall conduct inspections of priority construction sites, as defined in Part 7.0, at least every month. These inspections shall be conducted by a qualified person, as defined in Part 7.0, using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits

4.2.4.4.4 Other Inspections

The Permittee shall conduct inspections at qualifying construction sites, as defined in Part 7.0, at a minimum, of all phases of construction, as required by Part 4.2.4.4.5, including:

1) *one inspection prior to land disturbance;*
2) *one inspection each year during active construction;*
3) *one inspection following active construction; and*
4) *inspections to investigate any verified complaint.*

These inspections shall be conducted by a qualified person, as defined in Part 7.0, using the Construction Oversight Inspection Forms found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipalseparate-storm-sewer-system-ms4s-permits-updes-permits.

See sub-section Process in SOP 3.1 Inspections of Permitted Construction Sites. Section 4.2.4.4.2. Inspections shall be scheduled and tracked in the Annual Task Calendar in Appendix B as outlined in Section 4.2.4.4.2.

Biweekly Inspections of Construction Sites. Inspections by the MS4 of priority construction sites, as defined in Part 7.0., must be conducted at least biweekly (every two weeks) using the Construction Stormwater Inspection Form (Checklist) found on the Division's website at https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4s-permits-updes-permits. The SWPPP Inspector inspects sites with priority designations (as determined during the SWPPP review) at least bi-weekly using the Construction Oversight Inspection Form (Appendix E).

4.2.4.4.5. Electronic Oversight Inspections

The Permittee shall utilize an electronic site inspection to conduct MS4 oversight inspections at construction sites. The oversight inspection shall meet the requirements of Part 4.2.4. The Permittee

may complete an on-site inspection if the Permittee has a documented reason for justifying an on-site oversight inspection. Circumstances that may be considered documented reasons include, but are not limited to, inadequate characterization in electronic site inspections of site conditions or portions of a site; verified complaints; contractor has opted-out; or any other evidence of noncompliance with Permit conditions that warrants an on-site inspection. The Permittee shall provide 48-hours advance notice of on-site inspection unless there is an imminent threat of a discharge. The Permittee may resolve documented reasons for inspection under this paragraph electronically in lieu of onsite inspection.

SOP 3.1 Inspections of Permitted Construction Sites Construction in the Payson City Standard Operating Procedures Manual in Appendix D allows for the utilization of electronic site inspections. It also details how permittees may justify on-site inspections. An operator may decline electronic inspections by submitting the Electronic Inspection Opt-Out Form (Appendix E).

4.2.4.4.6. Inspection Follow-up

Based on site inspection findings, the Permittee shall take all necessary follow-up actions, e.g., re-inspection, enforcement, to ensure compliance in accordance with the Permittee's enforcement strategy. These follow-up and enforcement actions shall be tracked and documented.

Sites that meet the requirements set out in this document will be inspected monthly or twice a month if deemed a priority site.

The MS4 Coordinator will take all necessary follow-up actions (re-inspection, enforcement) to ensure compliance in accordance with City code, ordinances and SOPs. All inspections will be documented and tracked to ensure compliance with the required inspection frequency, primarily in The City's online inspection tracking software. Any deficiencies or violations identified during inspections will be recorded, including required corrective actions and timelines. Follow-up inspections will be conducted as necessary to verify that corrective actions have been completed. Unresolved violations will be escalated in accordance with the City's Enforcement SOP (see SOP 3.2 Enforcement for MS4 Construction Site in the Payson City Standard Operating Procedures Manual in Appendix D). Inspection records, enforcement actions, and follow-up activities will be maintained as part of the SWMP documentation system.

4.2.4.5. Training

Permittees shall provide training to all staff and MS4 contractors whose primary job duties are related to implementing the construction storm water program as follows:

4.2.4.5.1. Frequency

Permittees shall ensure that new hires/MS4 contractors are trained within 60 days of hire/contract date and annually thereafter, at a minimum. Followup training shall be provided as needed to address changes in procedures, methods, or staffing.

All new hires shall receive this training within 60 days of hire date and annually thereafter, as indicated in Section 4.2.1.4. MS4 Coordinator shall verify this per task mentioned in Section 4.2.3.6.3.

4.2.4.5.2. Topics

The training shall, at a minimum, include topics relating to the construction storm water program including:

1) *permitting;*
2) *plan review;*
3) *construction site inspections; and*
4) *enforcement of construction projects.*

Training shall focus on the topics most relevant to the employee's position to ensure protection of water quality.

All staff doing SWPPP inspections will be trained within 60 days of hire. In addition, internal training for public works, review and inspection staff will be conducted annually with IDDE Training. MS4 Coordinator shall verify this per task mentioned in Section 4.2.3.6.3.

These trainings are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement included in the Annual Payson City Employee MS4 Training included in the Annual Task Calendar as outlined in Section 4.2.1.4. The training will be conducted by the Stormwater Division personnel or a third party. Third party training events for inspectors and plan reviewer will be conducted through the Utah County Storm Water Coalition.

4.2.4.5.3. Records

Permittees shall keep and maintain annual and new hire training records that include dates, activities or course descriptions, and names and positions of staff in attendance.

Documentation for the annual and new hire training shall be completed on the Training Tracking Form and shall include dates, activities or course descriptions and names and positions of staff in attendance.

4.2.4.6 Record Retention

Permittees shall maintain records of all qualifying construction sites, as defined in Part 7.0. The Permittee shall keep records which include, but are not limited to, site plan reviews, SWPPP review, oversight inspections, and enforcement actions including any verbal warnings, stop work orders, warning letters, notices of violation, and any other enforcement conducted. The Permittee shall be able to demonstrate that each construction site's SWPPP is complete and in compliance with state regulations. The Permittee shall keep records of these projects for five years or until construction is completed, whichever is longer.

Records will be kept for projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. The records will include site plan reviews, SWPPPs, inspections and enforcement actions.

Procedures for record keeping for qualifying construction sites, as defined in Part 7.0, will be conducted according to Chapter 2, Pre-Construction Activities and Chapter 3 Construction Site Runoff Controls in the Payson City Standard Operating Procedures Manual in Appendix D. These will mostly be tracked in The City's online inspection tracking software..

4.2.5. Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water Management)

Permittees shall revise, as necessary, implement, and enforce a program to address postconstruction storm water runoff to the MS4 from private and public new development and redevelopment of qualifying construction sites as defined in Part 7.0, meeting the requirements of Part 4.2.5 ("New Development/Redevelopment program"). The water quality considerations of this minimum control measure do not replace or substitute water quantity or flood management requirements implemented on the local level for new development or redevelopment sites. The Permittee may incorporate water quality controls into the design of structures intended for flow control; or the Permittee may use separate control measures to achieve water quality controls. The New Development/Redevelopment program shall apply to private and public development sites.The minimum performance measures are:

4.2.5.1. Post-Construction Controls

The Permittee's New Development/Redevelopment program shall have requirements or standards to ensure that any storm water controls or management practices for new development and redevelopment will prevent or minimize impacts to water quality. Storm water controls shall be selected to address pollutants known to be discharged, or have potential to be discharged, from the site.

The Stormwater Division has updated the Stormwater Regulations to address stormwater controls at new development and redevelopment sites with post-construction considerations. These updates can be found in the Payson City Development Guidelines as well as Payson City Ordinance Title 5 Stormwater.

Payson City requires the retention of the full volume of the 100-yr 24-hr storm event for the majority of developments. The stormwater may be infiltrated, evaporated, or harvested and reused. The requirements for determining the volume of the storm event are found in the Payson City Development Guidelines. For developments that have access to an outfall location, the discharge is regulated to pre-development rates or 0.2 cfs/ac, whichever is less. The development must detain the volume of the 100-yr 24-hr storm event that exceeds this discharge requirement. The retention requirement applies to development and redevelopment projects within the City.

The Payson City Development Guidelines provide more detailed requirements for the retention standard set by section 4.2.5.1.2 of the MS4 permit. These requirements are for any new or redeveloped projects that are disturbing greater than or equal to one acre or are part of a larger common plan of development. Post construction controls, such as trash guards with debris skirts in all inlet and cleanout boxes (Payson City Standard Plans SD-01 through SD-03), are required on all projects to help minimize impacts to water quality. Designs for long-term BMPs and their installation, operation, and maintenance standards can be found in Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F.

All new development and redevelopment that disturb greater than or equal to one acre, including projects less than an acre that are part of a larger common plan of development or sale will be required to review their project for Low Impact Development (LID). The Stormwater Division has adopted Low Impact Development (LID) BMPs and required LID evaluation in the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F and the Payson City Development Guidelines. If LID practices are proposed to be used on a site, the Stormwater Division will review and evaluate the proposal to make sure it will perform adequately in the soil and terrain conditions for the particular site before approval. A Private Utility Maintenance Agreement will be required from all privately owned and operated systems.

The requirements and standards are to ensure that any storm water controls or management practices for development and redevelopment projects will prevent or minimize impacts to water quality. BMPs and development requirements are listed in the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F.

4.2.5.1.1. Non-Structural Controls

The Permittee's New Development/Redevelopment program shall include non-structural BMPs. The Permittee shall consider nonstructural BMPs including requirements and standards to:

1) *minimize development in areas susceptible to erosion and sediment loss;*
2) *minimize the disturbance of native soils and vegetation;*
3) *preserve areas that provide important water quality benefits;*
4) *implement measures for flood control; and*
5) *protect the integrity of natural resources and sensitive areas.*

The Permittee's new development/redevelopment program should include non-structural BMPs. The Permittee should consider non-structural BMPs, including requirements and standards to minimize

development in areas susceptible to erosion and sediment loss; minimize the disturbance of native soils and vegetation; preserve areas that provide important water quality benefits; implement measures for flood control; and protect the integrity of natural resources and sensitive areas. Non-Structural BMPs are considered in Payson's SWPPP design checklist that is used to review each new development/redevelopment. It is also stated in Payson's Development Guidelines that non-structural BMPs should be considered in the development process. Non-structural BMPs shall include the following: Requirements for the SWPPP plan to delineate areas to be protected (limits of disturbance) including areas susceptible to erosion, areas that provide important water quality benefits, and areas with sensitive natural resources. Minimize the disturbance of native soils and vegetation Implement measures for flood control

Additional requirements will be investigated as part of the review in Section 4.2.5.1 and will consider to:

- Minimize development in areas susceptible to erosion and sediment loss
- Minimize disturbance of native soils and vegetation
- Preserve areas that provide important water quality benefits
- Implement measures for flood control
- Protect the integrity of natural resources and sensitive areas

These will be included in SOPs 2.1 Pre-Construction SWPPP Meeting and 2.3 SWPPP Review in the Payson City Standard Operating Procedures Manual in Appendix D.

4.2.5.1.2. Retention Requirement

Permittees shall develop and define a specific hydrologic method(s) for calculating runoff volumes and flow rates to ensure consistent sizing of structural storm water controls in their jurisdiction and to facilitate plan review.

Permittees shall require the following conditions for new development and redevelopment projects of qualifying construction sites, as defined in Part 7.0:

***New development projects** shall manage rainfall on-site and prevent the off-site discharge of the precipitation from all rainfall events less than or equal to the 80th percentile rainfall event, as defined in Part 7.0, or a predevelopment hydrologic condition, whichever is less.*

***Redevelopment projects** shall provide a site-specific and project-specific plan aimed at net gain to onsite retention or a reduction to impervious surface to provide similar water quality benefits. If a redevelopment project increases the impervious surface by greater than 10%, the project shall manage rainfall on-site and prevent the off-site discharge of the net increase in the volume associated with the precipitation from all rainfall events less than or equal to the 80th percentile rainfall event as defined in Part 7.0.*

The City has developed and adopted the Payson City Public Works Dept. Development Guidelines to establish hydrologic methods, design criteria, runoff calculations, retention requirements, and BMP selection standards for development and redevelopment projects within the City. This document also establishes requirements for managing runoff volumes and flow rates, including retention of the 100-yr 24-hr storm event.

4.2.5.1.3. LID Approach

The Permittee's New Development/Redevelopment program shall include a process which requires the evaluation of a LID approach for all projects of qualifying construction sites, as defined in Part 7.0, subject to the requirements in Part 4.2.5.1.2. A LID approach promotes the implementation of storm water controls that allow storm water to infiltrate, have evapotranspiration or harvest and reuse storm water on site to reduce runoff from the site and protect water quality.

Guidance for implementing LID controls which are appropriate for use in the State of Utah can be found in A Guide to Low Impact Development within Utah ("the LID Guide"), available on the Division's MS4 website: https://deq.utah.gov/waterquality/municipal-separate-storm-sewer-system-ms4s-permits-updes-permits. The Permittee shall allow for use of a minimum of five LID practices from the list in Appendix C of the LID Guide. If the Permittee has not adopted specific LID practices from Appendix C of the LID Guide, any LID approach that meets Part 4.2.5.1.2 and is feasible may be used to meet this requirement.

The Stormwater Division has adopted Low Impact Development (LID) BMPs and required LID evaluation in the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F. This manual encourages the implementation of structural BMPs, where practicable, that infiltrate, evapotranspire, or harvest and use storm water from the site to protect water quality. Structural controls may include green infrastructure practices such as rainwater harvesting and vegetated swales. The selection design of post-construction controls will take into consideration clogging or obstruction issues, freeze-thaw problems, effect on slope stability and groundwater, and the ability to effectively maintain the control.

If LID practices are proposed to be used on a site, the Stormwater Division will review and evaluate the proposal to make sure it will perform adequately in the soil and terrain conditions for the particular site before approval. Meetings and actions taken to advance LID will be documented as part of Section 4.2.4.3.

4.2.5.1.4. Feasibility

The Permittee's New Development/Redevelopment program shall include a process to evaluate a site's feasibility to implement LID controls. If the Permittee determines that it is infeasible for a site to meet retention standards described in Part 4.2.5.1.2, the Permittee shall document a rationale for the use of alternative design criteria including storm water controls that provide water quality benefits of LID controls to the MEP. The Permittee shall document and quantify that infiltration, evapotranspiration, and rainwater harvesting have been used to the MEP and that full employment of these controls are infeasible due to constraints. LID infeasibility may be due to one or more of the following conditions: high ground water, drinking water source protection areas, soil conditions, slopes, accessibility, excessive costs, or any other justifiable constraint. Guidance for assessing and documenting site conditions can be found in the LID Guide in Appendix B "Storm Water Quality Report Template" located on the Division's MS4 website. A Word version can also be found on the Division's MS4 website: https://deq.utah.gov/water-quality/municipal-separate-storm-sewersystem-ms4s-permits-updes-permits.

LID feasibility assessment is addressed in the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F. Developer engineers are referred to these documents in the Pre-Application Meeting.

4.2.5.2. Regulatory Mechanism

Permittees shall develop, adopt, and implement an ordinance or other regulatory mechanism that requires long-term post-construction storm water controls at new development and redevelopment sites that are qualifying construction sites, as defined in Part 7.0. The regulatory mechanism shall require storm water control selection, design, installation, operation, and maintenance standards as necessary to protect water quality and reduce the discharge of pollutants to the MS4. The regulatory mechanism shall include enforcement provisions. The regulatory mechanism shall also include:

The City has updated Payson City Ordinance Title 5 Stormwater that will require long-term postconstruction storm water controls at new development and redevelopment sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development. Enforcement for post-construction storm water management will follow the same

procedures that are set up in Payson City's Code Title 5.36. The City SOP for escalating enforcement can be found in the SOP manual located in Appendix D of this document. Documentation for the requirements for long-term storm water management can be found in Payson City Development Guidelines. Permanent structural BMPs will be inspected once during installation by a qualified personal or City Engineering Inspectors. A qualified inspector will also verify that long-term BMPs were constructed as designed. Inspections and maintenance will be conducted as needed, by the owner/operator as specified in the maintenance agreement with the City. MS4 inspections will be performed once every two years for City-owned storm water controls/BMPs and every five years for privately owned storm water controls/BMPs, as per the MS4 permit. This is tracked in the Annual Task Calendar as shown in Section 4.2.5.4.2.1. Inspections of privately owned storm water controls are documented on the Privately Owned Storm Water Control Inspection Form described in the Payson City Standard Operating Procedures Manual in Appendix D.

See Chapter 4, Post Construction Stormwater Controls, of the Payson City Standard Operating Procedures Manual in Appendix D and Payson City Code Title 5.36.

4.2.5.2.1. Enforcement Authority

Permittees shall have enforcement provisions in the regulatory mechanism which include specific processes and sanctions to minimize the occurrences of violations and obtain compliance from chronic and recalcitrant violators. These processes and sanctions shall include appropriate, escalating enforcement procedures and actions, including an appeals process. Permittees shall develop a written enforcement strategy and implement the enforcement provisions of the regulatory mechanism.

The enforcement options are detailed in SOP 3.2 Enforcement for MS4 Construction Site in the Payson City Standard Operating Procedures Manual in Appendix D.

Each BMP is reviewed and approved by the Engineering and Stormwater Divisions during the permitting process. During this process it will be documented how long-term stormwater BMPs were selected, the pollutant removal expected from the selected BMPs, and the technical basis which supports the performance claims for the selected BMPs. The selection process includes what the intended objective of the BMP was; the targeted pollutants the BMP would help control, how effective this BMP will be, and the requirements for implementing this BMP. This process is recorded by the city and the city GIS database is used to keep an inventory of all new post-construction BMPs. SOPs for the inspection of long-term stormwater controls and enforcement options can be found in Appendix D.

4.2.5.2.2. Access

The regulatory mechanism shall include provisions for post-construction access for Permittees to inspect storm water control measures on private properties that discharge to the MS4 to ensure that adequate maintenance is being performed.

City Code 5.08.060 and 5.28.030 have provisions for the Right of Entry for MS4 Coordinator and City personnel to access permitted sites for the purpose to ensure compliance of any City ordinance/code or resolution violation. The Stormwater Division and Legal Department will continue to update the City Code, as necessary, to effectively track and permit land disturbance activities; any changes to the ordinance will be documented.

4.2.5.2.3. Maintenance Agreements

The regulatory mechanism may require private property owner/operators or qualified third parties to conduct maintenance and provide certification that adequate maintenance has been performed and the structural controls are operating as designed to protect water quality, in lieu of the Permittee. If the Permittee requires a maintenance agreement for maintenance of control measures installed on site, the agreement shall allow:

1) *the Permittee to conduct oversight inspections of the any installed storm water control measures onsite;*
2) *account for transfer of responsibility in leases and/or deeds; and*
3) *allow the Permittee to perform necessary maintenance or corrective actions neglected by the property owner/operator and bill or recoup costs from the property owner/operator as needed.*

If the private Person neglects maintenance on a storm water control, the Permittee shall ensure maintenance per its enforcement program; including, conducting the maintenance and recouping costs, if necessary.

Payson Ordinance 1.32.050.E - Home Service Provider Duty to Cooperate on Record Inspection includes provisions for city personnel to access permitted sites for the purpose of ensuring compliance with any city ordinance or resolution violation.

The Stormwater Division and Legal Department will continue to update the Stormwater Ordinance to effectively track and permit land disturbance activities. The SOP for Private Maintenance Stormwater Control Inspection requires the bi-annual reporting of inspections and maintenance from privately owned and operated stormwater control facilities.

Additionally, it provides the requirement to allow access once every five years for an inspection performed by the City's SWPPP Inspector. The reports and records received from the owner/operator of a private system will be maintained in the City's online inspection tracking software. A Private Utility Maintenance Agreement will be required from all privately owned and operated systems.

See Chapter 4, Post Construction Stormwater Controls, of the Payson City Standard Operating Procedures Manual in Appendix D and Payson City Code Title 5.

4.2.5.2.4. Regulatory Authority Documentation

Permittees shall maintain documentation on how the requirements of the ordinance or other regulatory mechanism will protect water quality and reduce the discharge of pollutants to the MS4. Documentation shall include: 1) how long-term storm water controls were selected; 2) the pollutant removal performance expected from the selected controls; and 3) the technical basis that supports the performance claims for the selected controls.

The City shall document the requirements of the ordinance. SOP 4.12 Post-Construction BMP Inspection and SOP 4.13 Inspection of Privately Owned Storm Water Controls will document pollutant removal performance. The selection of long-term stormwater controls and the technical basis for those controls will also be documented.

4.2.5.3. Plan Review

The Permittee shall:

Post-Construction Controls Standards for Development and Redevelopment Projects Plan Review. The Permittee shall: The Permittee's new development/redevelopment program must have requirements or standards to ensure that any storm water controls or management practices for new development and redevelopment will prevent or minimize impacts to water quality. BMPs must be selected to address pollutants known to be discharged or anticipated to be discharged from the site. BMPs selected address pollutants known to be discharged or anticipated to be discharged from the site.

4.2.5.3.1 Procedures for plan review

Adopt and implement SOPs for site plan review that evaluate potential water quality impacts. The SOPs shall apply through the life of the project from conceptual design to project closeout.

The Stormwater Division has requirements and procedures in place for reviewing the proposed application, emphasizing post-construction BMPs in order to address water quality impacts. These requirements and procedures are found in the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F, and the Payson City Standard Operating Procedures Manual in Appendix D. They require the use of the Utah/EPA SWPPP template and the CGP/CPP SWPPP Compliance Evaluation Form prior to site approval.

4.2.5.3.2 Post Construction Controls

Review post-construction plans for, at a minimum, all new development and redevelopment sites that are qualifying construction sites, as defined in Part 7.0, to ensure that the plans include long-term storm water management measures that meet the requirements of Part 4.2.5.

The City requires the final SWPPP to include how long-term stormwater BMPs were selected, the pollutant removal performance expected from the selected BMPs, and the technical basis supporting the pollutant removal performance claims. The City requires the Utah/EPA SWPPP template and the CGP/CPP SWPPP Compliance Evaluation Form prior to site approval. The City reviews all new development and redevelopment projects that disturb land greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. During each review, the City engineers determine if the project meets water quality standards set by the City, and that any long term storm water management measures are met.

The City shall review post-construction stormwater management plans for all new development and redevelopment projects that disturb one acre or more, including projects less than one acre that are part of a larger common plan of development or sale that collectively disturbs one acre or more.

As part of the plan review process, the City verifies, at a minimum, that:

- Appropriate structural and/or non-structural Best Management Practices (BMPs) are included to address stormwater quality and quantity
- BMPs are properly sized, located, and designed based on site conditions and expected runoff
- Long-term operation and maintenance (O&M) requirements are identified and documented
- Stormwater controls are designed in accordance with applicable standards in Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F, and City ordinances.
- The proposed controls are expected to provide effective pollutant removal and long-term performance

The City may require revisions to submitted plans if stormwater controls are determined to be inadequate to meet water quality objectives or permit requirements. Approval of development plans is contingent upon incorporation of acceptable post-construction stormwater management measures. All plan review comments, approvals, and supporting documentation are maintained as part of the City's stormwater program records.

These requirements and procedures are found in the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F, and the Payson City Standard Operating Procedures Manual in Appendix D. They require the use of the Utah/EPA SWPPP template and the CGP/CPP SWPPP Compliance Evaluation Form prior to site approval.

4.2.5.4. Inspections

The Permittee shall adopt and implement SOPs for site inspection and enforcement of post-construction storm water control measures to ensure adequate ongoing long-term operation and

maintenance of approved storm water control measures. These SOPs shall, at a minimum, include procedures for inspection, follow up, and documentation according to the requirements below:

4.2.5.4.1. Control Verification Inspection

Permittees shall inspect, using a person who has been appropriately trained, as identified in Part 4.2.5.6, permanent structural storm water controls at least once during installation. Upon completion of the control, the Permittee shall verify that long-term storm water controls were constructed as designed. The Permittee shall document these inspections.

The Stormwater Division will inspect and document structural BMPs at least once during installation by the Public Works Engineering Division Inspectors and/or Storm Water Inspector during routine construction inspections as part of previously mentioned SOP 3.1 Inspections of Permitted Construction Sites and Section 4.2.4.4.

4.2.5.4.2. Maintenance Inspections

Permittees, or, if applicable, the property owner/operator, shall conduct inspections and any necessary maintenance at least every other year, or as necessary, to maintain functionality of the control. On sites where the property owner/operator is conducting maintenance, the Permittee shall inspect those storm water control measures and associated owner/operator inspection documentation at least once every five years, or more frequently, as determined by the Permittee, to verify and ensure that adequate maintenance is being performed. Permittees, or the property owner/operator, shall document these inspections in an inspection report.

4.2.5.4.2.1. Inspection Report

The inspection report shall include the following:

1) *inspection date;*
2) *name and signature of inspector;*
3) *project location;*
4) *current ownership information;*
5) *a description of the condition of the storm water control measure including the condition of: vegetation and soils; inlet and outlet channels and structures; catch basins; spillways; weirs, and other control structures; and sediment and debris accumulation in storage as well as in and around inlet and outlet structures; and*
6) *specific maintenance issues or violations found that need to be corrected by the property owner/operator along with deadlines and re-inspection dates.*

The Stormwater Division will inspect and maintain structural BMPs and controls owned or operated by the City every other year using the standard post-construction inspection SOPs developed for Sections 4.2.5.2 and 4.2.6.5.2. Also refer to Section 4.2.6.5.2 for storm water infrastructure inspection and cleaning. Facilities that are owned/operated by a private entity will also be inspected and maintained by the owner/operator as specified in the maintenance agreement with the City. The Storm Water Inspector will inspect and document storm water controls at least once every five years, or as specified in the maintenance agreement.

Start Date	Due Date	Frequency	Task	Responsible Party
15-May	15-Jun	Every 2 years (2026, 2028, 2030, 2032, 2034, 2036)	Perform inspection and cleaning of all City-owned storm water controls/BMPs according to SOP 4.12 Inspection of Post-Construction BMPs and distribute public education materials (see Section 3.3.1.2)	Storm Water Inspector

15-Jun	15-Jul	Every 5 years (2027, 2032, 2037)	Perform inspection of all privately owned storm water controls/BMPs according to their LTSWMP and SOP 4.13 Inspection of Privately Owned Storm Water Controls and distribute public education materials (see Section 3.3.1.2)	Storm Water Inspector

4.2.5.5 Inventory

Permittees shall maintain an inventory of all post-construction structural storm water control measures installed and implemented at new development and redevelopment sites that are qualifying construction sites, as defined in Part 7.0. This inventory shall include both public and private sector sites located within the Permittee's service area that were developed since the Permittee obtained coverage by this Permit, or the date that post-construction requirements came into effect, whichever is later.

The City keeps an inventory and map of known post-construction storm water structures. Inventory includes both private and public sites within the City. As information for sites change, the inventory will be updated. Training for plan review, maintenance inspections, and enforcement will be conducted, at least annually, see Section 4.2.1.4 and SOP 4.14 Long-Term Storm Water Control and LTSWMP Inventory in Appendix D.

The Long-Term Storm Water Control Inventory will be updated every 6 months. These controls will be included in the Storm Water System Map by identification number.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jan, 1-Jul	31-Jan, 31-Jul	Semi -Annually	Update the Long-Term Storm Water Control Inventory and add/edit each control to the Storm Water System Map by PCC number per SOP 4.14 Long-Term Storm Water Control and LTSWMP Inventory	Stormwater Division and Mapping Division

4.2.5.5.1 Details of Inventory

Each entry to the inventory shall include:

1) *basic information on each project, such as project's name, owner's name and contact information, location, installation date, etc.;*
2) *short description of each storm water control measure (type, number, design or performance specifications);*
3) *short description of maintenance requirements (frequency of required maintenance and inspections); and*
4) *inspection information (date, findings, follow up activities, prioritization of follow up activities, compliance status).*

Per SOP 4.14 Long-Term Storm Water Control and LTSWMP Inventory in Appendix D, the Long-Term Storm Water Inventory entry will include basic information such as:

- Project Name and Location
- Owner's name and contact information
- BMP description
- Storm water control measure (type, number, design or performance specifications);
- Maintenance requirements (frequency of inspections and maintenance)
- Installation date

- Inspection history

4.2.5.5.2 Update Inventory

Based on inspections conducted pursuant to Part 4.2.5.4, the Permittee shall update the inventory when changes occur in property ownership, or in the specific control measures implemented at the site.

Per SOP 4.14 Long-Term Storm Water Control and LTSWMP Inventory in Appendix D and based on inspections conducted, the departments and divisions involved will update the inventory as needed when changes occur in property ownership or changes to the control structural post-construction BMPs. This will be scheduled in the Annual Task Calendar found in Appendix B according to Section 4.2.5.4.2.1.

4.2.5.6. Training

Permittees shall provide training to all staff and MS4 contractors, including MS4 inspectors, engineers, development and plan review staff, land use planners, and other pertinent parties, whose primary job duties are related to implementing the postconstruction storm water management program as follows:

4.2.5.6.1. Frequency

Permittees shall ensure that new hires and MS4 contractors are trained within 60 days of hire/contract date, and annually thereafter, at a minimum. Follow-up training shall be provided, as needed, to address changes in procedures, methods, or staffing.

4.2.5.6.2. Topics

The training shall, at a minimum, include topics relating to the postconstruction storm water program including procedures for:

1) *fundamentals of long-term storm water management;*
2) *plan review;*
3) *inspections;*
4) *enforcement;*
5) *LID and green infrastructure practices; and*
6) *the specific requirements for postconstruction control and the associated storm water controls identified in the SWMP.*

Training shall focus on the topics most relevant to the employee's position to ensure protection of water quality.

All staff involved in post-construction storm water management, planning, review, inspections, and enforcement are given training on Low Impact Development (LID) practices, green infrastructure practices, and specific requirements for postconstruction control and associated Best Management Practices (BMPs). The Stormwater Division provides this training once per year. Training will include reviewing City Ordinances and Storm Water Drainage Plans.

4.2.5.6.3. Records

Permittees shall keep and maintain annual and new hire training records that include dates, activities or course descriptions, and names and positions of staff in attendance.

Documentation for the annual and new hire training shall be completed on the Training Tracking Form and shall include dates, activities or course descriptions and names and positions of staff in attendance.

4.2.6. Pollution Prevention and Good Housekeeping for Municipal Operations

Permittees shall implement a program for Permittee-owned or operated facilities, operations and structural storm water controls that includes SOPs, pollution prevention BMPs, SWPPPs or a similar type of document, and a training component that have the ultimate goal of preventing or reducing the runoff of pollutants to the MS4 and waters of the state ("Pollution Prevention and Good Housekeeping program"). The Permittee shall include all components of the Pollution Prevention and Good Housekeeping program in the SWMP and shall identify the department responsible for performing each activity described in this section. The Permittee shall develop an inventory of all such Permittee-owned or operated facilities. The Permittee shall review this inventory annually and update as necessary. The minimum performance measures are:

This measure is intended to ensure a reduction in the amount and type of storm water pollutants by establishing routine activities in the operation and maintenance of municipal operations that affect storm water runoff. Setting particular guidelines for source controls and materials management is an important component to storm water quality management. The Program includes:

- Operation and Maintenance Program Description/Establishing SOPs
- Facilities Inventory
- High Priority Facilities and Activities
- Inspection of Facilities
- Personnel Training

The Pollution Prevention and Good Housekeeping Program of this SWMP addresses routine activities in the operation and maintenance of City-owned facilities, drainage systems, roadways, parks and open spaces, and other municipal operations to reduce pollutants entering the storm drain system. Various City Departments and Divisions will prepare an operations and maintenance manual for the City-owned facilities and City activities with standard operating procedures for the maintenance and proper operation of structural storm water controls along with a training component that has the ultimate goal of preventing or reducing pollutant runoff from the City-owned facilities and operations. All of the components of the O&M program will be included in this document. It will identify the department and the staff responsible for performing each activity described in this section.

The SOPs for Good Housekeeping are found in Chapter 1, Good Housekeeping, of the Payson City Standard Operating Procedures Manual in Appendix D.

4.2.6.1. Inventory

Permittees shall develop and keep current a written inventory of all the following potential "high priority" facilities that are owned or operated by the Permittee and all the associated storm water controls, at a minimum. The Director may add additional facilities to the list, as needed. The inventory shall include, but is not limited to, the following facilities:

1) *composting facilities;*
2) *equipment storage and maintenance facilities;*
3) *fuel farms;*
4) *hazardous waste disposal facilities;*
5) *hazardous waste handling and transfer facilities;*
6) *incinerators;*
7) *landfills;*
8) *landscape maintenance on municipal property;*
9) *materials storage yards;*
10) *pesticide storage facilities;*
11) *public buildings, including libraries, police stations, fire stations, municipal buildings, restrooms, and similar Permittee owned or operated buildings;*
12) *public parking lots;*

13) public golf course maintenance facilities;
14) public swimming pool maintenance facilities;
15) public works yards;
16) public marinas or boat launches;
17) recycling facilities;
18) salt storage facilities and de-icing storage facilities;
19) solid waste handling and transfer facilities;
20) street repair and maintenance facilities and/or shed sites;
21) vehicle storage and maintenance yards;
22) airports;
23) animal control facilities;
24) vehicle salvage yards;
25) chemical storage facilities; and
26) transportation hubs, including bus stations.

A detailed list of all City-owned or operated facilities is provided in the table below. The list of owned and operated facilities will be updated as needed. The determination for "High Priority" facilities is described in Section 4.2.6.3.

This list will be reviewed annually and updated as necessary. The care and maintenance of each facility will be assigned to a specific department or division for its care and maintenance. The list includes the facilities listed above.

Facilities covered under the General UPDES Permit for Storm Water Discharges Associated with Industrial Activities will generally be tracked through that program instead of the MS4 program.

Inventory of City Owned Facilities

Building / Facility	Address	Purpose
Payson City Civic Building	439 W Utah Ave, Payson, UT 84651	Main City offices and daily operations
Payson Library	66 S Main St, Payson, UT 84651	Public library services
Payson Public Works/Electric	1040 N Main St, Payson, UT 84651	Power generation and department offices
Electric Substation Nebo Switch Yard	1040 N Main St, Payson, UT 84651	Provide power
Electric Substation Paco	745 N 500 E, Payson, UT 84651	Provide power
Electric Substation Downtown	350 E Hwy 198, Payson, UT 84651	Provide power
Electric Substation Industrial	213 S Temkin Way, Payson, UT 84651	Provide power
Electric Substation Race Track	255 E Payson Canyon Rd, Payson, UT 84651	Provide power
Payson Recreation Office	1050 S Main, Payson, UT 84651	Office space in Payson High School
Payson Landfill	6211 W 10400 S, Payson, UT 84651	Solid waste disposal
Payson Waste Water Treatment Plant	1062 N Main St, Payson, UT 84651	Wastewater treatment
Payson Streets and Fleets	1062 N Main St, Payson, UT 84651	Fleet maintenance and street operations
Payson Ambulance Station	350 E Hwy 91, Payson, UT 84651	EMS response facility
Payson Fire Station	100 E 100 S, Payson, UT 84651	Fire response facility
Well #1	200 S Main St, Payson, UT 84651	Drinking water generation
Well #2	205 E Payson Canyon Rd, Payson, UT 84651	Drinking water generation
Well #4	760 S 800 W, Payson, UT 84651	Drinking water generation

Building / Facility	Address	Purpose
Well #5	725 S Main St, Payson, UT 84651	Drinking water generation
Water Tanks	1500 S Canyon Rd, Payson, UT 84651	Drinking water storage
Gladstan Golf Course	1 Gladstan Dr, Payson, UT 84651	Golf course maintenance and operations
Payson Sports Complex	800 S Main St, Payson, UT 84651	Recreation activities and events
Payson Aquatic Center/Skate Park	655 S Main St, Payson, UT 84651	Public aquatic activities and skate recreation
Peteetneet	100 S 500 E, Payson, UT 84651	Public events and historical museum
Memorial Park	200 S Main St, Payson, UT 84651	Public events and recreation
Pioneer Park	100 N Main St, Payson, UT 84651	City displays and signs
McMullin Park	600 W 800 S, Payson, UT 84651	Public events and recreation
Walker War Monument	700 S 100 W, Payson, UT 84651	Historic preservation site
Dry Mountain Park	260 W 1400 S, Payson, UT 84651	Public events and recreation
Hollow Park	800 S 400 E, Payson, UT 84651	Public events and recreation
Payson City Cemetery	805 E 400 N, Payson, UT 84651	Final resting place for loved ones
Temple View Park	1600 S 930 W, Payson, UT 84651	Public events and recreation

Exempt Facilities because UPDES Permits Issued or other factor:

- Payson Wastewater Treatment Plant – Major Municipal Permit No. UT0020427, Biosolids Permit No. UT020427
- NEBO Power Plant – Minor Industrial Permit No. UT0025518

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jul	1-Aug	Annually	Review inventory of City-owned facilities in 4.2.6.1 and identify "high-risk facilities" using the high-risk facility matrix and update the list in 4.2.6.3 & list of exempt facilities	MS4 Coordinator, Mapping Division

4.2.6.2. Possible Pollutants at Inventoried Facilities

Permittees shall assess the written inventory of Permittee-owned or operated facilities, operations, and storm water controls identified in Part 4.2.6.1 and make a list of common pollutants that may originate from these facilities and how to prevent them from entering the storm water system. A description of the assessment process and findings shall be included in the SWMP document.

The Stormwater Division in conjunction with other City Departments and Divisions has assessed the City-owned facilities and operations and made a list of the most common pollutants that originate from the facilities. The pollutants include sediment, nutrients, metals, hydrocarbons, pesticides, trash, and bacteria. The Stormwater Division has developed a matrix to record and prioritize facilities based on their pollution discharge potential. This is documented on the MS4 Facility Pollution Evaluation – Priority Worksheet (Appendix H).

The Stormwater Division has also developed an SOP document (see SOP 1.30 Assessment and Inventory of City Owned and Operated Facilities, Operations and Storm Water Controls in the Payson City Standard Operating Procedures Manual in Appendix D) to outline how the matrix is filled out, who makes the assessment and the criteria used while making the assessment. The pollutants will be controlled using BMPs selected and applied based on the type of activity, the potential pollutant source, and the level of risk to receiving waters, consistent with the adopted Payson City Development

Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F.

4.2.6.3. Identification of "High Priority" Facilities

Based on the assessment required in Part 4.2.6.2, the Permittee shall identify as "high priority" those facilities or operations that have:

1) *pollutants stored at the site;*
2) *improperly stored materials;*
3) *potential pollutant-generating activities performed outside, e.g. changing automotive fluids;*
4) *close proximity to fresh water and water bodies, including but not limited, to streams, canals, rivers, ponds and lakes; or*
5) *potential to discharge pollutant(s) of concern to impaired water(s).*

The Permittee shall include a description of the assessment process and findings in the SWMP.

The City has developed a weighted prioritization matrix to evaluate facilities based on their potential to generate stormwater pollutants, IDDE risk factors, proximity to water bodies, and other relevant criteria, using the MS4 Facility Pollution Evaluation – Priority Worksheet (Appendix H). This matrix is used to identify high-priority facilities owned or operated by the City that warrant increased inspection, monitoring, or outreach. An inventory of these high-priority sites is provided below. The list will be reviewed annually and updated as necessary to reflect changes in facility operations, inspection findings, infrastructure conditions, and evolving risk factors.

Building	Address	Existing Stormwater Controls
Payson Public Works/Electric	1040 N Main St	Area drains piped to sewer plant
Payson Landfill	6211 W 10400 S	On site containment
Payson Streets and Fleets	1062 N Main St	Asphalt lined evapotranspiration area

4.2.6.3.1. Control Measures at "High Priority" Facilities

Permittees shall implement water quality control measures and BMPs at all "high priority" sites designed to target the specific pollutants generated onsite, and/or the pollutants associated with the impaired waters. The Permittee shall monitor the control measures and BMPs regularly to verify that the BMPs are functioning. Control measures, BMPs, and monitoring schedules shall be specified in the Permittee's SWMP.

Control Measures for High Priority facilities shall be addressed within the SWPPP for these facilities, as described in Section 4.2.6.3.2.

4.2.6.3.2. SWPPPs for "High Priority" Facilities

Permittees shall update the SWMP to include a list of "high priority" facilities according to Part 4.2.6.3 and prepare a SWPPP for each "high priority" facility within 180 days from the effective date of this Permit. The Permittee shall implement a SWPPP at each "high priority" facility that outlines measures to prevent pollutants from entering the storm drain system and contains an inspection. The Permittee shall include the following information in each SWPPP:

1) *facility address;*
2) *staff/contact information for the facility;*
3) *property boundaries;*
4) *buildings and impervious surfaces;*

5) *directions of storm water flow using arrows;*
6) *locations of structural control measures;*
7) *facility BMPs (non-structural);*
8) *location and name of the nearest defined drainage(s) which could receive runoff from the facility, whether it contains water or not;*
9) *locations of all storm water conveyances including ditches, pipes, basins, inlets, and swales;*
10) *locations where significant spills or leaks have occurred;*
11) *locations of all visual storm water monitoring points;*
12) *locations of storm water inlets and outfalls, with a unique identification code for each outfall and an approximate outline of the areas draining to each outfall;*
13) *locations of all non-storm water discharges;*
14) *locations of sources of run-on to the site from adjacent properties; and*
15) *locations where on-site activities may be exposed to storm water, including, but not limited to fixed fueling operations; vehicle and equipment maintenance and/or cleaning areas; brine making areas; loading/unloading areas; waste storage or disposal areas; liquid storage tanks; process and equipment operating areas; and materials storage or disposal areas.*

The Stormwater Division, in conjunction with other City Departments and Divisions, has identified and updated the inventory of "high priority" facilities in accordance with Permit Section 4.2.6.3. Section 4.2.6.3 has an annual task to update this list by the end of June.

The City has created a site-specific Storm Water Pollution Prevention Plan (SWPPP) for each high-priority facility. These SWPPPs will include a comprehensive site map detailing facility boundaries, storm water conveyances, structural controls, and specific areas where municipal operations such as fueling, maintenance, and material storage may be exposed to precipitation. Once the high priority list is updated then SWPPP plans for the high priority sites will also be update each year as shown in the annual task below.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Aug	Last Day of the Month	Annually	Review and update SWPPP plans for “High Priority” facilities listed in 4.2.6.3	MS4 Coordinator

4.2.6.4. Inspection of City Owned or Operated Facilities

The following inspections shall be conducted at “high priority” Permittee-owned or operated facilities:

Monthly visual inspections for high priority city facilities will be conducted per task calendar in Section 4.2.6.3. A monthly log will keep track of visual inspections. If there is evidence of spills or other potential pollutants, the pollutant must be immediately cleaned up and a report completed.

City Storm Water Inspectors will conduct semi-annual comprehensive inspections of "high priority" facilities, including all storm water controls. Inspections will be documented and recorded with the City’s online inspection software.

Annual visual inspections during the wet season will be obtained once per year. Because of the work hours and other hindrances, if a rain event occurs during working hours, inspections will be done on the high priority sites to observe the discharge to the storm drain. If problems are observed, it will be documented within the report and a solution to fix the problem will be proposed. Inspection records will be kept with the City’s online inspection software. SOPs for monthly, semi-annually, and discharge inspections will be located in Appendix D of this document.

Start Date	Due Date	Frequency	Task	Responsible Party
1st of the Month	Last Day of the Month	Monthly	Monthly visual inspections of high priority facilities per SWPPP plan	MS4 Coordinator
1-Jan, 1-Jul	30-Jun, 31-Dec	Semi-Annual	Semi-Annual Comprehensive Inspections of high priority facilities per SWPPP plan	MS4 Coordinator
1-Jun	Last Day of the Month	Annually	Annual Visual Assessment of Storm Water Discharges at high-priority facilities per SWPPP plan	MS4 Coordinator
1-Jun	Last Day of the Month	Annually	Update high-priority site list based on updated inventory of City-owned facilities (see Section 4.2.6.1). Update plan to retrofit existing sites that adversely impact water quality	MS4 Coordinator

4.2.6.4.1 Monthly Visual Inspections

Permittees shall perform monthly visual inspections of "high priority" facilities and related storm water outfalls in accordance with the developed SOPs to verify and correct the performance of the BMPs and all other systems designed and placed to eliminate pollutant discharges. The Permittee shall track the monthly inspections in a log for every facility, and shall keep or reference the location of the inspection records within the facility's SWPPP. The inspection log should also include any identified deficiencies and the corrective actions taken to fix the deficiencies.

The City will perform Monthly Visual Inspections per tasks in Section 4.2.6.4. See SOP 1.27 Monthly Visual Inspection of High-Priority Facilities in the Payson City Standard Operating Procedures Manual in Appendix D.

4.2.6.4.2 Semi-Annual Comprehensive Inspections

Permittees shall perform a comprehensive inspection of "high priority" facilities, including all storm water controls, at least twice per year. The semi-annual inspection shall specifically review and correct issues found with: 1) waste storage areas; dumpsters; vehicle and equipment maintenance/fueling areas; material handling areas and similar pollutant-generating areas; 2) previous monthly or annual inspections conducted at the facility; 3) and the facility's SWPPP. The Permittee shall document the semiannual inspections on an inspection report and shall keep or reference the location of the inspection records within the facility's SWPPP. The semi-annual inspection shall be done in accordance with the inspection SOPs. An inspection report shall also include any identified deficiencies and the corrective actions taken to remedy the deficiencies.

The City will perform Semi-Annual Comprehensive Inspections per tasks in Section 4.2.6.4. See SOP 1.28 Semi-Annual Comprehensive Inspection of High-Priority Facilities in the Payson City Standard Operating Procedures Manual in Appendix D.

4.2.6.4.3 Annual Visual Observation of Storm Water Discharges

Permittees shall visually observe the quality of the storm water discharges from the "high priority" facilities at least once per year. The Permittee shall remedy any observed problems, e.g., color, foam, sheen, turbidity, that can be associated with pollutant sources or controls as soon as practicable, but at a minimum, before the next storm event, to prevent discharge to the storm drain system. The Permittee shall document visual observations on an inspection report and shall keep or reference the location of the records of the visual observations within the facility's SWPPP. This inspection shall be

done in accordance with the inspection SOPs. The inspection report shall also include any identified deficiencies and the corrective actions taken to remedy the deficiencies.

The City will perform annual visual inspections per tasks in Section 4.2.6.4. See SOP 1.29 Annual Visual Assessment of Storm Water Outfall Discharges for High-Priority Facilities in the Payson City Standard Operating Procedures Manual in Appendix D.

4.2.6.5 Operations and Maintenance SOPs.

Permittees shall develop and implement SOPs to protect water quality at each of the facilities owned or operated by the Permittee and/or activities conducted by the Permittee including, but not limited to: 1) buildings and facilities; 2) material storage areas; 3) heavy equipment storage areas and maintenance areas; 4) parks and open spaces; 5) vehicle and equipment; 6) roads, highways, and parking lots; and 7) storm water collection and conveyance systems.

See SOPs in Appendix D.

SOPs have been developed and implemented to protect water quality at each of the facilities owned or operated by the Permittee (see SOP Chapter 1 – Good Housekeeping in the Payson City Standard Operating Procedures Manual in Appendix D). SOP documentation will be recorded in Section 4.1.2 of the SWMP.

4.2.6.5.1 Operation and Maintenance Program for City Buildings and Facilities

SOPs shall address the following practices to ensure they are protective of water quality:

1) *use, storage and disposal of chemicals;*
2) *storage of salt, sand, gravel, landscaping materials, asphalt and other materials;*
3) *waste and trash management;*
4) *cleaning, washing, painting and maintenance activities including: cleaning of maintenance equipment, building exteriors, and trash containers;*
5) *sweeping roads and parking lots;*
6) *proper application, storage, and disposal of fertilizer, pesticides, and herbicides and minimizing their use;*
7) *lawn maintenance and landscaping activities including: proper disposal of lawn clipping and vegetation;*
8) *green waste deposited in the street;*
9) *proper disposal of pet wastes;*
10) *vehicle maintenance and repair activities, including use of drip pans and absorbents under or around leaky vehicles and equipment;*
11) *vehicle/equipment storage including storing indoors where feasible;*
12) *vehicle fueling including placing fueling areas under cover in order to minimize exposure, where feasible;*
13) *road and parking lot maintenance, including: pothole repair, pavement marking, sealing, and repaving;*
14) *cold weather operations, including plowing; sanding; application of deicing compounds; and maintenance of snow disposal areas;*
15) *right-of-way maintenance, including mowing; herbicide and pesticide application;*
16) *Permittee-sponsored events such as large outdoor festivals, parades, or street fairs and the clean-up following these events;*
17) *regular inspection, cleaning, and repair of storm water conveyance and structural storm water controls;*
18) *graffiti removal; and*
19) *any activities or operations not listed in this Part that would reasonably be expected to discharge contaminated runoff.*

The following SOPs in Appendix D will be referred to for the mentioned practices:

- SOP 1.1 Alternative Products Use/Storage Disposal
- SOP 1.2 Chemical Application of Pesticides, Herbicides, and Fertilizers
- SOP 1.3 Chemical Handling and Transportation
- SOP 1.4 Chemical Storage and Disposal of Fertilizer and Pesticides
- SOP 1.5 Chemical and Petroleum Disposal
- SOP 1.6 Dumpster Maintenance
- SOP 1.8 Garbage Storage/Scrap Metal/Trash Piles
- SOP 1.9 Oil Water Separator Maintenance
- SOP 1.10 Open Space Management
- SOP 1.11 Parking Lot Maintenance
- SOP 1.12 Green Waste Deposited in Street
- SOP 1.13 Municipally Sponsored Events and Clean Up
- SOP 1.14 Graffiti Removal
- SOP 1.15 Pet Waste
- SOP 1.18 Salt and Sand/Aggregate Storage
- SOP 1.20 Spill Prevention Plan
- SOP 1.21 Spill and Improper Disposal Response & Clean Up
- SOP 1.22 Snow Disposal
- SOP 1.23 Snow Removal and De-icing
- SOP 1.24 Vehicle and Equipment Fueling
- SOP 1.25 Vehicle and Equipment Storage
- SOP 1.26 Vehicle Washing
- SOP 3.3 Chip Seal
- SOP 3.4 Crack Seal
- SOP 3.5 New/Replacement Concrete Work
- SOP 3.6 Overlays and Patching
- SOP 3.7 Pavement/Curb Marking
- SOP 3.8 Painting
- SOP 3.9 Shouldering and Mowing
- SOP 3.10 Slurring Seal
- SOP 3.11 Transporting Equipment
- SOP 3.12 Transporting Dry Excavated Materials and Spoils
- SOP 3.13 Transporting Wet Excavated Materials and Spoils
- SOP 4.1 Catch Basin Cleaning
- SOP 4.2 Disposal of Waste and Wastewater Removed During Cleaning and Maintenance of Storm Water Conveyance System and Street Sweeping
- SOP 4.3 Creek Management
- SOP 4.4 Detention Pond Cleaning
- SOP 4.5 Swale Management
- SOP 4.7 Street Sweeping
- SOP 4.11 Storm Drain System Maintenance
- SOP 4.12 Post-Construction BMP Inspection
- SOP 4.13 Inspection of Privately Owned Storm Water Controls
- SOP 4.15 Review of Flood Management Structural Controls

4.2.6.5.2. MS4 Maintenance SOPs

Permittees shall develop SOPs that include a schedule for Permittee owned road and parking lot sweeping and storm drain system maintenance, including priority areas. The SOPs shall include

regular inspection, cleaning, and repair of catch basins, storm water conveyance pipes, ditches and irrigation canals, culverts, structural storm water controls, and structural runoff treatment and/or flow control facilities. Permittees shall prioritize sweeping and storm sewer system maintenance, with the highest priority areas being maintained at the greatest frequency. Priority areas shall be identified considering the following factors: 1) water quality concerns; 2) most recent assessment the receiving water; 3) the amount and type of material that typically accumulates in an area; or 4) other location-specific factors.

Please refer to the following SOPs in Appendix D:

- SOP 1.30 Assessment and Inventory of City Owned and Operated Facilities, Operations and Storm Water Controls
- SOP 1.31 Identification of High Priority Facilities and Operations
- SOP 4.1 Catch Basin Cleaning
- SOP 4.2 Disposal of Waste and Wastewater Removed During Cleaning and Maintenance of Storm Water Conveyance System and Street Sweeping
- SOP 4.3 Creek Management
- SOP 4.4 Detention Pond Cleaning
- SOP 4.5 Swale Management
- SOP 4.7 Street Sweeping
- SOP 4.11 Storm Drain System Maintenance
- SOP 4.12 Post-Construction BMP Inspection
- SOP 4.13 Inspection of Privately Owned Storm Water Controls
- SOP 4.15 Review of Flood Management Structural Controls

Start Date	Due Date	Frequency	Task	Responsible Party
15-May	15-Jun	Annually	Perform inspection and cleaning of 20% or one-fifth of all City-owned storm water catch basins/cleanout boxes, swales, storm drain pipes, and detention/retention basins according to SOPs 4.1 Catch Basin Cleaning, 4.4 Detention Pond Cleaning, 4.5 Swale Management & 4.11 Storm Drain System Maintenance	Storm Water Inspector
15-Apr	15-Jun	Every 5 years (2027, 2032, 2037)	Perform inspection and cleaning of all public creeks and streams within the city limits according to SOP 4.3 Creek Management	Storm Water Inspector
15-May	15-Jun	Semi-annually	Perform inspection and cleaning of 20% or one-fifth of all City-owned storm water catch basins/cleanout boxes, swales, storm drain pipes, and detention/retention basins in high-priority IDDE areas according to SOPs 4.1 Catch Basin Cleaning, 4.4 Detention Pond Cleaning, 4.5	Storm Water Inspector

			Swale Management & 4.11 Storm Drain System Maintenance	
15-Apr	15-Jun	Twice every 5 years (2027, 2032, 2037)	Perform inspection and cleaning of all public creeks and streams within the city limits in high-priority IDDE areas according to SOP 4.3 Creek Management	Storm Water Inspector
1- Jan	31-Dec	Annually;	City-owned roads, facility parking lots and paved areas shall be swept per SOP 4.7 Street Sweeping.	Stormwater Division; Streets Maintenance Division
1- Jan	31-Dec	Semi-Annually	City-owned roads, facility parking lots and paved areas in high-priority IDDE areas shall be swept per SOP 4.7 Street Sweeping.	Stormwater Division; Streets Maintenance Division

4.2.6.5.3. Waste/Wastewater Disposal

Permittees shall ensure and document proper disposal methods of all waste and wastewater removed during cleaning and maintenance of the storm water conveyance system. These disposal methods apply to, but are not limited to, street sweeping and catch basin cleaning. The materials removed from the MS4 shall be dewatered in a contained area and discharged or disposed of in accordance with federal, state and local laws. Prior to disposal, the materials shall be stored properly to avoid discharge during a storm event. Any other treatment and disposal measures that could impact waters of the state shall be reviewed and approved by the Director.

Street sweeping debris and storm drainage waste and debris are dewatered, and the decanted or dewatered wastewater is discharged to the sanitary sewer system at the Payson Wastewater Treatment facility. Dried solids, sediments, and debris are disposed of at an approved landfill or other permitted solid waste disposal facility (SOP 4.2 in the Payson City Standard Operating Procedures Manual in Appendix D). If hazardous or other material that cannot be disposed of in a normal landfill, said material will be disposed of in accordance to local, state, and federal laws.

The Stormwater Division has also developed SOPs for the proper disposal methods of all waste and wastewater removed during cleaning and maintenance of the storm water conveyance system and City streets and paved areas (see SOP 4.7 Street Sweeping & SOP 4.11 Storm Drain System Maintenance in the Payson City Standard Operating Procedures Manual in Appendix D).

4.2.6.5.4. Vehicle/Equipment Washing

Permittees shall ensure that vehicle, equipment, and other wash waters are not discharged to the MS4 or waters of the state.

Vehicle washing occurs only in designated wash areas (Payson City Streets Facility, Gene Hillman Recreation Complex, or Gladstan Golf Course). Wash areas are connected to the sanitary sewer system or a contained system for proper disposal (SOP 1.26 in the Payson City Standard Operating Procedures Manual in Appendix D).

4.2.6.5.5. Snow Disposal/Melt

Permittees shall minimize discharges to waters of the state that are associated with snow disposal and melt.

Refer to SOP 1.22 Snow Disposal and SOP 1.23 Snow Removal and De-icing in Appendix D for procedures and actions regarding snow disposal and melt.

4.2.6.5.6. Spill Prevention Plan

Permittees shall develop a spill prevention plan in coordination with the local fire department.

See SOP 1.20 Spill Prevention Plan. Training for IDDE and spill prevention is conducted yearly with the fire department.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Apr	30-Apr	Annually	Conduct fire department annual spill prevention training for IDDE. Document Attendees in the Forms and Tools Library in Appendix E	Fire Department/MS4 Coordinator

4.2.6.6. Floor Drain Inventory

Permittees shall maintain an inventory of all floor drains inside all Permittee-owned or operated buildings. Permittees shall ensure that all floor drains discharge to appropriate locations. The inventory shall be updated as necessary to ensure accuracy.

An inventory of all floor drains located in permittee-owned or operated buildings is maintained and kept current. The inventory is maintained on the Floor Drain Inventory in the Forms and Tools Library in Appendix E.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Apr	30-Apr	Annually	Review and update the inventory of all floor drains inside all City-owned or operated facilities.	MS4 Coordinator

4.2.6.7. Outside Contracting

Permittees are responsible for ensuring, through contractually required documentation and/or periodic site visits, that contractors performing operation and maintenance activities for the Permittee are using appropriate storm water controls and following the SOPs, storm water control measures, and good housekeeping practices of the Permittee.

The City will perform maintenance on their own systems.

4.2.6.8. Flood Management Controls Assessment

Permittees shall develop and implement a process to assess the water quality impacts and the design of all new flood management structural controls that are owned or operated by the Permittee or that discharge to the Permittee. This process shall include consideration of controls that can be used to minimize the impacts to site water quality and hydrology while still meeting project objectives. Permittee shall include a description of this process in the SWMP.

In the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F, the City has established a formal review process to assess the water quality impacts and design of all new flood management structural controls associated with the City or that discharge to the MS4. This process ensures that potential impacts to receiving waters and site hydrology are evaluated and that appropriate controls are incorporated to minimize pollutant discharges while meeting project objectives.

As part of project submittal, the developer or project engineer must provide design plans, hydrologic calculations, identification of receiving waters, and documentation demonstrating consistency with the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F. For proprietary or manufactured treatment devices, technical literature and documented pollutant removal performance must also be submitted.

The Stormwater Division evaluates each proposed flood management structural control to determine:

- Potential impacts to water quality and receiving water
- Changes to runoff volume, peak flow rate, and duration
- Potential increases in pollutant loading, including sediment and nutrients
- Consistency with post-construction stormwater requirements
- Whether appropriate structural and/or non-structural BMPs have been incorporated

Control selection is based on established design standards within the Payson City Development Guidelines and the Payson City Storm Water Pollution Prevention Design and LID BMP Manual in Appendix F and is evaluated using the following rationale:

- Expected pollutant removal effectiveness
- Ability to minimize alterations to site hydrology to the maximum extent practicable
- Site-specific conditions such as soil type, slope, and groundwater depth
- Long-term operation and maintenance feasibility
- Compatibility with overall flood management objectives

Where proposed controls are determined to be insufficient to adequately address water quality or hydrologic impacts, the City may require design revisions, additional pre-treatment measures, or alternative BMPs prior to approval. Approval of flood management structural controls is documented through the City's development review process, confirming that water quality considerations have been evaluated and appropriate controls incorporated.

4.2.6.8.1 Existing Flood Management

Permittees shall assess existing flood management structural controls to determine whether changes or additions are necessary to improve water quality. A description of this process and any changes or additions made shall be included in the SWMP.

The City has assessed existing flood management facilities and have made modifications to reduce the following:

- Sediment and debris removal from debris basins and conveyances
- Erosion stabilization and rehabilitation of channels, embankments, and disturbed areas

Improvements include:

- Improvements to outlet structures, spillways, and outlet protection features
- Vegetative stabilization and revegetation efforts
- Improvements to maintenance access and long-term maintenance activities
- Installation or replacement of trash racks, sediment controls, or pretreatment features, where feasible

The Stormwater Division will review flood management structural controls annually and update the GIS inventory, maintenance records, and recommended improvements as necessary. Any identified deficiencies, maintenance needs, or potential water quality improvement projects will be documented and tracked as part of the SWMP implementation process.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Apr	30-Apr	Annually	Review mapped flood management structural controls and debris basins to evaluate maintenance needs, structural updates, potential water quality improvements, and update GIS inventory as necessary.	MS4 Coordinator

4.2.6.9. Retrofit Plan

Permittees shall develop a plan to retrofit existing developed sites that the Permittee owns or operates that are adversely impacting water quality. The retrofit plan shall be developed to emphasize controls that infiltrate, have evapotranspiration, or harvest and use, storm water discharges. The retrofit plan shall include a ranking of retrofit sites based on the following criteria:

1) *proximity to a waterbody;*
2) *current assessment of the waterbody with the goal to improve impaired waterbodies and protect unimpaired waterbodies;*
3) *hydrologic condition of the receiving waterbody;*
4) *proximity to a sensitive ecosystem or protected area; and*
5) *any sites that could be further enhanced by retrofitting storm water controls.*

As part the overall storm drain master plan for the City there are plans in place to update or retrofit sites that negatively impact water quality.

The City will note on high priority site SWPPPs retrofits that will mitigate adverse impacts to water quality and plan each year to perform these retrofits as budget permits. This will be scheduled in the Annual Task Calendar according to Section 4.2.6.3.

4.2.6.10. Training

The Permittee shall require that all employees, MS4 contractors, and other responsible entities that have job functions that may impact storm water quality receive training as follows:

4.2.6.10.1. Frequency

Permittees shall ensure that new hires and MS4 contractors are trained within 60 days of hire/contract date and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods, or staffing.

All new hires shall receive this training within 60 days of hire date and annually thereafter, as indicated in Section 4.2.1.4. MS4 Coordinator shall verify this per task mentioned in Section 4.2.3.6.3.

4.2.6.10.2. Topics

The training shall, at a minimum, include topics relating the Permittee's Pollution Prevention and Good-Housekeeping program including:

1) *the importance of protecting water quality;*
2) *the requirements of Part 4.2.6;*
3) *inspection and follow-up procedures;*
4) *ways to prevent or minimize impacts to water quality by how they perform their job activities;*
5) *SOPs for operation and maintenance activities;*
6) *SWPPPs for the "high priority" facilities; and*

7) *the Permittee's prohibition against illicit discharges and improper disposal of waste including the Permittee's procedures for reporting water quality concerns and potential illicit discharges.*

Training shall focus on the topics most relevant to the employee's position to ensure protection of water quality.

As part of the Annual Payson City Employee MS4 Training with the City employees, the training will address the importance of water quality. It will also address the requirements of the MS4 permit and what they can do day to day to help protect water quality. Records of all trainings will be kept and follow up trainings will be provided as needed.

The Stormwater Division will provide annual training for all staff regarding the Pollution Prevention and Good-Housekeeping program. This training will be included in the Annual Payson City Employee MS4 Training included in the Annual Task Calendar as outlined in Section 4.2.1.4.

4.2.6.10.3. Records

Permittees shall keep and maintain annual and new hire training records that include dates, activities or course descriptions, and names and positions of staff in attendance.

Documentation for the annual and new hire training shall be completed on the Training Tracking Form and shall include dates, activities or course descriptions and names and positions of staff in attendance.

4.3. Sharing Responsibility

4.3.1. Permittees may share implementation of one or more of the six minimum measures with another Person, or may fully delegate implementation to another Person. A Permittee may rely on another Person only if:

4.3.1.1. The other Person, in fact, implements the control measure;

4.3.1.2. The particular control measure, or component of that measure, is at least as stringent as the corresponding Permit requirement; and

4.3.1.3. The other Person agrees to implement the control measure through a written agreement. This obligation shall be maintained as part of the description given in the Permittee's SWMP. If the other Person agrees to report on the minimum control measure, the Permittee shall supply the other entity with the reporting requirements contained in Part 5.5. If the other Person fails to implement the control measure, the Permittee remains liable for any discharges due to any failure to implement the control measure.

4.3.1.4. Permittees shall conduct training of the responsible Person on the Permit requirements and applicable SOPs.

4.4. Reviewing and Revision of Storm Water Management Program

4.4.1. Storm Water Management Program Review

Permittees shall conduct and document, at a minimum, an annual review of the SWMP in conjunction with preparation of the annual report required in Part 5.5.

The City will conduct an annual review of the Storm Water Management Plan (SWMP) in conjunction with preparation of the required annual report. The SWMP will be evaluated and revised as necessary to ensure consistency with the most current UPDES Permit requirements, program implementation status, and identified improvements. Updates will be completed by the Stormwater Division and MS4s Coordinator within the established annual schedule.

Start Date	Due Date	Frequency	Task	Responsible Party

1-Jul	30-Sep	Annually	Conduct an annual review of the SWMP with preparation of annual report (Section 5.5) and update per recent UPDES Permit. This may be combined with 5-year SWMP revision as required in 4.2.2.2.	MS4 Coordinator

4.4.2. Storm Water Management Program Update

Permittees may revise the SWMP during the Permit term in accordance with the following procedures:

4.4.2.1. Revisions Requiring Director Notification

Revisions that add components, controls, or requirements, or BMPs to the SWMP may be made at any time upon written notification to the Director, unless it meets requirements outlined in Part 4.4.2.2.

4.4.2.2. Revisions Requiring Director Approval

Revisions that reduce or replace any component, control, requirement, or BMP of the SWMP is prohibited, unless the component, control, requirement or BMP is ineffective or infeasible. The Permittee shall document the BMP's ineffectiveness or infeasibility, and shall replace the BMP with an alternative BMP. The Permittee shall provide the Director with a description of the alternative BMP and the analysis of ineffectiveness or infeasibility of the replaced BMP for approval.

An analysis of ineffectiveness or infeasibility shall include: 1) an explanation of why the BMP is ineffective or infeasible; 2) expectations or report on the effectiveness of the replacement BMP; and 3) an explanation of why the replacement BMP is expected to achieve the goals of the BMP to be replaced.

4.4.2.2.1. Permittees shall not implement any revision requiring Director approval until the Permittee has received approval, in writing, from the Director.

4.4.3. Permittees shall make SWMP revision requests or notifications in writing and signed in accordance with Part 6.14.

4.4.4. Director Required SWMP Revisions

The Director may require revisions to the SWMP to:

4.4.4.1. Address impacts on receiving water quality caused, or contributed to, by discharges from the MS4;

4.4.4.2. Include more stringent requirements necessary to comply with new Federal regulatory requirements; or

4.4.4.3. Include such other conditions deemed necessary by the Director to comply with the goals and requirements of the Clean Water Act.

5.0 Narrative Standard, Monitoring, Recordkeeping and Reporting

5.1. Narrative Standard

It is unlawful, and a violation of this Permit, for the Permittee to discharge or place any waste or other substance in such a way as will be or may become offensive such as unnatural deposits, floating debris, oil, scum or other nuisances such as color, odor or taste, or conditions which produce undesirable aquatic life or which produces objectionable tastes in edible aquatic organisms; or concentrations or combinations of substances which produce undesirable physiological responses in desirable resident

fish, or other desirable aquatic life, or undesirable human health effects, as determined by bioassay or other tests performed in accordance with standard procedures.

5.2. Analytical Monitoring

Permittees are not required to conduct analytical monitoring as defined in Part 7.0 during the effective term of this Permit, with the following exceptions:

5.2.1. Water quality sampling may be required to identify pollutants of concern, pursuant to Part 3.1.

5.2.2. Permittees may be required to sample or test for characterizing illicit discharges pursuant to Parts 4.2.3.4.1 - 4.2.3.4.3.

5.2.3. In the event that the Permittee elects to conduct analytical monitoring as part of the SWMP, the Permittee is required to comply with Part 6.12.

5.3. Non-Analytical Monitoring

5.3.1. Permittees are required to conduct non-analytical monitoring as defined in Part 7.0, such as visual dry weather screening, to comply with Part 4.2.3.3.3.

Non-analytical monitoring shall be conducted per Section 4.2.3.

5.4. Record Keeping

5.4.1. Permittees shall keep all documents required by this Permit current and up to date to ensure the purpose and objectives of the required documents are achieved.

5.4.2. Permittees are required to submit all revisions to supplementary documents to the Director in accordance with Parts 4.4 and 6.14.

5.4.3. The Director may, at any time, make a written determination that part, or all, of the appended documents are not in compliance with this Permit. If the Director make such a determination, the Permittee shall make modifications to the appended documents within a time frame specified by the Director.

5.4.4. Permittees shall retain all required plans, records of all programs, records of all monitoring information, copies of all reports required by this Permit, and records of all other data required by, or used to demonstrate compliance, with this Permit, for at least five years from the date of the record. This period may be extended by the Director at any time.

5.5 Reporting

5.5.1. Annual Report Submittal

Permittees shall submit an annual report to the Director by October 1 for the reporting period of July 1 to June 30 of each year, for the duration of the Permit.

The City will prepare and submit a signed and certified annual report to the Director by October 1 of each year, covering the reporting period from July 1 to June 30. The Stormwater Division and MS4 Coordinator will be responsible for completing and submitting the report in accordance with permit requirements.

Start Date	Due Date	Frequency	Task	Responsible Party
1-Jul	30-Sep	Annually	Complete and submit annual report to the Director for the reporting period of July 1 to June 30. Use the report form provided on EPA's NPDES eReporting Tool (NeT) to electronically prepare and submit the annual report unless the	MS4 Coordinator

			Director grants a waiver from electronic reporting. To access NeT, go to https://cdx.epa.gov/cdx/.	

5.5.2. Report Submittal Procedure

Permittees shall submit the annual report using the report form provided on EPA's NeT system to electronically prepare and submit the annual report unless the Director grants a waiver from electronic reporting. NeT may be accessed at https://cdx.epa.gov/cdx/

5.5.3. Annual Report Certification

Permittees shall sign and certify the annual report in accordance with Part 6.14

5.5.4. Reports

Signed copies of all other reports required herein, shall be submitted directly to the Division's electronic document system at: https://deq.utah.gov/water-quality/water-qualityelectronic-submissions.

5.6. Legal Authority

Permittees shall ensure legal authority exists to control discharges to and from those portions the MS4 over which it has jurisdiction. This legal authority may be a combination of statute, ordinance, Permit, contract, order or inter-jurisdictional agreements with other MS4s with existing legal authority to:

5.6.1. Effectively prohibit illicit and non-storm water discharges into the MS4 and to implement appropriate enforcement procedures and actions;

5.6.2. Control the discharge of spills and the dumping or disposal of materials other than storm water into the MS4;

5.6.3. Control through interagency agreements among other MS4s the contribution of pollutants from one portion of the MS4 to another;

5.6.4. Require compliance with conditions in ordinances, permits, contract or orders; and

5.6.5. Conduct all inspection, surveillance and monitoring activities and procedures necessary to determine compliance with conditions in this Permit

6.0 Standard Permit Condition

Pursuant to 40 C.F.R. § 122.41, the Parts 6.1 – 6.22 are applicable to all UPDES permits:

6.1. Duty to Comply

Permittees shall comply with all conditions of this Permit. Any Permit noncompliance constitutes a violation of the Act and is grounds for enforcement action; for Permit coverage termination; or for denial of an application for Permit coverage.

6.2. Penalties for Violations of Permit Conditions

The Act provides that any person who violates a Permit condition implementing provisions of the Act is subject to a civil penalty not to exceed $10,000 per day of such violation, and higher penalties for willful or negligent violations.

6.3. Duty to Reapply

If the Permittee wishes to continue an activity regulated by this Permit after the expiration date of this Permit, the Permittee shall apply for coverage under a future, renewed Permit.

6.4. Need to Halt or Reduce Activity not a Defense

It shall not be a defense for the Permittee in an enforcement action that it would have been necessary to halt or reduce otherwise permitted activities in order to maintain compliance with the conditions of this Permit.

6.5. Duty to Mitigate

Permittees shall take all reasonable steps to minimize or prevent any discharge in violation of this Permit, which has a reasonable likelihood of adversely affecting human health or the environment.

6.6. Proper Operation and Maintenance

Permittees shall, at all times, properly operate and maintain all facilities and systems of treatment and control and related appurtenances which are installed or used by the Permittee to achieve compliance with the conditions of this Permit and with the requirements of the SWMP. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. Proper operation and maintenance requires the operation of backup or auxiliary facilities or similar systems, installed by the Permittee only when necessary to achieve compliance with the conditions of the Permit.

6.7. Permit Actions

Coverage under this Permit may be terminated for cause. The filing of a request by the Permittee for a Permit coverage termination, or a notification of planned changes or anticipated noncompliance, does not stay any Permit condition.

6.8. Property Rights

This Permit does not convey any property rights of any sort, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of federal, state or local laws or regulations.

6.9. Duty to Provide Information

Permittees shall furnish to the Director, within a reasonable time specified by the Director, any information which the Director may request to determine whether cause exists for terminating coverage under this Permit, or to determine compliance with this Permit. The Permittee shall also furnish to the Director, upon request, copies of records required to be kept by this Permit.

6.10. Inspection and Entry

Permittees shall allow the Director or an authorized representative, upon the presentation of credentials, to:

6.10.1. Enter upon the Permittee's premises where a regulated facility or activity is located or conducted, or where records shall be kept under the conditions of this Permit;

6.10.2. Have access to and copy, at reasonable times, any records that shall be kept under the conditions of this Permit;

6.10.3. Inspect at reasonable times any facilities or equipment, including monitoring and control equipment; and

6.10.4. Sample or monitor at reasonable times, for the purposes of assuring Permit compliance or as otherwise authorized by law, any substances or parameters at any location.

6.11. Monitoring and Records

6.11.1. Permittees shall ensure all samples and measurements taken for the purpose of monitoring are representative of the monitored activity.

6.11.2. Permittees shall retain records of all monitoring information including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of the reports required by this Permit, and records of all data used to complete the application for this Permit, for

a period of at least five years from the date of the sample, measurement, report or application. This period may be extended by the Director at any time.

6.11.3. Permittees shall include the following information in all monitoring records:

6.11.3.1. The date, exact place, and time of sampling or measurements;

6.11.3.2. The name(s) of the individual(s) who performed the sampling or measurements;

6.11.3.3. The date(s) and time(s) analyses were performed;

6.11.3.4. The name(s) of the individual(s) who performed the analyses;

6.11.3.5. The analytical techniques or methods used; and

6.11.3.6. The results of such analyses.

6.12. Monitoring Procedures

Permittees shall conduct monitoring according to test procedures approved under 40 C.F.R. § 136 and Utah Admin. Code R317-2-10. Any monitoring results shall be reported in the Annual Report required by Part 5.5.

6.13. Penalties for Tampering

Per the Act, any person who falsifies, tampers with, or knowingly renders inaccurate, any monitoring device or method required to be maintained under this Permit shall, upon conviction, be punished by a fine of not more than $10,000 per day of violation, or by imprisonment, or both.

6.14. Signatory Requirements

All NOIs, SWMP, SWPPPs, reports, certifications or information either submitted to the Director, or that this Permit requires to be maintained by the Permittee, shall be signed, dated and certified as follows:

6.14.1. All NOIs shall be signed by either a principal executive officer or ranking elected official.

6.14.2. All reports required by the Permit and other information requested by the Director shall be signed by a person described in Part 6.14.1, or by a duly authorized representative of that person. A person is a duly authorized representative only if:

6.14.2.1. The authorization is made in writing by a person described in Part 6.14.1 and submitted to the Director; and

6.14.2.2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility, such as the position of plant manager, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters. A duly authorized representative may thus be either a named individual or any individual occupying a named position.

6.14.2.3. Changes to authorization

If an authorization under Part 6.14.2 is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Part 6.14.2 shall be submitted to the Director prior to or together with any reports, information, or NOIs to be signed by an authorized representative.

6.14.3. Certification

Any person signing documents under this Part shall make the following certification: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the

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

6.15. Penalties for Falsification of Reports

Per the Act, any person who knowingly makes a false material statement, representation, or certification in any NOI, record, report, plan or other document submitted or required to be maintained under this Permit, including monitoring reports or reports of compliance or noncompliance shall, upon conviction, be punished by a fine of not more than $10,000 per day of violation, or by imprisonment, or both.

6.16. Planned Changes

Permittees shall give notice to the Director as soon as possible of any planned physical alterations or additions to the portion of the MS4 owned or operated by the Permittee if those alterations or additions could significantly change the nature or increase the quantity of pollutants discharged; or if those alterations or additions could result in noncompliance with the Permit.

6.17. Transfers

Coverage under this Permit is not transferable to any Person. Any Person desiring to obtain coverage under this Permit comply with the requirement in Part 2.

6.18. Other Noncompliance

Permittees shall report all instances of noncompliance not reported under Part 6.20 in the Annual Report required under Part 5.5.

6.19. Other Information

When the Permittee becomes aware that it failed to submit any relevant facts in an NOI or submitted incorrect information in an NOI or any report to the Director, the Permittee shall promptly submit such facts or information.

6.20. Twenty-four Hour Reporting

6.20.1. Permittees shall report any noncompliance which may endanger health or the environment. Any information shall be provided orally to the Division within twenty-four hours from the time the Permittee becomes aware of the circumstances, by calling 801-536-4300, or the 24-hour answering service at 801-536-4123.

6.20.2. Permittees shall also provide a written report within five days of the time the Permittee becomes aware of the circumstances. The Permittee shall include in the written five-day report: 1) a description of the noncompliance and its cause; 2) the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and 3) steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

6.20.2.1. For noncompliance events related to combined sewer overflows, sanitary sewer overflows, or bypass events, the Permittee shall include in the written five-day report, in addition to the data described in Part 6.20.1, the type of event (combined sewer overflows, sanitary sewer overflows, or bypass events), type of sewer overflow structure (e.g., manhole, combine sewer overflow outfall), discharge volumes untreated by the treatment works treating domestic sewage, types of human health and environmental impacts of the sewer overflow event, and whether the noncompliance was related to wet weather.

6.20.2.2. Permittees shall submit all reports related to combined sewer overflows, sanitary sewer overflows, or bypass events electronically to the Division's electronic document system at: https://deq.utah.gov/water-quality/water-quality-electronic-submissions.

6.21. Occurrence of a Bypass

6.21.1. Bypass Not Exceeding Limitations

The Permittee may allow any bypass to occur which does not cause effluent limitations to be exceeded, but only if it is for essential maintenance to assure efficient operation. Essential maintenance bypasses are not subject to Parts 6.21.2 and 6.21.3 of this Permit.

6.21.2. Prohibition of Bypass

6.21.2.1. Bypass is prohibited, and the Director may take enforcement action against the Permittee for bypass, unless:

6.21.2.1.1. Bypass was unavoidable to prevent loss of human life, personal injury, or severe property damage;

6.21.2.1.2. There were no feasible alternatives to bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate backup equipment should have been installed in the exercise of reasonable engineering judgement to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance, and

6.21.2.1.3. The Permittee submitted notices as required under Part 6.21.3.

6.21.2.2. The Director may approve an anticipated bypass, after considering its adverse effects, if the Director determines that it will meet the three conditions listed in Parts 6.21.2.1.1- 6.21.2.1.3.

6.21.3. Notice

6.21.3.1. Anticipated bypass

Except as provided in Part 6.21.2 and in Part 6.21.3.2 if the Permittee knows in advance of the need for a bypass, it shall submit prior notice, at least ninety days before the date of bypass. The prior notice shall include the following unless otherwise waived by the Director:

6.21.3.1.1. Evaluation of alternative to bypass, including cost-benefit analysis containing an assessment of anticipated resource damages:

6.21.3.1.2. A specific bypass plan describing the work to be performed including scheduled dates and times. The Permittee shall notify the Director in advance of any changes to the bypass schedule;

6.21.3.1.3. Description of specific measures to be taken to minimize environmental and public health impacts;

6.21.3.1.4. A notification plan sufficient to alert all downstream users, the public and others reasonably expected to be impacted by the bypass;

6.21.3.1.5. A water quality assessment plan to include sufficient monitoring of the receiving water before, during and following the bypass to enable evaluation of public health risks and environmental impacts; and,

6.21.3.1.6. Any additional information requested by the Director.

6.21.3.2. Emergency Bypass

Where ninety days advance notice is not possible, the Permittee shall notify the Director, and the Director of the Department of Natural Resources, as soon as it becomes aware of the need to bypass and provide to the Director the information in Part 6.21.3.1.1 - 6.21.3.1.6 to the extent practicable.

6.21.3.3. Unanticipated bypass

The Permittee shall submit notice of an unanticipated bypass to the Director as required under 6.20, Twenty-Four Hour Reporting. The Permittee shall also immediately notify the Director of the Department of Natural

Resources, the public and downstream users and shall implement measures to minimize impacts to public health and environment to the extent practicable.

6.22. Upset Conditions

6.22.1. Effect of an upset

An upset constitutes an affirmative defense to an action brought for noncompliance with technology-based permit effluent limitations if the requirements of Part 6.22.2 of this permit are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to review.

6.22.2. Conditions necessary for a demonstration of upset

To establish the affirmative defense of upset, the Permittee shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:

6.22.2.1. An upset occurred and that the Permittee can identify the cause(s) of the upset;

6.22.2.2. The permitted facility was at the time being properly operated;

6.22.2.3. The Permittee submitted notice of the upset as required under Part 6.20, Twenty-four Hour Notice of Noncompliance Reporting; and,

6.22.2.4. The Permittee complied with any remedial measures required under Part 6.5, Duty to Mitigate.

6.22.3. Burden of proof

In any enforcement proceeding, the Permittee seeking to establish the occurrence of an upset has the burden of proof.

6.23. Severability

The provisions of this Permit are severable, and if any provision of this Permit, or the application of any provision of this Permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Permit shall not be affected thereby.

6.24. State/Federal Laws

Nothing in this Permit shall be construed to preclude the Division of any legal action or relieve the Permittee from any responsibilities, liabilities, or penalties established pursuant to any applicable federal or state law or regulation.

6.25. Storm Water-Reopener Provision

At any time during the duration of this Permit, this Permit may be reopened and modified, following proper administrative procedures, according to Utah Admin. Code R317-8-5(5.6) and Utah Admin. Code R317-8-6(6.2), to include any applicable storm water provisions and requirements, a SWPPP, a compliance schedule, a compliance date, monitoring and/or reporting requirements, or any other conditions related to the control of storm water discharges to waters of the state.

7.0 Definitions

Definitions related to this Permit:

“40 C.F.R.” means Title 40 of the Code of Federal Regulations.

“80th percentile rainfall event” means an event in which the precipitation total is greater than or equal to 80 percent of all storm events over a given period of record. A reliable record of historical precipitation data should meet the following conditions: 1) come from an active rain gage; 2) have at least 30 years of data; and 3) have 90% data coverage for the period of record.

"Act" means the Utah Water Quality Act.

“Adequate compliance history” means the qualifying construction site has the following characteristics: 1) two (2) consecutive months of oversight inspections which did not result in enforcement, including warnings of enforcement (this may include the insp ection prior to land disturbance and the first monthly inspection); 2) no instances of verified complaints; and 3) no observed impacts to waters of the state or the MS4 system.

“Analytical monitoring” refers to monitoring of water bodies (streams, ponds, lakes, etc.) or of storm water, according to Utah Admin. Code R317- 2-10 and 40 C.F.R. § 136 “Guidelines Establishing Test Procedures for the Analysis of Pollutants,” or to State or Federally established proto cols for biomonitoring or stream bio-assessments.

“Arid location” means areas with an average annual rainfall of 0 to 10 inches.

“Best Management Practices" or “BMPs” means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the state. BMPs also include treatment requirements, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

“Clean Water Act” or “CWA” means the Federal Water Pollution Control Act.

"Co-Permittee" means any operator of a regulated Small MS4 that is applying jointly with another applicant for coverage under this Permit. A Co-Permittee owns or operates a regulated Small MS4 located within or adjacent to another regulated MS4. A Co -Permittee is only responsible for complying with the conditions of this Permit relating to discharges from the MS4 the Co-Permittee owns or operates. See also 40 C.F.R. § 122.26(b)(1).

“Control measure” means any BMP or other method used to prevent or reduce the discharge of pollutants to waters of the state.

“Designated Uses” means uses of waters of the state, which include but are not limited to: domestic, agricultural, industrial, recreational, and other legitimate uses.

“Developed site” means a parcel or property that was previously in commercial, industrial, institutional, governmental, or residential use. A parcel that was previously in an agricultural use is not a developed site.

“Director” means the Director of the Utah Division of Water Quality.

"Discharge" means, for the purpose of this Permit, unless indicated otherwise, discharges from the MS4.

“Division” means the Utah Division of Water Quality.

"Dry weather screening" means monitoring done in the absence of storm events to discharges representing, as much as possible, the entire storm drainage system for the purpose of obtaining information about illicit connections and improper dumping.

"Electronic site inspection" means geo -located and time- stamped photographs a construction operator takes, evaluates, and submits electronically to the Permittee.

"EPA" means the United States Environmental Protection Agency.

“Escalating enforcement procedures” means a variety of enforcement actions available to apply, as necessary, depending on the severity of the violation and/or the recalcitrance of the violator.

“Frozen conditions” means conditions on a construction sites where: 1) Discharges are unlikely due to continuous frozen conditions that are likely to continue at the site for at least three (3) months based on

historic seasonal averages; 2) the site has suspended land disturbances; and 3) the site has stabilized disturbed areas of the site, where possible, in accordance with the relevant sections of the current, applicable UPDES construction storm water permit.

"General Permit" means a Permit which covers multiple dischargers of a point source category within a designated geographical area, in lieu of individual Permits being issued to each discharger.

"Ground water" means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.

"Illicit connection" means any man -made conveyance connecting an illicit discharge directly to a MS4.

"Illicit discharge" means , for the purposes of this Permit, any discharge to an MS4 that is not composed entirely of storm water except allowable non-storm water discharges, as identified in Part 1.2.2.2, discharges pursuant to a UPDES Permit (other than the UPDES Permit for discharges from the MS4), or discharges directly to waters of the state.

"Impaired waters" means any segment of surface waters that has been identified by the Director as failing to support one or more of its designated uses. The Director periodically compiles a list of such waters known as the 303(d) list.

"Low Impact Development" or "LID" is an approach to land development or redevelopment that works with nature to more closely mimic pre -development hydrologic functions. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treats storm water as a resource rather than a waste product. Some practices that have been used to adhere to these principles include, but are not limited to, bio -retention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.

"Maximum Extent Practicable" or "MEP" is the technology -based discharge standard for MS4s established by 33 U.S.C. § 1342(p)(3)(B)(iii), which reads "Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants."

"Monitoring" means tracking or measuring activities, progress, results, etc.

"Municipal separate storm sewer system" or "MS4" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) pursuant to Utah Admin. Code R317- 8-1(1.6)(4), (8), & (15), or designated under Utah Admin. Code R317- 8-11(11.3)(1)(a)(6) and Utah Admin. Code R317- 811(11.3)(1)(a)(6)(b). ● that is owned or operated by a state, city, town, county, district, association, or other public body (created by or pursuant to State Law) having jurisdiction over disposal of wastes, storm water, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under Section 208 of the CWA that discharges to waters of the state; ● that is designed or used for collecting or conveying storm water; ● which is not a combined sewer; and ● which is not part of a Publicly Owned Treatment Works as defined in 40 C.F.R. § 122.2.

"Non-analytical monitoring" means monitoring for pollutants using methods other than described in Utah Admin. Code R317-2-10 and 40 C.F.R. § 136, such as visually, or by qualitative tools that provide comparative or rough estimates.

"Non-storm water discharges" means discharges to or from a MS4 that are not composed entirely of storm water. These discharges are prohibited except as identified in Part 1.2.2.2 and 1.4.1. Prohibited

non-storm water discharges include, but are not limited to, spills, illicit connections, illegal dumping, sanitary sewer overflows.

“Notice of Intent” or “NOI” refers to the application to be covered by this Permit and is the mechanism used to register for coverage under a General Permit.

”Outfall” means a point source as defined by Utah Admin. Code R317- 8-1(1.6)(11) at the point where a municipal separate storm sewer discharges to waters of the state and does not include open conveyances connecting two municipal separate storm sewers, or p ipes, tunnels or other conveyances which connect segments of the same stream or other waters of the state and are used to convey waters of the state.

“Permittee” means a Small MS4 operator who meets the requirements of Part 1.2.1.1.

“Person” means an individual, trust, firm, estate, company, corporation, partnership, association, state, state or federal agency or entity.

“Priority construction site” means a construction site that has potential to threaten water quality when considering the following factors: soil erosion potential; site slope; project size and type; sensitivity of receiving water bodies; proximity to recei ving water bodies; non- storm water discharges and past record of non-compliance by the operators of the construction site.

“Qualified person” means a person who has completed a training program that properly trains on the principles and practices of erosion and sediment controls and pollution prevention, the skills to assess conditions at a construction site that could impact storm water quality, and the skills to assess the effectiveness of any storm water controls selected and installed to meet the requirements of this Permit including, but not limited to: Utah Registered Storm Water Inspector (“RSI”); Certified Professional in Erosion and Sediment Control (“CPESC”); Certified Professional in Storm Water Quality (“CPSWQ”); Certified Erosion, Sediment, and Storm Water Inspector (“CESSWI”); Certified Inspector of Sediment and Erosion Control (“CISEC”); National Institute for Certification in Engineering Technologies, Erosion and Sediment Control, Level 3 (“NICET”); Certified Stormwater Inspector Construction (“CSI -Construction”); Qualified Compliance Inspector of Stormwater (“QCIS”); and EPA NPDES Construction General Permit Inspector Training.

“Qualifying Construction Site” means construction sites with a land disturbance of greater than or equal to one acre. This includes projects less than one acre that are part of a larger common plan of development or sale which collectively disturbs land gr eater than or equal to one acre, where Common plan of development or sale means one plan for development or sale, separate parts of which are related by any announcement, piece of documentation (including a sign, public notice or hearing, sales pitch, adve rtisement, drawing, plat, blueprint, contract, Permit application, zoning request, computer design, etc.), physical demarcation (including contracts) that identify the scope of the project. A plan may still be a common plan of development or sale even if i t is taking place in separate stages or phases, is planned in combination with other construction activities, or is implemented by different owners or operators.

“Redevelopment” means the replacement or improvement of impervious surfaces on a developed site.

“Runoff” means water that travels across the land surface, or laterally through the ground near the land surface, and discharges to waters of the state either directly or through a collection and conveyance system. Runoff includes storm water and water from other sources that travels across the land surface.

“Seasonally dry period” means a month or months in which the long-term average total precipitation is less than or equal to 0.5 inches. Refer to EPA’s Seasonally Dry Period Locator and supporting maps for assistance in determining whether a site is operating during a seasonally dry period for the area, located at https://www.epa.gov/npdes/construction- general-permit-resources-tools-and templates. The Permittee

is required to conduct site inspections based upon actual conditions (i.e., if wet weather conduit ions occur sooner than expected, the Permittee is required to conduct inspections at the regular frequency).

“Small municipal separate storm sewer system” or “Small MS4” is any MS4 not already covered by the Phase I program as a medium or large MS4. The Phase II Rule automatically covers on a nationwide basis all Small MS4s located in “urbanized areas” (“UAs”) as defined by the Bureau of the Census (unless waived by the UPDES Permitting authority), and on a case -by-case basis those Small MS4s located outside of UAs that the UPDES Permitting authority designates. ● This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

“Standard Operating Procedure” or “SOP” means a set of written instructions that document a routine or repetitive activity, and emphasize pollution control measures to protect water quality with details specific to the location.

“Storm water” means storm water runoff, snowmelt runoff, and surface runoff and drainage.

“Storm Water Management Plan” or “SWMP” means the written plan that is used to describe the various control measures and activities the Permittee will undertake to implement the storm water management program.

“Storm water management program” means a set of measurable goals, actions, and activities as required in Part 4.2 designed to reduce the discharge of pollutants from the Small MS4 to the maximum extent practicable and to protect water quality.

“Storm Water Pollution Prevention Plan” or “SWPPP" means a site-specific, written document that, among other things: 1) identifies potential sources of storm water pollution at the site; 2) describes storm water control measures to reduce or eliminate pollutants in storm water discharges from the site; and 3) identifies procedures the operator will implement to comply with the terms and conditions of this Permit. “Thawing conditions” occur at a qualifying construction site when, based on historical weather data, there is an expected likelihood of two or more days with daytime temperatures greater than 32°F. The estimation of thawing conditions is for planning purposes only.

“Total Maximum Daily Load” or “TMDL” refers to a study that: quantifies the amount of a pollutant in a stream; 2) identifies the sources of the pollutant; and 3) recommends regulatory or other actions that may need to be taken in order for the impaired waterbody to meet water quality standards.

“Urbanized area” or “UA” means an area with a population of 50,000 or more people as determined by the latest Decennial Census by the Bureau of the Census.

“Waters of the State” means all streams, lakes, ponds, marshes, water -courses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private which are contained within, flow through, or border upon this state or any portion thereof, except bodies of water confined to and retained within the limits of private property, and which do not develop into or constitute a nuisance, or a public health hazard, or a menace to fish and wildlife which shall not be considered to be “waters of the state” under this definition. See Utah Admin. Code R317-1-1.

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Appendix A

Notice of Intent

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

NOTICE OF INTENT (NOI)
Under Phase II MS4 General
Permitting Program

MS4 Entity Information

This form has not been approved.

MS4 Name: Payson City Corporation

MS4 Operator: Payson City Corporation

MS4 Class: Phase II: Small **Operator Type:** Municipal **MS4 Entity Type:** City

City: Payson **MS4 County:** **MS4 State/Territory:** Utah

Designation Date: 02/06/2014 **Designation Type:** Automatic Nationwide **Population:** **Source:**

MS4 Identifier: MS4-UT-SM-MU-2014-0038 **NPDES ID:** UTR090066 **MGP Number:** UTR090000 **Joint Coverage:** No

Description of Location:

MS4 Contact Information

MS4 Program Coordinator Information

First Name: Dale **Middle Initial:** **Last Name:** Carter

Title: MS4 Coordinator/Senior Stormwater Insp

Phone: 385-899-7250 **Phone Ext:** **Email:** dalec@paysonutah.gov

MS4 Mailing Address

Address Line 1: 439 West Utah Avenue

Address Line 2:

City: Payson **State:** UT **ZIP/Postal Code:** 84651 **County or Similar Division:**

Stormwater Management Program (SWMP) Information

Your current SWMP (Stormwater Management Program) and supporting documents must be maintained on an internet page (Universal Resource Locator or URL).
Provide the web address URL: https://www.paysonutah.gov/341/Stormwater

Stormwater Management Plan Responsible Person

First Name: Dale **Middle Initial:** **Last Name:** Carter

Title: MS4 Coordinator

Phone: 385-899-7250 **Phone Ext:** **Email:** dalec@paysonutah.gov

Outfalls and Receiving Waters Information

Receiving Waters

List all separate storm water outfall receiving waters (all discharges to waters under the definition of waters of the State). If all receiving waters are not known at the time of the NOI submittal, list known outfalls and update the list on annual reports.

Dry Creek: Beer Creek

Outfall: Dry Creek **Receiving Water:** Beer Creek

Is this waterbody impaired (on the CWA 303(d) (https://wq.deq.utah.gov) list)?
For more information on the 303(d) list, click here. (JavaScript:) No

Has a TMDL been completed for this waterbody?
No

Use the space below to upload additional outfall and receiving water information:

Spring Creek: Beer Creek

Outfall: Spring Creek **Receiving Water:** Beer Creek

Is this waterbody impaired (on the CWA 303(d) (https://wq.deq.utah.gov) list)?

For more information on the 303(d) list, click here. (JavaScript:) No

Has a TMDL been completed for this waterbody?

No

Use the space below to upload additional outfall and receiving water information:

Pateetneet Creek: Beer Creek

Outfall: Pateetneet Creek **Receiving Water:** Beer Creek

Is this waterbody impaired (on the CWA 303(d) (https://wq.deq.utah.gov) list)?

For more information on the 303(d) list, click here. (JavaScript:) No

Has a TMDL been completed for this waterbody?

No

Use the space below to upload additional outfall and receiving water information:

MCM1: Public Eductation and Outreach on Storm Water Impacts

Initial Identification of Best Management Practices

Outreach & Education Techniques:

- Displays
- Events and Programs
- Outreach to Residential/Commercial/Construction/MS4 Owned & Operated Entities
- Printed Material

Management Practices to Encourage:

- Appropriate Onsite Infiltration
- Low Impact Development
- Pollution Prevention for Businesses/Industries/Construction Sites
- Proper Lawn and Garden Care (Fertilizer and Pesticide Use, Sweeping, etc.)
- Water Conservation Practices

Initial Identification of Measurable Goals

Measurable Goal:	Start Date:	End Date:
Education and Outreach through Social Media	10/01/2026	10/01/2027
5th and 6th Grade APWA week of education	5/2027	5/2028

Milestones

Year:	Milestone:
Year 1	Education and Outreach through Social Media
Year 2	5th and 6th Grade APWA week of education

MCM2: Public Involvement/Participation

Initial Identification of Best Management Practices

Involvement Techniques:

- Local Storm Water Contact Number/Email
- Public Access to Documents and Information
- Public Review of Plans and Annual Reports

Participation Activities:

- Stream/Roadway Cleanup

Initial Identification of Measurable Goals

Measurable Goal:	Start Date:	End Date:
Adopt a Stream/Outfall	6/2027	6/2029

Milestones

Year:	Milestone:
Year 1	Public involvement in cleaning practices of gutters and park strips

MCM3: Illicit Discharge Detection and Elimination

Initial Identification of Best Management Practices

Detection and Elimination Activities:

- Adequate Regulatory Mechanism to Detect, Investigate, Eliminate, and Enforce Against Non-Storm Water Discharges
- Annual Training Program
- Dry Weather Screening Inspections
- Procedures for Identifying, Characterizing, Tracing, and Ceasing an Illicit Discharge
- Spill Response Procedures and Tracking
- Storm Sewer System Mapping

- System Inspections of Priority Areas

Priority Areas to Target:

- Areas Upstream of Sensitive Waterbodies
- Areas with Dog Parks, Parks with Open Water, Sites with Septic, or Any Other Known Potential Sources of E. coli
- Areas with Older Infrastructure with Increased Potential for Illicit Connections
- Industrial, Commercial, or Mixed-Use Areas

Initial Identification of Measurable Goals

Measurable Goal:	Start Date:	End Date:
Outfall identification and locations	9/01/2024	
Creating GIS Mapping of Storm Sewer Infrastructure	9/01/2024	
Rebuild of old retention basins and infrastructure	9/01/2024	

Milestones

Year:	Milestone:
Year 1	Creating GIS Mapping of Storm Sewer Infrastructure
Year 5	Rebuild of old retention basins and infrastructure

MCM4: Construction Site Stormwater Runoff Control

Initial Identification of Best Management Practices

Program Activities:

- Adequate Regulatory Mechanism
- Erosion and Sediment Control BMPs
- Oversight Inspections of All Phases of Construction
- Pollution Prevention Control BMPs
- Priority Construction Area Inspections
- Procedures for Site Inspection/Enforcement
- Procedures for Site Plan Review
- Public Information/Comment Handling
- Certification and Inspector Training

Best Management Practices:

- Concrete Washout Containment
- Construction Entrance/Exit Stabilization
- Downgradient Perimeter Controls
- Sediment Basin Requirements
- Storm Drain Inlet Protection
- Temporary/Permanent Stabilization Requirements
- Vehicle Maintenance and Washing Areas
- Buffer Zone Requirements

Initial Identification of Measurable Goals

Measurable Goal:	Start Date:	End Date:
Build a designated wash area for garbage trucks and sanders	2026	2027
Build a designated decant/wash area for sweepers and hydro excavation trucks	2026	2027
Hire staff	2026	

Milestones

Year:	Milestone:
Year 1	Build a designated wash area for garbage trucks and sanders
Year 1	Build a designated decant/wash area for sweepers and hydro excavation trucks

MCM5: Long-Term Water Management in New Development and Redevelopment

Initial Identification of Best Management Practices

Program Activities:

- Adequate Regulatory Mechanism
- Annual Training Program
- Inventory & Assessment of High Priority Facilities
- New Development/Redevelopment Program
- Post Construction Inspections & Maintenance
- Pre-Construction Review of BMP Designs
- Site Inspection and Maintenance Procedures
- Site Inspections During Installation

Best Management Practices:

- Infiltration Trench/Basin
- Infrastructure Planning
- Low Impact Development (LID) Practices
- Open Space Design
- Storm Water Inlet Specifications
- Storm Water Wetland

Initial Identification of Measurable Goals

Measurable Goal:	Start Date:	End Date:
Offer more designs for a more usable open space	2027	
Add mor LID designs to current LID Manual	2027	

Milestones

Year:	Milestone:
Year 1	Maintenance of retention/Detention Basins
Year 3	Update storm water standards along with LTSW program

MCM6: Pollution Prevention and Good Housekeeping for Municipal Operations

Initial Identification of Best Management Practices

Program Activities:

- Annual Training Program
- Inspection and Maintenance Program for High Priority Facilities
- Inventory & Assessment of High Priority Facilities
- Retrofit Plan for Existing Sites
- SOP Development and Implementation for Municipal Operations
- Storm Water Pollution Prevention Plan (SWPPP) Development for High Priority Facilities
- Visual Assessments of Storm Water Discharges for High Priority Facilities

Best Management Practices:

- Municipal Operations Waste Disposal
- Pollution Prevention BMPs
- Salt and Material Storage
- Sediment and Erosion BMPs
- Vehicle Maintenance and Washing

Initial Identification of Measurable Goals

Measurable Goal:	Start Date:	End Date:
Build a designated wash area for garbage trucks and sanders		
Build a designated decant/wash area for sweepers and hydro excavation trucks		

Milestones

Year:	Milestone:
Year 2	Build a designated decant/wash area for sweepers and hydro excavation trucks
Year 1	Build a designated wash area for garbage trucks and sanders

Notes and Additional Information

Do you have any notes or additional information for your MS4? No

Certification Information

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 gathered and evaluated the information submitted. Based upon my inquiry of the person(s) directly responsible for gathering the information, the information submitted is, to the best of my knowledge, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment for willful violations.

Certified By: Travis Jockumsen

Certifier Title:

Certifier Email: travisj@payson.org

Certified On: 05/27/2026 7:06 PM ET

STATE OF UTAH, DEPARTMENT OF ENVIRONMENTAL QUALITY, DIVISION OF WATER QUALITY
195 North 1950 West, P.O. Box 144870, Salt Lake City, Utah 84114-4870 (801) 536-4300

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY WATER QUALITY	**Notice of Intent (NOI) for Coverage Under the UPDES General Multi-Sector Storm Water Permit for Discharges Associated with Industrial Activity, Permit No. UTR000000**	**NOI**

Permit Information

Master Permit Number: UTR000000

UPDES ID: UTRI00519

Eligibility Information

State/territory where your facility is discharging: UT

Does your facility discharge to federally recognized Indian Country lands? No

Which type of form would you like to submit? Notice of Intent (NOI)

By indicating "Yes" below, I confirm that the facility operator intends to be authorized by the UPDES Multi-Sector General Permit (MSGP) for stormwater discharges associated with industrial activity in the State of Utah. I understand that when coverage is granted, all stormwater discharges must comply with the terms and conditions of the permit.
Yes

Have storm water discharges from your project/site been covered previously under an UPDES permit? Yes

If yes, what is the previous UPDES Permit Number: UTR000697

Owner/Operator Information

Owner Information

Owner: Payson City Corp.

Status of Owner: Private

Owner Mailing Address

Address Line 1: 439 W Utah Ave

Address Line 2:

City: Payson

ZIP/Postal Code: 84651

State: UT

Owner Point of Contact Information

First Name **Middle Initial** **Last Name:** Kent Fowden

Title: Public Works Superintendent

Phone: 801-465-5217 **Ext.:**

Email: kentf@paysonutah.gov

Operator Information

Is the Operator Information the same as the Owner Information? Yes

NOI Preparer Information

☐ **This NOI is being prepared by someone other than the certifier.**

Facility Information

Facility Information

Facility Name: Payson City Landfill

Facility Address

Address Line 1: 6211 W 10400 S

Address Line 2:

City: Payson

ZIP/Postal Code: 84651

State: UT

County or Similar Division: Utah

Latitude/Longitude for the facility

Coordinate System: Decimal Degrees

Latitude/Longitude: 40.038804°N, 111.805946°W

Is your facility presently inactive and unstaffed? No

Sector Identification

Sector-Specific Information

Primary Regulated Sector: L

Primary Activity Code: LF

Site Activity Information

Municipal Separate Storm Sewer System (MS4) Operator Name: Payson

Receiving Waterbody Information

List all of the receiving waterbodies. For a map of waterbodies go to https://deq.utah.gov/water-quality/water-quality-assessment-map (https://deq.utah.gov/water-quality/water-quality-assessment-map):

Receiving Water:

Highline Canal

Effluent Limitation Guidelines

Identify the Effluent Limitation Guideline(s) that apply to your stormwater discharges. (See permit conditions in Part E.2 of the applicable Appendix I (https://deq.utah.gov/water-quality/explanation-of-standard-industry-classification-sic-codes-updes-permits) of the MSGP)

40 CFR Part/Subpart	Eligible Discharges	Affected MSGP Sector	New Source Date	Applicability
Part 445, Subpart A & B	Runoff from hazardous waste and non-hazardous waste landfills	L	02/28/2000	**Does your facility have any discharges subject to this effluent limitation guideline?** No

Are you requesting permit coverage for any stormwater discharges subject to effluent limitation guidelines? No

Is the facility required to do analytical monitoring? (See permit conditions in Part E.1 of the applicable Appendix I (https://deq.utah.gov/water-quality/explanation-of-standard-industry-classification-sic-codes-updes-permits) of the MSGP)

Yes

Is there existing quantitative stormwater discharge data? No

Does this facility site have any other UPDES permits? No

SWPPP Information

Has the SWPPP been prepared in advance of filing this NOI as required? Yes

Certification Information

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 have no personal knowledge that the information submitted is other than 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. Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Certified By: Dale Carter

Certifier Title: MS4 Coordinator

Certifier Email: dalec@payson.org

Certified On: 09/30/2026 5:21 PM ET

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Appendix B

Annual Task Calendar

Check Box	Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party	Page #	Permit Number #	Permit Topic
☐	1-Jan	15-Jan		Quarterly	Post newsletters of water quality information online (e.g. improper waste disposal, IDDE)	City Public Education and Outreach Program	33	4.2.3.3.5	Household Hazardous Waste Collection
☐	1-Jan	15-Jan		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Jan	31-Jan		Every 2 months	Attend coalition meeting and document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other)	MS4 Coordinator	20	4.2.1	Public Education and Outreach on Storm Water Impacts
☐	1-Jan	31-Jan		Every 2 months	Review list of applicable new hires and ensure they get their onboarding training and get Annual Payson Employee MS4 Training review. New hire plan reviewers will get LID and SOP training.	MS4 Coordinator	39	4.2.3.6.3	Records
☐	1-Jan	31-Jan		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Jan	31-Jan		Semi-Annual	Update the Long-Term Storm Water Control Inventory and add/edit each control to the Storm Water System Map by PCC number per SOP 4.14 Long-Term Storm Water Control and LTSWMP Inventory	Storm Water Division and Mapping Division	55	4.2.5.5	Inventory
☐	1-Jan	31-Jan		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Jan	1-Feb		Annually	Make copies of coalition fliers and pamphlets for the year and ensure that the materials and website include topics and prohibitions described in Sections 4.2.1.2 and 4.2.1.2.1. Dates, topics and estimated number of people reached through outreach activities to be documented.	Storm Water Division, MS4 Coordinator	22	4.2.1.2.1	Public Education Topics for General Public
☐	1-Jan	1-Feb		Annually	Prepare and distribute education and outreach materials with topics/prohibitions described in Sections 4.2.1.3 and 4.2.1.3.1 with business license for institutions, industrial, and commercial facilities. Dates, topics and estimated number of people reached through outreach activities to be documented	Storm Water Division, MS4 Coordinator	23	4.2.1.3.1	Public Education Topics for Institutions, Industrial, and Commercial Facilities
☐	1-Jan	28-Feb		Annually	Evaluate effectiveness of public education and outreach activities using participation, outreach distribution, training attendance, coalition activities, and other applicable performance measures; document findings and identify program improvements as needed	MS4 Coordinator & Storm Water Division	21	4.2.1	Public Education and Outreach on Storm Water Impacts
☐	1-Jan	28-Feb		Every 5 years	Participate in Utah County Storm Water Coalition survey. Obtain results, review and put on file	Storm Water Division	21	4.2.1	Public Education and Outreach on Storm Water Impacts
☐	1-Jan	1-Mar		Annually	Review and update IDDE program, including Chapter 5 in the SOP Manual and SOP 3.2 Enforcement for MS4 Construction Site and SOP 4.17 Post-Construction Storm Water Enforcement	MS4 Coordinator	30	4.2.3.2.1	IDDE Program
☐	1-Jan	30-Jun		Semi-Annual	Semi-Annual Comprehensive Inspections of high priority facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Jan	30-Jun		Semi-Annually	City-owned roads, facility parking lots and paved areas in high-priority IDDE areas shall be swept per SOP 4.7 Street Sweeping	Storm Water Division; Streets Maintenance Division	66	4.2.6.5.2	MS4 Maintenance SOPs
☐	1-Jan	31-Dec		Annually	City-owned roads, facility parking lots and paved areas shall be swept per SOP 4.7 Street Sweeping.	Storm Water Division; Streets Maintenance Division	66	4.2.6.5.2	MS4 Maintenance SOPs
☐	15-Jan	31-Jan		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Feb	15-Feb		Every 2 months	Hold Annual Payson City Employee MS4 Training for new hires - IDDE, construction oversight, post-construction, and good-housekeeping topics, and SOPs required by Sections 4.2.1.4, 4.2.3.6, 4.2.4.5, and 4.2.6.10. Document on Training Tracking Form in the Forms and Tools Library in Appendix E. Document dates, topics and estimated number of people reached through outreach activities.	Storm Water Division, MS4 Coordinator	25	4.2.1.4	Information Given to Construction Engineers, Contractors, Developers, Development Review Staff, and Land Use Planners
☐	1-Feb	15-Feb		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Feb	28-Feb		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Feb	28-Feb		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Feb	30-Apr		Annually	Ensure Utah County Stormwater Workshop is held, Save documentation of attendees	MS4 Coordinator	28	4.2.2.3	Public Availability
☐	15-Feb	28-Feb		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections

Check Box	Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party	Page #	Permit Number #	Permit Topic
☐	1-Mar	15-Mar		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Mar	31-Mar		Every 2 months	Attend coalition meeting and document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other)	MS4 Coordinator	20	4.2.1	Public Education and Outreach on Storm Water Impacts
☐	1-Mar	31-Mar		Every 5 years	Review training and handouts provided to developer(s) and contractor(s) on permit requirements, design standards, SWPPP in pre-construction meetings.	Storm Water Division, MS4 Coordinator	25	4.2.1.4	Information Given to Construction Engineers, Contractors, Developers, Development Review Staff, and Land Use Planners
☐	1-Mar	31-Mar		Every 2 months	Review list of applicable new hires and ensure they get their onboarding training and get Annual Payson Employee MS4 Training review. New hire plan reviewers will get LID and SOP training.	MS4 Coordinator	39	4.2.3.6.3	Records
☐	1-Mar	31-Mar		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Mar	31-Mar		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Mar	1-Apr		Annually	Update website with education and outreach materials to institutions, industrial and commercial facilities	MS4 Coordinator	23	4.2.1.3.1	Public Education Topics for Institutions, Industrial, and Commercial Facilities
☐	1-Mar	1-Apr		Annually	Review IDDE call log and verify all documented incidents are entered into the GIS map.	Storm Water Division	31	4.2.3.3.1	Priority Area Identification
☐	15-Mar	31-Mar		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Apr	15-Apr		Every 2 months	Hold Annual Payson City Employee MS4 Training for new hires - IDDE, construction oversight, post-construction, and good-housekeeping topics, and SOPs required by Sections 4.2.1.4, 4.2.3.6, 4.2.4.5, and 4.2.6.10. Document on Training Tracking Form in the Forms and Tools Library in Appendix E. Document dates, topics and estimated number of people reached through outreach activities.	Storm Water Division, MS4 Coordinator	25	4.2.1.4	Information Given to Construction Engineers, Contractors, Developers, Development Review Staff, and Land Use Planners
☐	1-Apr	15-Apr		Quarterly	Post newsletters of water quality information online (e.g. improper waste disposal, IDDE)	City Public Education and Outreach Program	33	4.2.3.3.5	Household Hazardous Waste Collection
☐	1-Apr	15-Apr		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Apr	30-Apr		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Apr	30-Apr		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Apr	30-Apr		Annually	Conduct fire department annual spill prevention training for IDDE. Document Attendees in the Forms and Tools Library in Appendix E	Fire Department/MS4 Coordinator	67	4.2.6.5.6	Spill Prevention Plan
☐	1-Apr	30-Apr		Annually	Review and update the inventory of all floor drains inside all City-owned or operated facilities.	MS4 Coordinator	67	4.2.6.6	Floor Drain Inventory
☐	1-Apr	30-Apr		Annually	Review mapped flood management structural controls and debris basins to evaluate maintenance needs, structural updates, potential water quality improvements, and update GIS inventory as necessary	MS4 Coordinator	69	4.2.6.8.1	Existing Flood Management
☐	1-Apr	14-Jun		Annually for All Employees	Plan Annual Payson City Employee MS4 Training - IDDE, construction oversight, post-construction, and good-housekeeping topics, and SOPs required by Sections 4.2.1.4, 4.2.3.6, 4.2.4.5, and 4.2.6.10. Document on Training Tracking Form in the Forms and Tools Library in Appendix E. Document dates, topics and estimated number of people reached through outreach activities.	Storm Water Division, MS4 Coordinator	24	4.2.1.4	Information Given to Construction Engineers, Contractors, Developers, Development Review Staff, and Land Use Planners
☐	15-Apr	30-Apr		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	15-Apr	15-Jun		Every 5 Years (2027, 2032, 2037)	Perform inspection and cleaning of all public creeks and streams within the city limits according to SOP 4.3 Creek Management	Storm Water Inspector	65	4.2.6.5.2	MS4 Maintenance SOPs
☐	15-Apr	15-Jun		Twice every 5 Years (2027, 2032, 2037)	Perform inspection and cleaning of all public creeks and streams within the city limits in high-priority IDDE areas according to SOP 4.3 Creek Management	Storm Water Inspector	66	4.2.6.5.2	MS4 Maintenance SOPs
☐	1-May	15-May		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections

Check Box	Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party	Page #	Permit Number #	Permit Topic
☐	1-May	31-May		Every 2 months	Attend coalition meeting and document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other)	MS4 Coordinator	20	4.2.1	Public Education and Outreach on Storm Water Impacts
☐	1-May	31-May		Every 2 months	Review list of applicable new hires and ensure they get their onboarding training and get Annual Payson Employee MS4 Training review. New hire plan reviewers will get LID and SOP training.	MS4 Coordinator	39	4.2.3.6.3	Records
☐	1-May	31-May		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-May	31-May		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-May	1-Jul		Annually	Review GIS IDDE list and map to identify trends and designate or update priority areas according to SOP 5.4 Identification and Inspection of Priority Areas for Illicit Discharge Detection and Elimination. Conduct field inspection of identified priority areas and document findings in the IDDE Priority Area Inspection form (see Forms and Tools Library in Appendix E). If the City discovers or suspects that a discharger may need a separate UPDES Permit, the City will notify the Director, stated within the MS4 permit, within 30 days.	MS4 Coordinator	32	4.2.3.3.2	Priority Area Inspections
☐	15-May	31-May		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	15-May	15-Jun		Every 5 years (2026, 2031, 2036)	Perform Dry Weather screening at all identified outfall locations. Use "Dry Weather Screening Form".	MS4 Coordinator	32	4.2.3.3.3	Dry Weather Screening Inspections
☐	15-May	15-Jun		Every 2 years (2026, 2028, 2030, 2032, 2034, 2036)	Perform inspection and cleaning of all City-owned storm water controls/BMPs according to SOP 4.12 Inspection of Post-Construction BMPs and distribute public education materials (see Section 3.3.1.2)	Storm Water Inspector	54	4.2.5.4.2.1	Inspection Report
☐	15-May	15-Jun		Annually	Perform inspection and cleaning of 20% or one-fifth of all City-owned storm water catch basins/cleanout boxes, swales, storm drain pipes, and detention/retention basins according to SOPs 4.1 Catch Basin Cleaning, 4.4 Detention Pond Cleaning, 4.5 Swale Management & 4.11 Storm Drain System Maintenance	Storm Water Inspector	65	4.2.6.5.2	MS4 Maintenance SOPs
☐	15-May	15-Jun		Semi-Annually	Perform inspection and cleaning of 20% or one-fifth of all City-owned storm water catch basins/cleanout boxes, swales, storm drain pipes, and detention/retention basins in high-priority IDDE areas according to SOPs 4.1 Catch Basin Cleaning, 4.4 Detention Pond Cleaning, 4.5 Swale Management & 4.11 Storm Drain System Maintenance	Storm Water Inspector	65	4.2.6.5.2	MS4 Maintenance SOPs
☐	1-Jun	15-Jun		Quarterly	Post newsletters of water quality information online (e.g. improper waste disposal, IDDE)	City Public Education and Outreach Program	33	4.2.3.3.5	Household Hazardous Waste Collection
☐	1-Jun	15-Jun		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Jun	30-Jun		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Jun	30-Jun		Annually	Update high-priority site list based on updated inventory of City-owned facilities (see Section 4.2.6.1). Update plan to retrofit existing sites that adversely impact water quality	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Jun	30-Jun		Annually	Annual Visual Assessment of Storm Water Discharges at high priority facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Jun	30-Jun		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Jun	1-Jul		Every 5 Years (2026, 2031, 2036)	Hold a public hearing before the City Council to adopt the updated SWMP.	MS4 Coordinator	28	4.2.2.3	Public Availability
☐	1-Jun	1-Aug		Every 5 Years (2026, 2031, 2036)	Post on Facebook or other social media accounts when the updated SWMP is ready for review and published to the Storm Water website. Comments can be submitted to dalec@paysonutah.gov	MS4 Coordinator	28	4.2.2.3	Public Availability
☐	1-Jun	1-Aug		Annually	Review and Update spill/dumping response procedure/SOPs and internal flow chart	Storm Water Division, Fire Marshal	36	4.2.3.4.4	Spill and Improper Disposal SOP
☐	1-Jun	30-Sep		Every 5 Years (2026, 2031, 2036)	Note changes to procedures and long-term ongoing processes in Section 2.2.2.5 for SWMP Update after each 5-year UPDES State Permit	MS4 Coordinator	8	2.2.2.5	Modifications to Ordinances
☐	1-Jun	30-Sep		Every 2 Years after 6/2/2026 Release (2026, 2028, 2030)	Review most recent Utah DWQ Integrated Report 303(d) and update the impaired waterbodies list above	Storm Water Division	10	3.1.1	Impaired Body Determination

Check Box	Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party	Page #	Permit Number #	Permit Topic
☐	15-Jun	15-Jun		Annually for All Employees	Hold Annual Payson City Employee MS4 Training - IDDE, construction oversight, post-construction, and good-housekeeping topics, and SOPs required by Sections 4.2.1.4, 4.2.3.6, 4.2.4.5, and 4.2.6.10. Document on Training Tracking Form in the Forms and Tools Library in Appendix E. Document dates, topics and estimated number of people reached through outreach activities.	Storm Water Division, MS4 Coordinator	24	4.2.1.4	Information Given to Construction Engineers, Contractors, Developers, Development Review Staff, and Land Use Planners
☐	15-Jun	30-Jun		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	15-Jun	15-Jul		Every 5 years (2027, 2032, 2037)	Perform inspection of all privately owned storm water controls/BMPs according to their LTSWMP and SOP 4.13 Inspection of Privately Owned Storm Water Controls and distribute public education materials (see Section 3.3.1.2)	Storm Water Inspector	55	4.2.5.4.2.1	Inspection Report
☐	1-Jul	15-Jul		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Jul	31-Jul		Every 2 months	Attend coalition meeting and document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other)	MS4 Coordinator	20	4.2.1	Public Education and Outreach on Storm Water Impacts
☐	1-Jul	31-Jul		Every 2 months	Review list of applicable new hires and ensure they get their onboarding training and get Annual Payson Employee MS4 Training review. New hire plan reviewers will get LID and SOP training.	MS4 Coordinator	39	4.2.3.6.3	Records
☐	1-Jul	31-Jul		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Jul	31-Jul		Semi-Annual	Update the Long-Term Storm Water Control Inventory and add/edit each control to the Storm Water System Map by PCC number per SOP 4.14 Long-Term Storm Water Control and LTSWMP Inventory	Storm Water Division and Mapping Division	55	4.2.5.5	Inventory
☐	1-Jul	31-Jul		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Jul	1-Aug		Annually	Review inventory of City-owned facilities in 4.2.6.1 and identify "high-risk facilities" using the high-risk facility matrix and update the list in 4.2.6.3 & list of exempt facilities	MS4 Coordinator, Mapping Division	59	4.2.6.1	Inventory
☐	1-Jul	15-Aug		Annually	Ensure Storm Water Booth is present at the Utah County Fair, Save documentation of Booth	MS4 Coordinator	28	4.2.2.3	Public Availability
☐	1-Jul	30-Sep		Annually	Conduct an annual review of the SWMP with preparation of annual report (Section 5.5) and update per recent UPDES Permit. This may be combined with 5-year SWMP revision as required in 4.2.2.2.	MS4 Coordinator	71	4.4.1	Storm Water Management Program Review
☐	1-Jul	30-Sep		Annually	Complete and submit annual report to the Director for the reporting period of July 1 to June 30. Use the report form provided on EPA's NPDES eReporting Tool (NeT) to electronically prepare and submit the annual report unless the Director grants a waiver from electronic reporting. To access NeT, go to https://cdx.epa.gov/cdx/.	MS4 Coordinator	72	5.5.1	Annual Report Submittal
☐	1-Jul	31-Dec		Semi-Annual	Semi-Annual Comprehensive Inspections of high priority facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Jul	31-Dec		Semi-Annually	City-owned roads, facility parking lots and paved areas in high-priority IDDE areas shall be swept per SOP 4.7 Street Sweeping	Storm Water Division; Streets Maintenance Division	66	4.2.6.5.2	MS4 Maintenance SOPs
☐	15-Jul	31-Jul		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Aug	15-Aug		Every 2 months	Hold Annual Payson City Employee MS4 Training for new hires - IDDE, construction oversight, post-construction, and good-housekeeping topics, and SOPs required by Sections 4.2.1.4, 4.2.3.6, 4.2.4.5, and 4.2.6.10. Document on Training Tracking Form in the Forms and Tools Library in Appendix E. Document dates, topics and estimated number of people reached through outreach activities.	Storm Water Division, MS4 Coordinator	25	4.2.1.4	Information Given to Construction Engineers, Contractors, Developers, Development Review Staff, and Land Use Planners
☐	1-Aug	15-Aug		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Aug	31-Aug		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Aug	31-Aug		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Aug	31-Aug		Annually	Review and update SWPPP plans for "High Priority" facilities listed in 4.2.6.3	MS4 Coordinator	61	4.2.6.3.2	SWPPPs for "High Priority" Facilities
☐	1-Aug	15-Sep		Annually	Review Measurable Goals Tracking Form	Storm Water Division	17	4.1.3.1	Measurable Goals Summary of BMPs
☐	1-Aug	1-Oct		Annually	Complete and document an Annual Fiscal Analysis as required by Section 4.1.2.2	Storm Water Division	17	4.1.2.2	Annual Fiscal Analysis

Check Box	Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party	Page #	Permit Number #	Permit Topic
☐	15-Aug	31-Aug		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	16-Aug	30-Sep		Annually	Have Storm Water Booth at the Onion Days, Save Documentation of Booth	MS4 Coordinator	28	4.2.2.3	Public Availability
☐	1-Sep	15-Sep		Quarterly	Post newsletters of water quality information online (e.g. improper waste disposal, IDDE)	City Public Education and Outreach Program	33	4.2.3.3.5	Household Hazardous Waste Collection
☐	1-Sep	15-Sep		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Sep	30-Sep		Every 2 months	Attend coalition meeting and document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other)	MS4 Coordinator	20	4.2.1	Public Education and Outreach on Storm Water Impacts
☐	1-Sep	30-Sep		Every 2 months	Review list of applicable new hires and ensure they get their onboarding training and get Annual Payson Employee MS4 Training review. New hire plan reviewers will get LID and SOP training.	MS4 Coordinator	39	4.2.3.6.3	Records
☐	1-Sep	30-Sep		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Sep	30-Sep		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	15-Sep	30-Sep		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Oct	15-Oct		Every 2 months	Hold Annual Payson City Employee MS4 Training for new hires - IDDE, construction oversight, post-construction, and good-housekeeping topics, and SOPs required by Sections 4.2.1.4, 4.2.3.6, 4.2.4.5, and 4.2.6.10. Document on Training Tracking Form in the Forms and Tools Library in Appendix E. Document dates, topics and estimated number of people reached through outreach activities.	Storm Water Division, MS4 Coordinator	25	4.2.1.4	Information Given to Construction Engineers, Contractors, Developers, Development Review Staff, and Land Use Planners
☐	1-Oct	15-Oct		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Oct	31-Oct		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Oct	31-Oct		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	1-Oct	1-Dec		Annually	Update and verify storm drain system map and document all discharge locations	MS4 Coordinator & GIS Administrator	29	4.2.3.1	MS4 Map
☐	15-Oct	31-Oct		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Nov	15-Nov		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Nov	30-Nov		Every 2 months	Attend coalition meeting and document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other)	MS4 Coordinator	20	4.2.1	Public Education and Outreach on Storm Water Impacts
☐	1-Nov	30-Nov		Every 2 months	Review list of applicable new hires and ensure they get their onboarding training and get Annual Payson Employee MS4 Training review. New hire plan reviewers will get LID and SOP training.	MS4 Coordinator	39	4.2.3.6.3	Records
☐	1-Nov	30-Nov		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Nov	30-Nov		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	15-Nov	30-Nov		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	15-Nov	15-Dec		Annually	Conduct an annual assessment meeting to fill out the SWMP Goal Evaluation Form	Key Storm Water Division Staff including the MS4 Coordinator	16	4.1.2	Ongoing Documentation of SWMP

Check Box	Start Date	Due Date	Completion Date	Frequency	Task	Responsible Party	Page #	Permit Number #	Permit Topic
☐	15-Nov	15-Dec		Semi-Annually	Perform inspection and cleaning of 20% or one-fifth of all City-owned storm water catch basins/cleanout boxes, swales, storm drain pipes, and detention/retention basins in high-priority IDDE areas according to SOPs 4.1 Catch Basin Cleaning, 4.4 Detention Pond Cleaning, 4.5 Swale Management & 4.11 Storm Drain System Maintenance	Storm Water Inspector	65	4.2.6.5.2	MS4 Maintenance SOPs
☐	1-Dec	15-Dec		Every 2 months	Hold Annual Payson City Employee MS4 Training for new hires - IDDE, construction oversight, post-construction, and good-housekeeping topics, and SOPs required by Sections 4.2.1.4, 4.2.3.6, 4.2.4.5, and 4.2.6.10. Document on Training Tracking Form in the Forms and Tools Library in Appendix E. Document dates, topics and estimated number of people reached through outreach activities.	Storm Water Division, MS4 Coordinator	25	4.2.1.4	Information Given to Construction Engineers, Contractors, Developers, Development Review Staff, and Land Use Planners
☐	1-Dec	15-Dec		Monthly	Complete inspection of SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections
☐	1-Dec	31-Dec		Monthly	Verify SWPPP reviews are properly documented	MS4 Coordinator	42	4.2.4.3	Pre-Construction SWPPP Review
☐	1-Dec	31-Dec		Monthly	Monthly visual inspections of High Priority Facilities per SWPPP plan	MS4 Coordinator	62	4.2.6.4	Inspection of City Owned or Operated Facilities
☐	15-Dec	31-Dec		Monthly	Complete inspection of priority SWPPP construction sites using the Construction Oversight Inspection Form found on the Division's MS4 website at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4spermits-updes-permits. Perform inspections according to SOP 3.1 Inspections of Permitted Construction Sites.	Storm Water Inspector	44	4.2.4.4.2	Monthly Inspections

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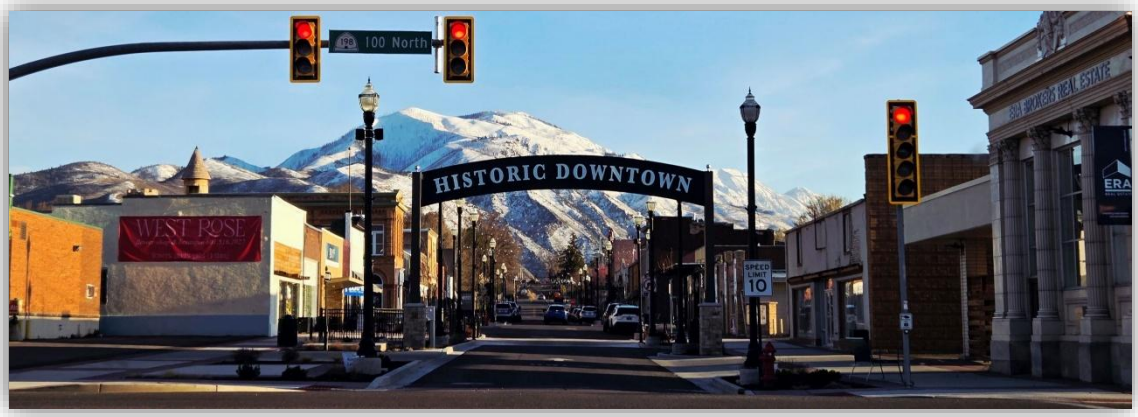
Appendix C

Utah DWQ LID Manual

https://lf-public.deq.utah.gov/WebLink/ElectronicFile.aspx?docid=12628&eqdocs=DWQ-2019-000161&dbid=0

Appendix D

Payson City Standard Operating Procedures Manual



Storm Water Management Plan Standard Operating Procedures

November 2026

PAYSON UTAH

TABLE OF CONTENTS

TABLE OF CONTENTS ii
INTRODUCTION v
DEFINITIONS vi
ACRONYMS xi
Chapter 1 GOOD HOUSEKEEPING 1

1.1 ALTERNATIVE PRODUCTS USE/STORAGE DISPOSAL 1
1.2 CHEMICAL APPLICATION OF PESTICIDES, HERBICIDES, AND FERTILIZERS 2
1.3 CHEMICAL HANDLING AND TRANSPORTATION 3
1.4 CHEMICAL STORAGE AND DISPOSAL OF FERTILIZER AND PESTICIDES 4
1.5 CHEMICAL AND PETROLEUM DISPOSAL 5
1.6 DUMPSTER MAINTENANCE 6
1.7 EMPLOYEE TRAINING 8
1.8 GARBAGE STORAGE/SCRAP METAL/ TRASH PILES 9
1.9 OIL WATER SEPARATOR MAINTENANCE 11
1.10 OPEN SPACE MANAGEMENT 12
1.11 PARKING LOT MAINTENANCE 13
1.12 GREEN WASTE DEPOSITED IN STREET 15
1.13 MUNICIPALLY SPONSORED EVENTS AND CLEAN UP 16
1.14 GRAFFITI REMOVAL 17
1.15 PET WASTE 18
1.16 PLANTING VEGETATION - STARTERS 19
1.17 PLANTING VEGETATION - SEEDS 21
1.18 SALT AND SAND/AGGREGATE STORAGE 23
1.19 SPARE PARTS STORAGE 24
1.20 SPILL PREVENTION PLAN 25
1.21 SPILL AND IMPROPER DISPOSAL RESPONSE & CLEAN-UP 26
1.22 SNOW DISPOSAL 28
1.23 SNOW REMOVAL AND DE-ICING 29
1.24 VEHICLE AND EQUIPMENT FUELING 31

1.25 VEHICLE AND EQUIPMENT STORAGE 32
1.26 VEHICLE WASHING 33
1.27 MONTHLY VISUAL INSPECTION OF HIGH-PRIORITY FACILITIES 35
1.28 SEMI ANNUAL COMPREHENSIVE INSPECTION OF HIGH-PRIORITY FACILITIES 37
1.29 ANNUAL VISUAL ASSESSMENT OF STORM WATER OUTFALL DISCHARGES FOR HIGH-PRIORITY FACILITIES 39
1.30 ASSESSMENT AND INVENTORY OF CITY OWNED AND OPERATED FACILITIES, OPERATIONS AND STORM WATER CONTROLS 41
1.31 IDENTIFICATION OF HIGH-PRIORITY FACILITIES AND OPERATIONS 43

Chapter 2 PRE-CONSTRUCTION ACTIVITIES 45

2.1 PRE-CONSTRUCTION SWPPP MEETING 45
2.2 PRIORITY CONSTRUCTION SITE IDENTIFICATION AND INSPECTION 47
2.3 SWPPP REVIEW 48

Chapter 3 CONSTRUCTION SITE RUNOFF CONTROLS 49

3.1 INSPECTIONS OF PERMITTED CONSTRUCTION SITES 49
3.2 ENFORCEMENT FOR MS4 CONSTRUCTION SITE 55
3.3 CHIP SEAL 61
3.4 CRACK SEAL 62
3.5 NEW/REPLACEMENT CONCRETE WORK 63
3.6 OVERLAYS AND PATCHING 65
3.7 PAVEMENT/CURB MARKING 66
3.8 PAINTING 67
3.9 SHOULDERING AND MOWING 68
3.10 SLURRING SEAL 70
3.11 TRANSPORTING EQUIPMENT 71
3.12 TRANSPORTING DRY EXCAVATED MATERIALS AND SPOILS 72
3.13 TRANSPORTING WET EXCAVATED MATERIALS AND SPOILS 74
3.14 CONSTRUCTION PERMIT CLOSEOUT AND NOT TRACKING 76

Chapter 4 POST CONSTRUCTION STORM WATER CONTROLS 78

4.1 CATCH BASIN CLEANING 78

4.2 DISPOSAL OF WASTE AND WASTEWATER REMOVED DURING CLEANING AND MAINTENANCE OF STORM WATER CONVEYANCE SYSTEM AND STREET SWEEPING 80
4.3 CREEK MANAGEMENT 81
4.4 DETENTION POND CLEANING 83
4.5 SWALE MANAGEMENT 85
4.6 MOWING AND TRIMMING 87
4.7 STREET SWEEPING 89
4.8 PLANNED WATERLINE EXCAVATION/INSTALLATION/ REPAIR/REPLACEMENT 90
4.9 UNPLANNED WATERLINE EXCAVATION REPAIR/ REPLACEMENT 91
4.10 WATERLINE FLUSHING FOR ROUTINE MAINTENANCE 92
4.11 STORM DRAIN SYSTEM MAINTENANCE 93
4.12 INSPECTION OF POST-CONSTRUCTION BMPS 96
4.13 INSPECTION OF PRIVATELY OWNED STORM WATER CONTROLS 98
4.14 LONG-TERM STORM WATER CONTROL AND LTSWMP INVENTORY 99
4.15 REVIEW OF FLOOD MANAGEMENT STRUCTURAL CONTROLS 101
4.16 OPERATIONS AND MAINTENANCE STAFF TRAINING 103
4.17 POST-CONSTRUCTION STORM WATER ENFORCEMENT 105

Chapter 5 ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) 110

5.1 RESPONSE, CESSATION, AND REPORTING OF ILLICIT DISCHARGES 110
5.2 ILLICIT DISCHARGE SOURCE TRACING 113
5.3 ILLICIT DISCHARGE CHARACTERIZING AND IMMEDIATE CONTAINMENT 114
5.4 IDENTIFICATION AND INSPECTION OF PRIORITY AREAS FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION 116
5.5 IDDE & POST-CONSTRUCTION STORM WATER MANAGEMENT TRAINING PROGRAM 119

INTRODUCTION

In 1987, as an amendment to the 1972 Federal Clean Water Act, Congress passed the Water Quality Act that established a phased approach to regulating the discharge of municipal storm water to waters of the United States. This Act led to Payson City being designated as a Small Municipal Separate Storm Sewer System (MS4). As a Small MS4, the City is authorized to discharge municipal storm water in accordance with six minimum control measures outlined in the Utah Pollutant Discharge Elimination (UPDES) Permit No. UTR090000. A link to the permit can be found here.

This permit is administered by the State of Utah Division of Water Quality with oversight from the Environmental Protection Agency (EPA). Pursuant and in compliance with the current permit, the City is required to develop and follow Standard Operating Procedures (SOPs) to prevent pollutants from entering the City's storm water drainage system. The City has adopted a Storm Water Management Plan (SWMP) that addresses the implementation of the six control measures: Public Education and Outreach on Storm Water Impacts, Public Involvement/Participation, Illicit Discharge Detection and Elimination (IDDE), Construction Site Storm Water Runoff Control, Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water Management), Pollution Prevention and Good Housekeeping for Municipal Operations. A copy of the SWMP can be found here.

Enclosed within the document below are the SOPs developed for the City to meet the requirements of the permit. In cases where these SOPs may conflict with existing SOPs, the most rigorous related to protecting water quality shall govern. Each City Department shall implement the applicable SOPs in their operations and business practices. It is the responsibility of Agency Managers and/or Supervisors to train employees as required, including temporary employees, on these SOPs and report this training and send documentation on the Training Tracking Form (found in Forms and Tools Library in Appendix E) to the MS4 Coordinator for purposes of data management, reporting, and compliance tracking.

DEFINITIONS

1. **40 CFR**: Refers to Title 40 of the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal government.
2. **Act**: Means the Utah Water Quality Act.
3. **Analytical monitoring**: Refers to monitoring of water bodies (streams, ponds, lakes, etc.) or of storm water, according to UAC R317-2-10 and 40 CFR 136 "Guidelines Establishing Test Procedures for the Analysis of Pollutants," or to State or Federally established protocols for biomonitoring or stream bio assessments.
4. **Beneficial Uses**: Means uses of the Waters of the State, which include but are not limited to: domestic, agricultural, industrial, recreational, and other legitimate beneficial uses.
5. **Best Management Practices (BMPs):** Means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of Waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.
6. **CWA:** Means The Clean Water Act of 1987, formerly referred to as the Federal Water Pollution Control Act.
7. **Co-Permittee:** Means any operator of a regulated small MS4 that is applying jointly with another applicant for coverage under the MS4 Permit. A Co-Permittee owns or operates a regulated Small MS4 located within or adjacent to another regulated MS4. A CoPermittee is only responsible for complying with the conditions of this Permit relating to discharges from the MS4 the Co-Permittee owns or operates. See also § 40 CFR 122.26(b) (I).
8. **Control Measure:** Refers to any Best Management Practice or other method used to prevent or reduce the discharge of pollutants to Waters of the State.
9. **Common plan of development or sale:** Means one plan for development or sale, separate parts of which are related by any announcement, piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, plat, blueprint, contract, Permit application, zoning request, computer design, etc.), physical demarcation (including contracts) that identify the scope of the project. A plan may still be a common plan of development or sale even if it is taking place in separate stages or phases, is planned in combination with other construction activities, or is implemented by different owners or operators.
10. **Division:** Means the Utah Division of Water Quality. 11. Discharge: For the purpose of the Permit and this document, unless indicated otherwise, refers to discharges from the Municipal Separate Storm Sewer System (MS4)

11. **Drinking Water Source Protection Zones:** These are hereby established use districts to be known as zones one, two, three, and four, of the drinking water source protection area, or alternatively the Management Area. These zones shall have the approval of the State of Utah, Division of Drinking Water as described in R309-600.
12. **Dry weather screening:** Is monitoring done in the absence of storm events to discharges representing, as much as possible, the entire storm drainage system for the purpose of obtaining information about illicit connections and improper dumping.
13. **Escalating enforcement procedures:** Refers to a variety of enforcement actions in order to apply as necessary for the severity of the violation and/or the recalcitrance of the violator.
14. **Entity:** Means a governmental body or a public or private organization.
15. **EPA:** Means the United States Environmental Protection Agency.
16. **General Permit:** Means a Permit which covers multiple dischargers of a point source category within a designated geographical area, in lieu of individual Permits being issued to each discharger.
17. **Ground water:** Means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.
18. **High quality waters:** Means any water, where, for a particular pollutant or pollutant parameter, the water quality exceeds that quality necessary to support the existing or designated uses, or which supports an exceptional use.
19. **Illicit connection:** Means any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.
20. **Illicit discharge:** Means any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a UPDES Permit (other than the UPDES Permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities.
21. **Impaired waters:** Means any segment of surface waters that has been identified by the Division as failing to support classified uses. The Division periodically compiles a list of such waters known as the § 303(d) List.
22. **Large MS4:** Large municipal separate storm sewer system means all municipal separate storm sewers that are located in an incorporated place with a population of 250,000 or more as determined by the current Decennial Census by the Bureau of the Census.
23. **Low Impact Development (LID):** is an approach to land development (or redevelopment) that works with nature to more closely mimic pre-development hydrologic functions. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat storm water as a resource rather than a waste product. There are many practices that have been used to adhere to these principles

such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.

24. **MS4**: Is an acronym for "municipal separate storm sewer system".
25. **Maximum Extent Practicable (MEP):** Is the technology-based discharge standard for Municipal Separate Storm Sewer Systems established by paragraph 402(p)(3)(B)(iii) of the Federal Clean Water Act (CWA), which reads as follows: "Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants."
26. **Medium MS4:** Medium municipal separate storm sewer system means all municipal separate storm sewers that are located in an incorporated place with a population of 100,000 or more but less than 250,000, as determined by the 1990 Decennial Census by the Bureau of the Census
27. **Monitoring:** Refers to tracking or measuring activities, progress, results, etc.;
28. **Municipal separate storm sewer system:** Means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) pursuant to paragraphs R317-8-1.6(4), (7), & (14), or designated under UAC R317-8-3.9(I)(a)5: a. that is owned or operated by a state, city, town, county, district, association, or other public body (created by or pursuant to State Law) having jurisdiction over disposal of wastes, storm water, or other wastes, including special districts under State Law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under section 208 of the CWA that discharges to Waters oi the State; b. that is designed or used for collecting or conveying storm water; c. which is not a combined sewer; and d. which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR 122.2.
29. **NOI**: Is an acronym for "Notice of Intent" to be covered by this Permit and is the mechanism used to “register" for coverage under a general Permit.
30. **Non-analytical monitoring:** Refers to monitoring for pollutants by means other than UAC R317-2-10 and 40 CFR 136, such as visually or by qualitative tools that provide comparative or rough estimates.
31. **Operator:** Is the person or entity responsible for the operation and maintenance of the MS4.
32. **Outfall:** Means a point source as defined by UAC R317-8-1.5(34) at the point where a municipal separate storm sewer discharges to Waters of the State and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels

or other conveyances which connect segments of the same stream or other Waters of the State and are used to convey waters of the State.

33. **Owner:** Is the party responsible for all operations and meeting all permit requirements.
34. **Priority construction site:** Means a construction site that has potential to threaten water quality when considering the following factors: soil erosion potential; site slope; project size and type; sensitivity of receiving water bodies; proximity to receiving water bodies; non-storm water discharges and past record of non-compliance by the operators of the construction site.
35. **Redevelopment:** Is the replacement or improvement of impervious surfaces on a developed site.
36. **Runoff:** 1s water that travels across the land surface, or laterally through the ground near the land surface, and discharges to water bodies either directly or through a collection and conveyance system. Runoff includes storm water and water from other sources that travels across the land surface.
37. **SWMP:** Is an acronym for storm water management plan. The SWMP document is the written plan that is used to describe the various control measures and activities the Permittee will undertake to implement the storm water management program.
38. **SWPPP:** Is an acronym for storm water pollution prevention plan.
39. **Small MS4:** 1s any MS4 not already covered by the Phase I program as a medium or large MS4. The Phase II Rule automatically covers on a nationwide basis all Small MS4s located in "urbanized areas" (UAs) as defined by the Bureau of the Census (unless waived by the UPDES Permitting authority), and on a case-by-case basis those Small MS4's located outside, or UAs that the UPDES Permitting authority designates.
40. **SOP:** Is an acronym for standard operating procedure which is a set of written instructions that document a routine or repetitive activity. For the purpose of this Permit, SOPs should emphasize pollution control measures to protect water quality.
41. **Storm water:** Means storm water runoff, snowmelt runoff, and surface runoff and drainage.
42. **TMDL:** Is an acronym for "Total Maximum Daily Load" and in this Permit refers to a study that: a. quantifies the amount of a pollutant in a stream; b. identifies the sources of the pollutant; and c. recommends regulatory or other actions that may need to be taken in order for the impaired water body to meet water quality standards.
43. **Urbanized area:** Is a land area comprising one or more places and the adjacent densely settled surrounding area that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile.
44. **Waters of the State:** Means all streams, Iakes, ponds, marshes, water-courses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private which are contained within, flow through, or border upon this state or any portion

thereof, except bodies of water confined to and retained within the limits of private property, and which do not develop into or constitute a nuisance, or a public health hazard, or a menace to fish and wildlife which shall not be considered to be "Waters of the State" under this definition ("UAC" R317-1-1.32).

ACRONYMS

ACRONYM	DEFINITION
BMP	Best Management Practices
DEQ	Division of Environmental Quality
HHW	Household Hazardous Waste
ICFSWPPP	Industrial/Commercial Facility Storm Water Pollution Prevention Plan
IDDE	Illicit Discharge Detection and Elimination
SDS	Safety Data Sheet
MOU	Memorandum of Understanding
NOT	Notice of Termination
NOV	Notice of Violation
PPE	Personal Protective Equipment
RSI	Registered Storm Water Inspector
RSR	Registered Storm Water Reviewer
SOP	Standard Operating Procedure
SWMA	Storm Water Maintenance Agreement
TCLP	Toxicity Characteristic Leaching Procedure
UDEQ	Utah Department of Environmental Quality
UPDES	Utah Pollutant Discharge Elimination System

1.1 ALTERNATIVE PRODUCTS USE/STORAGE DISPOSAL



Purpose:

To protect storm water by using alternative products that are more environmentally friendly.

Procedure:

1. Always:
    a. Ask product suppliers, peers, or regulatory agents if there is a more environmentally friendly alternative when ordering any product.
2. Whenever Possible:
    a. Use alternative products when deemed appropriate.
        i. Instead of solvent-based parts cleaners use citrus-based cleaners or steam/pressure wash to an oil/water separator. Use alternative products when deemed appropriate.
        ii. Instead of herbicides use bark mulch.
        iii. Instead of fertilizers use compost or manure.
    b. Minimize waste by purchasing recyclable products that have minimal packaging.
    c. Use less harmful de-icers such as calcium magnesium acetate, potassium acetate, or organic de-icers.
    d. Use a “pre-mix” of 4 to 1 sodium chloride and calcium chloride, which is the most cost- effective alternative to straight salt.
    e. Substitute synthetic fertilizers with natural compost and organic fertilizers to improve soil pH, texture and fertility, and cause less leaching to groundwater.
        i. Use no-phosphorus lawn fertilizer.
    f. Reduce or eliminate mowed lawn in areas that are not actively used.
        i. Consider converting unused turf to meadow or forest.
    g. Use slow-release nitrogen fertilizers.

1.2 CHEMICAL APPLICATION OF PESTICIDES, HERBICIDES, AND FERTILIZERS



Purpose:

To protect storm water by properly applying pesticides, herbicides, and fertilizers.

Procedure:

1. Preparation
    a. Make sure your state Chemical Handling Certification is complete and up to date before handling any chemicals.
    b. Make sure all pesticide application is conducted or supervised personnel certified by Utah Department of Agriculture.
    c. Calibrate fertilizer and pesticide application equipment to avoid excess application.
    d. Use pesticides only if there is an actual pest problem.
    e. Time and apply the application of fertilizers, herbicides, and pesticides according to the manufacturer's recommendation for the best results ("Read the Label").
    f. Know the weather conditions. Do not use pesticides if rain is expected within a 24-hour period. Apply pesticides only when wind speeds are low (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 that still achieve results.
    f. Never apply controlled pesticides unless certified to do so.
    g. Never apply pesticides before heavy rainfall.
3. Clean-up:
    a. Clean up any spilled chemicals (see Spill and Improper Disposal Response & Clean-up 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 and herbicide containers, and use rinse water as product. 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.
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.

1.3 CHEMICAL HANDLING AND TRANSPORTATION



Purpose:

To prevent the discharge of pollutants into storm water from buildings and grounds maintenance activities through proper chemical handling application.

Procedure:

1. Preparation:
    a. Make sure your state Chemical Handling Certification is complete and up-to-date before handling 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 proper PPE available and wear it prior to handling chemicals as necessary or as required.
    e. Understand and follow 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 of handling process.
    c. Stop process if spills occur (see Spill Response).
    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. Complete Spill Response Report form in Appendix E and notify proper authorities if spill exceeds minimum reporting quantities.

1.4 CHEMICAL STORAGE AND DISPOSAL OF FERTILIZER AND PESTICIDES



Purpose:

To protect storm water by properly storing and disposing of fertilizers and pesticides.

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 SOP 1.21 Spill and Improper Disposal Response & Clean-up and SOP 1.20 Spill Prevention Plan).
2. Whenever Possible:
    a. Store pesticides in enclosed areas or in covered impervious containment, preferably in a locked cabinet.
    b. Order fertilizers and pesticides for delivery as close to time of use as possible to reduce the amount stored at the facility.
    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.

1.5 CHEMICAL AND PETROLEUM DISPOSAL



Purpose:

To protect storm water from petroleum and chemical products due to improper disposal practices.

Procedure:

1. Always:
    a. Maintain tracking and manifest, where necessary, of chemicals and petroleum products being disposed or recycled off-site.
    b. Transport used petroleum and chemical products with a licensed transporter and maintain records.
    c. Train employees on proper disposal practices.
    d. Analyze floor drain solids (from sediment trap) for TCLP to determine if hazardous waste or not.
2. Whenever Possible:
    a. Minimize the number of solvents used to reduce the variety of waste generated and to make recycling easier.
    b. Use safer alternatives (see SOP 1.1 Alternative Products Use/Storage Disposal).
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 regular trash. Dispose of it only as a hazardous waste.
    e. Never mix incompatible chemicals such as acids and bases.

1.6 DUMPSTER MAINTENANCE



Purpose:

To prevent pollutants from entering the Municipal Separate Storm Sewer System (MS4) by ensuring proper management, inspection, and maintenance of dumpsters and waste storage areas.

Applicability:

This SOP applies to all City-owned or operated facilities and any operations utilizing dumpsters, roll-off containers, compactors, or similar waste storage units.

Responsible Parties:

- Operations Staff: Daily management and compliance with this SOP
- MS4 Inspector / Storm Water Staff: Routine inspections and documentation
- Supervisors / Facility Managers: Enforcement of corrective actions and compliance

Standard Practices (BMPs):

1. Placement and Setup
   - Locate dumpsters on paved or stabilized surfaces
   - Place dumpsters away from storm drain inlets, drainage paths, and waterbodies where feasible
   - Ensure lids and doors are functional and capable of remaining closed
   - Install secondary containment or berms where repeated leakage or high-risk waste is present

2. Operational Requirements
   - Dumpster lids shall remain closed at all times when not actively in use
   - Dumpsters shall not be overfilled
   - Waste shall be properly bagged or contained
   - Hazardous materials shall not be disposed of in dumpsters
   - Dumpsters shall be serviced regularly to prevent overflow

3. Housekeeping and Spill Prevention
   - Maintain dumpster areas free of trash, debris, and liquid waste
   - Immediately clean up any spills or leaked material
   - Use dry cleanup methods (absorbents, sweeping); do not hose down areas into the MS4
   - Wash water, if necessary, shall be contained and properly disposed (not discharged to storm drain)

4. Equipment Condition
   - Inspect dumpsters for leaks, corrosion, or structural damage
   - Leaking dumpsters shall be removed from service immediately and repaired or replaced
   - Ensure drain plugs (if present) are secure and watertight, if not present install immediately in all drain holes

Inspection Requirements:

1. Frequency
   - Dumpster areas shall be inspected monthly at high-priority facilities and quarterly at other facilities by the facility manager.

2. Inspection Criteria

Facility managers shall verify:

- Dumpster lids are closed and functional
- No evidence of leakage, staining, or accumulated liquids
- Area is free of trash and debris
- No illicit discharge pathways to storm drains
- Proper placement relative to drainage features

Deficiencies and Corrective Actions:

All deficiencies and corrective actions shall be documented in the facility inspection log in Appendix E.

Corrective actions shall include:

- Immediate cleanup of spills or debris
- Repair or replacement of damaged dumpsters
- Relocation of improperly placed dumpsters
- Additional BMP implementation as needed

Timelines:

- Immediate (same day): spills, leaks, illicit discharge risks
- Within 7 days: maintenance, repairs, or relocation

Escalation of enforcement shall follow SOP 4.17 Post-Construction Storm Water Enforcement if deficiencies are not corrected.

Documentation and Recordkeeping:

Facility inspection log shall include:

- Date of inspection
- Inspector name
- Location/facility
- Observations and identified deficiencies
- Corrective actions and deadlines
- Follow-up inspection results

All records shall be maintained in accordance with the SWMP.

Training:

All applicable staff shall receive training on:

- Proper dumpster use and waste handling
- Spill prevention and response procedures
- Applicable BMPs and inspection requirements

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)
- SOP 1.21 Spill and Improper Disposal Response & Clean-up
- SOP 4.17 Post-Construction Storm Water Enforcement

1.7 EMPLOYEE TRAINING



Description:

Employee training, like equipment maintenance, is a method by which to implement BMPs. Employee training should be used in conjunction with all other BMPs as part of the facility's SWPPP.

The Specific employee training aspects of each of the source controls are highlighted in the individual information sheets. The focus of this information sheet is more general, and includes the overall objectives and approach for assuring employee training in storm water pollution prevention. Accordingly, the organization of this information sheet differs somewhat from the other information sheets in this SWPPP.

Objectives:

Employee training should be based on four objectives:

- Promote a clear identification and understanding of the problem, including activities with the potential to pollute storm water;
- Identify solutions (SOPs & BMPs);
- Promote employee ownership for the problems and the solutions; and
- Integrate employee feedback into training and BMP implementation

Approach:

- Integrate training regarding storm water quality management with existing training programs that may be required for your business by other regulations.
- Employee training is a vital component of many of the individual source control BMPs included in this manual.

1.8 GARBAGE STORAGE/SCRAP METAL/ TRASH PILES



Purpose:

To prevent pollutants from entering the MS4 by ensuring proper storage, handling, and management of garbage, scrap materials, and outdoor trash storage areas.

Applicability:

This SOP applies to all City-owned or operated facilities and operations involving:

- Garbage storage areas
- Scrap metal containers
- Outdoor trash piles or bulk waste storage

Responsible Parties:

- Operations Staff: Daily management and proper storage of materials
- MS4 Inspector / Storm Water Staff: Periodic inspections and documentation
- Supervisors / Facility Managers: Ensure compliance and completion of corrective actions

Standard Practices (BMPs):

1. Storage Requirements
   - All garbage, scrap metal, and waste materials shall be stored in designated areas
   - Materials shall be kept contained, covered, or otherwise protected from storm water exposure where applicable
   - Storage areas shall be located away from storm drains, drainage paths, and waterbodies where feasible
   - Scrap metal and waste materials shall be stored on paved or stabilized surfaces when possible

2. Operational Controls
   - Loose materials shall be secured to prevent wind or storm water transport
   - Waste shall be removed regularly to prevent accumulation
   - Scrap metal shall be stored to minimize exposure to precipitation where feasible
   - Hazardous materials shall not be mixed with general waste or scrap

3. Housekeeping and Spill Prevention
   - Storage areas shall be maintained free of litter, debris, and residue
   - Spills or leaks (oil, fluids, etc.) shall be cleaned up immediately using dry methods
   - Do not wash down storage areas in a manner that discharges to the MS4
   - Wash water, if necessary, shall be contained and properly disposed

Inspection Requirements

1. Frequency
   - Storage areas in high priority facilities shall be inspected monthly and quarterly at other facilities by the facility manager

2. Inspection Criteria

Inspectors shall evaluate:

- Proper containment and/or covering of materials
- Evidence of leaks, staining, or pollutant discharge
- Accumulation of trash, debris, or scrap outside designated areas
- Proximity to storm drains and potential discharge pathways
- Condition of storage containers and areas

Deficiencies and Corrective Actions

- All deficiencies and corrective actions shall be documented in facility inspection log

Required corrective actions may include:

- Immediate cleanup of debris, waste, or spills
- Covering or properly containing exposed materials
- Removal of accumulated waste
- Repair or replacement of damaged containers
- Relocation of improperly stored materials

Timelines:

- Immediate (same day): spills, exposed pollutants, illicit discharge risk
- Within 7 days: housekeeping, containment, or minor corrections
- Unresolved issues shall be escalated per the SOP 4.17 Post-Construction Storm water Enforcement

Documentation and Recordkeeping

Facility inspection log records shall include:

- Inspection date
- Inspector name
- Location
- Observations and deficiencies
- Corrective actions and deadlines
- Follow-up inspection results

Training:

Applicable staff shall be trained on:

- Proper material storage and handling
- Spill prevention and response
- BMP implementation for waste and scrap management

1.9 OIL WATER SEPARATOR MAINTENANCE



Purpose:

To protect storm water by ensuring Oil Water Separator (OWS) are inspected and cleaned regularly to ensure proper function and separation of pollutants from storm water.

Procedure:

1. Preparation:
    a. Visually examine the area served by the OWS for evidence of spills or leaks.
    b. Inspect the point of discharge (i.e. sewer manhole) for evidence of petroleum bypassing the OWS.
    c. Inspect drains for any signs of unauthorized substances entering the OWS.
    d. Examine the OWS for signs of leaks or any other malfunction.
2. Process:
    a. Cleaning of the OWS should be when the accumulated sludge and/or oil meet the manufacturer's recommended levels for cleaning, or when there has been a spill to the OWS that exceeds ten gallons of oil, one gallon of detergent or solvent, or any other prohibited material.
    b. OWS shall be cleaned in accordance with manufacturer's recommendations, USWAC BMP 31: Chemical/Hazardous Materials Management, and USWAC BMP 33: Spill and Leak Containment, as applicable.
    c. Only licensed OWS maintenance operators shall perform OWS cleaning.
    d. A log of each OWS cleaning shall be recorded upon completion of cleaning.
3. Clean-up:
    a. Material removed from the OWS must be disposed of as Hazardous Waste in accordance with Utah Administrative Code R315, applicable federal hazardous waste regulations, SDS requirements and USWAC BMP #33: Spill and Leak Containment.

1.10 OPEN SPACE MANAGEMENT



Purpose:

To protect storm water by ensuring open space areas are kept free of trash and debris, storm water controls are properly maintained and inspected.

Procedure:

1. Preparation:
    a. Provide a 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 runoff can carry the mulch into the storm drainage system.
    c. Follow all SOPs related to mowing, planting vegetation, and pet waste management (See SOP 4.6 Mowing and Trimming, SOP 1.16 Planting Vegetation – Starters, SOP 1.17 Planting Vegetation – Seeds, SOP 1.15 Pet Waste)
3. Clean-up:
    a. Keep all outdoor work areas neat and tidy. Clean by sweeping instead of washing whenever possible. If areas must be washed, ensure that wash water will enter a landscaped area rather than the storm water. Do not use soap for outdoor washing.
    b. Pick up trash on a regular basis.

1.11 PARKING LOT MAINTENANCE



Purpose:

To minimize the discharge of pollutants from parking lots and paved areas to the MS4 through routine maintenance, pollutant removal, and proper management practices.

Applicability:

This SOP applies to all City-owned or operated parking lots, paved yards, access roads, and similar impervious surfaces.

Responsible Parties:

1. Operations Staff: Perform routine maintenance and housekeeping
2. MS4 Inspector / Storm Water Staff: Oversight and training
3. Supervisors / Facility Managers: Ensure compliance, inspection completion of corrective actions and documentation

Standard Practices (BMPs):

1. Routine Maintenance
   - Conduct routine street/lot cleaning/maintenance to remove sediment, trash, and debris
   - Prioritize high-traffic and high-use areas
   - Remove accumulated materials before storm events where feasible
2. Spill Prevention and Cleanup
   - Inspect for oil, fuel, or fluid leaks from vehicles and equipment
   - Clean spills immediately using dry methods (absorbents, sweeping)
   - Do not wash spills into storm drains
3. Good Housekeeping
   - Remove trash, debris, and organic material (leaves, grass clippings) regularly
   - Keep inlets and drainage areas free of obstructions
   - Prevent stockpiling of materials on paved surfaces exposed to storm water
4. Washing and Water Use
   - Avoid washing parking lots unless necessary
   - If washing is required, do not discharge wash water to the MS4
   - Direct wash water to sanitary sewer or contain for proper disposal

Inspection Requirements:

1. Frequency
   - Parking lots shall be inspected annually at a minimum, or more often if required for complaint, repair, maintenance rotation etc., as part of MS4 facility inspections
2. Inspection Criteria

Inspectors shall evaluate:

- Accumulation of sediment, trash, or debris
- Evidence of oil stains, leaks, or spills
- Condition of pavement (areas prone to pollutant buildup)
- Condition of nearby storm drain inlets (blockage, buildup)
- Evidence of illicit discharge or improper washing

Deficiencies and Corrective Actions:

- All deficiencies and corrective actions shall be documented in facility inspection log

Required corrective actions may include:

- Immediate cleanup of spills or debris
- Scheduling or performing additional cleaning/maintenance
- Removing obstructions from storm drain inlets
- Implementing additional BMPs in problem areas

Timelines:

- Immediate (same day): spills, illicit discharge risk, blocked inlets
- Within 7 days: general cleaning, sweeping, or maintenance
- Unresolved issues shall be escalated in accordance with SOP 4.17 Post-Construction Storm Water Enforcement

Documentation and Recordkeeping:

Facility inspection log and maintenance records shall include:

- Date of inspection or maintenance activity
- Inspector or staff name
- Location
- Observations and identified deficiencies
- Corrective actions and completion status

Training:

Applicable staff shall be trained on:

- Proper cleaning/maintenance and maintenance practices
- Spill prevention and response
- BMPs for paved surface management

1.12 GREEN WASTE DEPOSITED IN STREET



Purpose:

To prevent green waste deposited in streets from entering the storm water conveyance system and impacting water quality.

Procedure:

1. Always:
    a. Remove green waste deposited in streets, gutters, or near storm drain inlets as soon as practicable.
    b. Collect leaves, grass clippings, branches, and other organic debris using dry methods such as sweeping, vacuuming, or hand collection.
    c. Dispose of collected green waste at an approved composting facility, green waste facility, or permitted disposal site.
    d. Prevent green waste from entering storm drains, catch basins, or surface waters.
2. Whenever Possible:
    a. Schedule seasonal sweeping or collection during periods of high leaf fall.
    b. Coordinate with solid waste or public works staff to ensure timely removal following storms or wind events.
    c. Provide public education or notifications discouraging placement of green waste in streets.
3. Never:
    a. Wash green waste into storm drains or waterways.
    b. Leave green waste in the street where runoff could transport it to the MS4.

1.13 MUNICIPALLY SPONSORED EVENTS AND CLEAN UP



Purpose:

To prevent pollutants associated with municipally sponsored events like festivals, parades, community events, from entering the storm water conveyance system before, during, and after events.

Procedure:

1. Always:
    a. Identify event locations and nearby storm drain inlets prior to the event.
    b. Provide adequate trash, recycling, and waste collection containers at event locations.
    c. Perform post-event cleanup promptly following event completion.
    d. Collect and properly dispose of litter, debris, food waste, and other materials generated by the event at approved disposal facilities.
    e. Prevent waste, wash water, or debris from entering storm drains or surface waters.
2. Whenever Possible:
    a. Install temporary inlet protection at storm drain inlets located within event areas.
    b. Coordinate cleanup activities with event organizers and public works staff.
    c. Use dry cleanup methods such as sweeping or vacuuming rather than washing streets.
3. Never:
    a. Wash event debris, food waste, or liquids into storm drains.
    b. Leave event areas unattended where waste could be mobilized by rainfall.

1.14 GRAFFITI REMOVAL



Purpose:

To prevent pollutants associated with graffiti removal activities from entering the storm water conveyance system and waters of the state.

Procedure:

1. Always:
    a. Use dry methods such as scraping, sanding, or wiping whenever practicable.
    b. Contain all paint chips, residue, and debris generated during graffiti removal.
    c. Collect and dispose of all waste materials at an approved landfill or disposal facility.
    d. Follow manufacturer instructions and applicable SOPs when using chemical cleaners or solvents.
2. Whenever Possible:
    a. Perform graffiti removal activities in controlled areas away from storm drain inlets.
    b. Use less toxic or environmentally friendly cleaning products.
    c. Use tarps, drop clothes, or containment methods to capture debris and wash water.
3. Never:
    a. Allow wash water, chemicals, or paint residue to enter storm drains, gutters, or surface waters.
    b. Perform graffiti removal in a manner that allows runoff to reach the MS4.

1.15 PET WASTE



Purpose:

To protect storm water from pet waste bacteria.

Procedure:

1. Preparation:
    a. Enforce regulations that require pet owners to clean up pet waste and use leashes in public areas. If public off-leash areas are designated, make sure they are clearly defined. Avoid designating public off-leash areas near streams and water bodies.
    b. 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. 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.
3. Clean-up:
    a. Remove all pet waste; provide temporary storage in a covered waste container, and dispose of properly
4. Documentation:
    a. Document problem areas for possible increased enforcement and/or public education signs.

1.16 PLANTING VEGETATION - STARTERS



Purpose:

To establish vegetation using plant starters (e.g., sod, plugs, container plants) to stabilize soils, prevent erosion, and reduce pollutant discharge to the MS4.

Applicability:

This SOP applies to all City-owned or operated sites where vegetation is installed using starters, including disturbed areas, slopes, drainage features, and BMPs.

Responsible Parties:

- Operations Staff / Contractors: Installation and maintenance of vegetation
- MS4 Inspector / Storm Water Staff: Inspections, training, and documentation
- Supervisors: Ensure compliance and corrective actions

Standard Practices (BMPs):

1. Site Preparation
   - Prepare soil by grading, loosening, and removing debris as necessary
   - Install erosion and sediment controls prior to planting where applicable
   - Ensure site conditions are suitable for plant establishment
2. Installation
   - Install vegetation in accordance with project specifications or approved plans
   - Place plant starters to provide adequate coverage and spacing
   - Use mulch, matting, or other stabilization measures where needed
   - Minimize soil disturbance during installation
3. Watering and Establishment
   - Water vegetation as needed to promote establishment
   - Avoid overwatering that may result in runoff or erosion
   - Adjust watering practices based on site conditions and weather
4. Erosion and Sediment Control
   - Maintain temporary BMPs (e.g., wattles, silt fence) until vegetation is established
   - Stabilize exposed soils promptly
   - Prevent sediment from leaving the site and entering storm drains or waterways

Inspection Requirements:

1. Frequency
   - Vegetated areas shall be inspected during establishment and as part of routine MS4 inspections
2. Inspection Criteria

Inspectors shall evaluate:

- Vegetation survival and coverage
- Areas of bare soil or erosion
- Effectiveness of stabilization measures
- Evidence of sediment transport or runoff
- Irrigation practices and potential runoff issues

Deficiencies and Corrective Actions:

- All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software

Required corrective actions may include:

- Replanting or replacing failed vegetation
- Repairing eroded areas
- Installing or repairing erosion control BMPs
- Adjusting irrigation practices

Timelines:

- Immediate: active erosion or sediment discharge
- Within 7–14 days: replanting, stabilization, or maintenance
- Unresolved issues shall be escalated per SOP 4.17 Post-Construction Storm Water Enforcement

Documentation and Recordkeeping:

Records shall include:

- Inspection date
- Inspector name
- Location
- Observations (vegetation condition, erosion issues)
- Corrective actions and follow-up

Training:

Applicable staff shall be trained on:

- Proper planting techniques
- Erosion and sediment control practices
- BMP implementation during vegetation establishment

1.17 PLANTING VEGETATION - SEEDS



Purpose:

To establish vegetation using seeding methods to stabilize soils, prevent erosion, and reduce pollutant discharge to the MS4.

Applicability:

This SOP applies to all City-owned or operated sites where vegetation is established by seeding, including disturbed areas, slopes, drainage features, and BMPs.

Responsible Parties:

- Operations Staff / Contractors: Site preparation, seeding, and maintenance
- MS4 Inspector / Storm Water Staff: Inspections, training, and documentation
- Supervisors: Ensure compliance and corrective actions

Standard Practices (BMPs):

1. Site Preparation
   - Prepare soil by grading, loosening, and removing debris as necessary
   - Ensure proper seedbed conditions (firm, uniform surface)
   - Install erosion and sediment control BMPs prior to seeding where applicable
2. Seeding Application
   - Apply seed uniformly at specified rates per project plans or standards
   - Use appropriate seed mixes for site conditions and intended use
   - Incorporate seed into soil where feasible to improve germination
   - Apply mulch, tackifier, or erosion control blankets to protect seed and soil
3. Watering and Establishment
   - Irrigate as necessary to promote germination and growth
   - Avoid overwatering that may cause runoff or erosion
   - Adjust watering frequency based on weather and soil conditions
4. Erosion and Sediment Control
   - Maintain temporary BMPs (e.g., wattles, silt fence, blankets) until vegetation is established
   - Stabilize exposed areas promptly
   - Prevent sediment from leaving the site and entering storm drains or waterways

Inspection Requirements:

1. Frequency
   - Seeded areas shall be inspected during germination and establishment and as part of routine MS4 inspections
2. Inspection Criteria

Inspectors shall evaluate:

- Germination success and vegetation coverage
- Areas of bare soil or poor growth
- Effectiveness of mulch or erosion control measures
- Evidence of erosion, sediment transport, or runoff
- Irrigation practices and potential discharge issues

Deficiencies and Corrective Actions:

- All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software

Required corrective actions may include:

- Reseeding areas with poor germination
- Repairing eroded or disturbed areas
- Reapplying mulch or erosion control BMPs
- Adjusting irrigation practices

Timelines:

- Immediate: active erosion or sediment discharge
- Within 7–14 days: reseeding, stabilization, or maintenance
- Unresolved issues shall be escalated per SOP 4.17 Post-Construction Storm Water Enforcement

Documentation and Recordkeeping

Records shall include:

- Inspection date
- Inspector name
- Location
- Observations (germination, coverage, erosion issues)
- Corrective actions and follow-up

Training

Applicable staff shall be trained on:

- Proper seeding techniques
- Erosion and sediment control practices
- BMP implementation during vegetation establishment

1.18 SALT AND SAND/AGGREGATE STORAGE



Purpose:

To prevent the discharge of pollutants into storm water through the proper storage and maintenance of salt and aggregate piles.

Procedure:

1. Preparation:
    a. Keep general 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. If piles are covered, ensure that the cover facility is well maintained and in good repair. Cover piles where possible.
    e. 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 required.
    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.

1.19 SPARE PARTS STORAGE



Purpose:

To protect storm water 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.
2. Whenever Possible:
    a. Store spare parts inside or under cover.
    b. Monitor storage areas for staining/leaks on a schedule decided on by the appropriate personnel.
    c. Clean the majority of petroleum products from the parts that are to be stored.

1.20 SPILL PREVENTION PLAN



Purpose:

To prevent spills of fuel, oil, chemicals, and other pollutants and to minimize the potential for impacts to storm water, surface waters, property, and public safety.

Procedure:

1. Always:
    a. Store fuels, oils, chemicals, and hazardous materials in approved, clearly labeled containers.
    b. Keep containers closed when not in use and store them in stable, secure locations.
    c. Inspect storage areas, containers, vehicles, and equipment regularly for leaks, corrosion, or damage.
    d. Use secondary containment where feasible for bulk storage and high-risk materials.
    e. Keep spill kits stocked and readily accessible in storage areas, fueling areas, maintenance areas, and response vehicles.
    f. Train employees on proper material handling, storage, and spill prevention practices.
    g. Follow all applicable City SOPs, BMPs, and manufacturer handling instructions.
2. Whenever Possible:
    a. Store materials indoors or under cover to reduce exposure to precipitation.
    b. Minimize the quantity of hazardous materials stored onsite to only what is needed for operations.
    c. Use drip pans or absorbent pads beneath vehicles, equipment, and containers with known leak potential.
    d. Conduct fueling and material transfers away from storm drains and surface waters.
    e. Maintain vehicles and equipment to reduce the likelihood of leaks or mechanical failures.
3. Never:
    a. Store leaking containers, vehicles, or equipment without containment.
    b. Allow fuels, oils, or chemicals to be stored or handled where spills could enter storm drains, waterways, or soil.
    c. Leave spill prevention or spill response equipment inaccessible or depleted.

1.21 SPILL AND IMPROPER DISPOSAL RESPONSE & CLEAN-UP



Purpose:

To establish procedures for responding to spills and improper disposal of materials that may enter MS4 and to ensure that pollutants are contained, removed, and properly disposed of while protecting people, equipment/property, and the environment.

Responsible Party:

The MS4 Coordinator is responsible for coordinating spill and improper disposal response activities. Other City departments, emergency responders, and regulatory agencies may assist as necessary depending on the type and severity of the spill.

Procedure:

1. Identification of Spill or Improper Disposal:
   - Spills or improper disposal may be identified through public complaints, routine inspections, IDDE investigations, or reports from City personnel.
   - Staff shall document the location, type of material, estimated quantity, and potential pathway to the storm water system.
2. Immediate Response and Containment:
   - If safe to do so, staff shall take immediate actions to contain the spill and prevent the material from entering storm drains or waterways.
   - Containment measures may include absorbent materials, spill kits, temporary barriers, or blocking nearby storm drain inlets.
   - Follow USWAC BMP #22 – Chemical/Hazardous Materials Management
3. Notification:
   - The responsible party or property owner shall be notified when a spill or improper disposal occurs on private property.
   - If the spill presents a threat to public health or the environment and/or meets the spill quantities in the table below, appropriate authorities such as emergency services or environmental agencies should be notified.
4. Cleanup and Disposal:
   - The responsible party shall properly clean up the spilled material and dispose of waste in accordance with applicable regulations.
   - City personnel may provide guidance or technical assistance on appropriate cleanup procedures if needed.
5. Follow-Up Inspection:
   - The MS4 Coordinator shall conduct follow-up inspections to verify that the spill or improperly disposed material has been removed and that the area has been restored.

Documentation:

All spills, improper disposal incidents, response actions, and follow-up inspections shall be documented on the Spill Response Report Form in Appendix E.

Agency Contact List	
Agency	**Phone Number**
National Response Center	(800) 424-8802
Division of Water Quality (DWQ) 24-hr Reporting	(801) 538-6146; (801) 536-4123
Utah Department of Health Emergency Response	(801) 580-6681
Payson City Fire Department	(801) 465-5250
Payson City Public Works	(385) 899-7250
Payson City Public Works (After-Hours)	(385) 895-8410

Minimum Spill Quantities Requiring Reporting		
Material	**Media Released To**	**Reporting Quantity**
Engine oil, fuel, hydraulic & Brake fluid	Land	25 gallons
Paints, solvents, thinners	Land	100 lbs (13 gallons)
Engine oil, fuel, hydraulic & brake fluid	Water	Visible Sheen
Refrigerant	Air	1 lb
Antifreeze, battery acid, gasoline, engine degreasers	Air, Land, Water	100 lbs (13 gallons)

1.22 SNOW DISPOSAL



Purpose:

To protect storm water by minimizing the impact of snow piles which contain sand, salt, and trash which generate concentrated releases of pollutants during spring snowmelt conditions. For public Right-of- Way snow disposal, see Public Works, Operations Division Storm Water Protection SOP.

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 snow storage area and 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 if possible, 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.
    f. Use less harmful de-icers such as calcium magnesium acetate, potassium acetate, or organic de-icers such as Magic Salt.
3. Clean-up:
    a. Never dispose of snow in wetlands, lakes, streams, rivers, mudflats, or near drinking water sources.
    b. Never store snow in well—head protection areas (Drinking Water Source Protections Zones).

1.23 SNOW REMOVAL AND DE-ICING



Purpose:

To minimize the discharge of pollutants, particularly chlorides and sediment, to the MS4 during snow removal and de-icing operations through proper material handling, application, and maintenance practices.

Applicability:

This SOP applies to all City-owned or operated roads, parking lots, sidewalks, and facilities where snow removal and de-icing activities occur.

Responsible Parties:

- Operations Staff: Perform snow removal and de-icing activities
- MS4 Inspector / Storm Water Staff: Conduct training
- Supervisors: Ensure compliance, material management, inspection and corrective actions

Standard Practices (BMPs):

1. De-Icing Material Storage
   - Store salt, sand, and de-icing materials in covered or enclosed areas
   - Prevent exposure to precipitation and runoff
   - Use containment measures (berms, bins, or sheds) to prevent material loss
   - Clean up spilled materials immediately
2. Application Practices
   - Apply de-icing materials at the minimum effective rate
   - Calibrate equipment to ensure accurate application
   - Avoid over-application and unnecessary use of chemicals
   - Prioritize mechanical removal (plowing) before chemical application
3. Snow Removal Practices
   - Plow snow to designated areas away from storm drains and waterways where feasible
   - Avoid stockpiling snow in drainage paths, near inlets, or near sensitive waterbodies
   - Manage snow piles to minimize meltwater runoff carrying pollutants
4. Post-Event Cleanup
   - As much as reasonable, remove excess sand, salt, and debris from paved surfaces after snowmelt
   - Cleanup activities as needed
   - As much as reasonable, prevent accumulated materials from entering storm drains

Inspection Requirements:

1. Inspection Criteria

Inspectors shall evaluate:

- Proper storage and containment of de-icing materials
- Evidence of over-application or excessive material buildup
- Condition and location of snow stockpiles
- Accumulation of sand, salt, or debris on paved surfaces
- Potential discharge pathways to storm drains or waterways

Deficiencies and Corrective Actions:

- All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software

Required corrective actions may include:

- Cleanup of excess materials from paved areas
- Adjusting application rates or equipment calibration
- Relocating improperly placed snow piles
- Improving storage or containment practices

Timelines:

- Immediate: material spills, discharge risks, improper storage
- Within 7 days (or as weather allows): cleanup, adjustments, or maintenance
- Repeated issues shall be escalated in accordance with SOP 4.17 Post-Construction Storm Water Enforcement

Training:

Applicable staff shall be trained on:

- Proper de-icing material handling and storage
- Equipment calibration and application rates
- Environmental impacts of chlorides and pollutants
- BMPs for snow removal operations

1.24 VEHICLE AND EQUIPMENT FUELING



Purpose:

To prevent pollution of storm water during maintenance of vehicles.

Procedure:

1. Preparation:
    a. Train employees on 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 vehicle 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. Fuel tanks shall not be topped off.
    f. Mobile fueling shall be minimized. Whenever practical, vehicles and equipment shall be transported to the designated fueling area in the facilities area.
    g. When fueling small equipment from portable containers, fuel 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.). Sweep up absorbent material and dispose of properly.
    b. Large spills shall be contained as best as possible and the Health Department Emergency Response Team (801-580-6681) should be notified as soon as possible.

1.25 VEHICLE AND EQUIPMENT STORAGE



Purpose:

To prevent pollution of storm water 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. Maintain vehicles to prevent leaks as much as possible.
    d. Address any known leaks or drips as soon as possible. When a leak is detected a drip pan will be placed under the leaking vehicle to collect the drip.
    e. The shop will provide a labeled location to empty and store drip pans.
    f. If any leaks are discovered, a drip pan will be used to collect the fluids and vehicle will be scheduled for repairs.
    g. Clean up all spills using dry methods.
    h. 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 in the garbage.
    b. The paved surfaces around the building will be swept as needed, weather permitting.

1.26 VEHICLE WASHING



Purpose:

To prevent wash water containing pollutants (e.g., detergents, oils, sediment, and metals) from entering the MS4 by ensuring proper vehicle washing practices and discharge controls

Applicability:

This SOP applies to all City-owned or operated facilities and operations involving vehicle or equipment washing, including fleet vehicles, heavy equipment, and maintenance equipment.

Responsible Parties:

- Operations Staff: Perform vehicle washing in compliance with this SOP
- MS4 Inspector / Storm Water Staff: Conduct training
- Supervisors: Ensure compliance, inspection and corrective actions

Standard Practices (BMPs):

1. Approved Washing Locations
    - Vehicle washing shall occur only in designated wash areas (Payson City Streets Facility, Gene Hillman Recreation Complex, or Gladstan Golf Course)
    - Wash areas shall be connected to the sanitary sewer system or a contained system for proper disposal
    - Washing is prohibited in areas where wash water can discharge to storm drains or surface waters

2. Discharge Requirements
    - Wash water shall not be discharged to the MS4 under any circumstances
    - Temporary washing (if necessary) shall use containment methods (e.g., berms, mats, vacuum systems)
    - Dispose of collected wash water in accordance with applicable regulations

3. Washing Practices
    - Minimize water usage during washing
    - Use detergents only when necessary and in minimal amounts
    - Use biodegradable, phosphate-free soaps where applicable
    - Pre-clean vehicles using dry methods (scraping, sweeping) to remove sediment and debris

4. Spill Prevention and Housekeeping
    - Inspect vehicles for leaks prior to washing
    - Clean up oil, grease, or fluid leaks before washing
    - Prevent wash water from contacting storm drain inlets
    - Maintain wash areas free of accumulated sediment and debris

Inspection Requirements:

1. Inspection Criteria

Inspectors shall evaluate:

- Proper use of designated wash areas
- Evidence of wash water discharge to storm drains

- Condition of containment systems or sanitary connections
- Presence of detergents, oils, or sediment in runoff pathways
- General housekeeping and cleanliness of wash area

Required corrective actions may include:

- Immediate cessation of improper washing practices
- Containment and cleanup of unauthorized discharges
- Repair or improvement of wash area infrastructure
- Staff retraining on proper procedures

Training:

Applicable staff shall be trained on:

- Proper vehicle washing procedures
- Illicit discharge prevention
- Spill prevention and response
- BMP implementation for wash activities

1.27 MONTHLY VISUAL INSPECTION OF HIGH-PRIORITY FACILITIES



Purpose

This SOP establishes procedures for conducting monthly visual inspections of high-priority MS4 facilities and associated storm water outfalls to verify BMP performance, identify potential pollutant discharges, and document deficiencies and corrective actions.

Applicability

This SOP applies to all high-priority MS4 facilities operated by the City, as identified through the MS4 Facility Pollution Evaluation and prioritization process.

Inspection Frequency

- Monthly, during dry weather conditions
- Applies to all storm water-related outfalls and BMPs at high-priority facilities

Inspection Procedures

1. Preparation
    a. Review SWPPP
    b. Review facility drainage maps and storm water outfall locations
    c. Bring SWPPP and applicable inspection forms and safety equipment
2. Outfall Inspection
    a. Conduct a visual check of all storm water-related outfalls
    b. Observe for dry-weather flow, discoloration, turbidity, odor, staining, sheen, or floatables
    c. Note any evidence of non-storm water or illicit discharges
3. BMP Performance Verification
    a. Verify that all structural and operational BMPs are:
        i. In good shape
        ii. Functioning as designed
        iii. Adequately maintained to prevent pollutant discharges

Deficiencies and Corrective Actions

- All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software
- Record corrective actions taken or planned, responsible party, and completion dates
- Implement corrective actions as soon as practicable based on severity

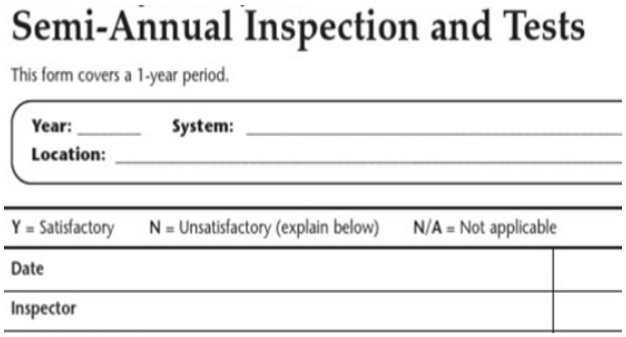
Documentation and Recordkeeping

All monthly visual inspections shall be documented using the Monthly Visual Inspection Log in the Forms and Tools Library in Appendix E. Inspection records shall include the inspection date, inspector name, outfalls and BMPs inspected, identified deficiencies, and corrective actions taken with completion dates. Completed inspection reports shall be maintained with the facility SWPPP and retained in Attachment C of the SWPPP plan in accordance with MS4 recordkeeping requirements.

Follow-Up

If a suspected illicit discharge is identified during an inspection, the inspector shall follow the procedures outlined in the IDDE Response and Reporting SOP.

1.28 SEMI ANNUAL COMPREHENSIVE INSPECTION OF HIGH-PRIORITY FACILITIES



Semi-Annual Inspection and Tests

This form covers a 1-year period.

Year: _____ System: _____

Location: _____

Y = Satisfactory	N = Unsatisfactory (explain below)	N/A = Not applicable
Date		
Inspector		

Purpose

This SOP establishes procedures for conducting semi-annual comprehensive facility inspections at high-priority MS4 facilities to evaluate storm water compliance, BMP effectiveness, potential pollutant sources, and the overall adequacy of the facility Storm Water Pollution Prevention Plan (SWPPP).

Applicability

This SOP applies to all high-priority MS4 facilities operated by the City that are required to implement a facility SWPPP.

Inspection Frequency and Schedule

Comprehensive facility inspections shall be conducted at least twice per year, approximately every six months. Inspections shall be scheduled to represent typical facility operating conditions. One inspection may be conducted during dry weather conditions.

Inspection locations and schedules shall be documented and maintained with the facility SWPPP.

Inspection Procedures

Prior to the inspection, the inspector shall review the facility SWPPP, facility maps, drainage patterns, storm water outfall locations, BMPs, and results from previous monthly inspections (See SOP 1.27 Monthly Visual Inspection of High-Priority Facilities). The inspector shall bring the facility SWPPP and applicable inspection forms and safety equipment to the inspection location. The inspector shall conduct a comprehensive visual inspection of all storm water-related outfalls at the high-priority facility. Observations shall include the presence of flow, discoloration, turbidity, odor, sheen, staining, floatables, or other indicators of non-storm water or illicit discharges.

The inspector shall verify the performance and condition of all structural and operational BMPs to confirm they are present, properly installed, functioning as designed, and adequately maintained to prevent pollutant discharges.

Additionally, the inspector shall conduct a visual inspection of all pollutant-generating areas, including but not limited to:

- Waste storage and disposal areas
- Dumpsters and recycling areas
- Vehicle and equipment maintenance areas
- Fueling areas
- Material handling and storage areas
- Any other areas identified in Section 2.1

The inspector shall review results of monthly visual inspections to identify recurring deficiencies, BMP effectiveness issues, or ongoing maintenance concerns.

Deficiencies and Corrective Actions

- Any identified deficiencies, including ineffective BMPs, pollutant exposure, housekeeping issues, or potential illicit discharges, shall be documented. Corrective actions shall be identified,

including the responsible party and the dates corrective actions are initiated and completed. Corrective actions shall be implemented as soon as practicable based on the severity of the deficiency. All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software

SWPPP Review and Updates

As part of the semi-annual inspection, the inspector shall review the facility SWPPP and determine whether updates or modifications are required. Updates may include, but are not limited to:

- Updated contact information
- Identification of new or modified potential pollutant sources
- Changes to BMPs or pollution prevention measures

Any required updates shall be documented and incorporated into the SWPPP in a timely manner.

Documentation and Recordkeeping

Each semi-annual comprehensive facility inspection shall be documented using a standardized inspection report. Inspection reports shall include inspection findings, identified deficiencies, corrective actions, and any SWPPP updates. Completed inspection reports shall be maintained with the facility SWPPP and retained in Attachment C of the SWPPP plan in accordance with MS4 recordkeeping requirements.

Follow-Up

If a suspected illicit discharge is identified during the inspection, the inspector shall follow procedures outlined in the SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges.

1.29 ANNUAL VISUAL ASSESSMENT OF STORM WATER OUTFALL DISCHARGES FOR HIGH-PRIORITY FACILITIES



Purpose

This SOP establishes procedures for conducting annual visual assessments of storm water discharges from each outfall at MS4 facilities to evaluate storm water quality, identify potential pollutant discharges, and document compliance with storm water permit requirements.

Applicability

This SOP applies to all storm water outfalls associated with City MS4 facilities that are subject to storm water discharge monitoring requirements and maintain a facility SWPPP.

Inspection Frequency

Visual assessments shall be conducted at least once per year at each storm water outfall during a qualifying runoff event, including storm events or snowmelt discharges, as defined below.

References

Visual assessments shall be conducted in accordance with MS4 SOPs, SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges. A visual monitoring report form available from the Utah Division of Water Quality (DWQ) may be used to document observations.

Qualifying Discharge Conditions

Visual assessments shall be performed on storm water discharges that meet the following criteria:

- The discharge occurs during a storm event or snowmelt event that produces measurable runoff
- For storm events, the discharge occurs at least 72 hours (3 days) after the previous discharge
- The storm event is greater than 0.1 inches in magnitude, when practicable

Prior to Inspection

Prior to the inspection, the inspector shall:

- Review SWPPP
- Review facility drainage maps and storm water outfall locations
- Bring SWPPP and applicable inspection forms and safety equipment

Visual Assessment Procedures

The inspector shall collect a grab sample or observe flow directly at the outfall and visually assess the discharge for the following characteristics:

- Color
- Odor
- Clarity
- Floating solids
- Settled solids
- Suspended solids
- Foam
- Oil sheen

- Other indicators of pollution

Observations shall be recorded for each outfall assessed.

Documentation and Recordkeeping

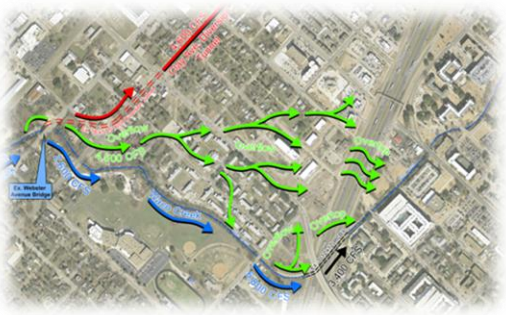
Results of the annual visual assessment shall be documented using a standardized monitoring report form, such as the DWQ visual monitoring form. Documentation shall include:

- Date and time of discharge and assessment
- Weather conditions and estimated rainfall or snowmelt
- Outfall identification
- Visual observations and indicators noted
- Inspector name

Follow-Up

If the visual assessment indicates the presence of pollutants, unusual conditions, or a suspected illicit discharge, the inspector shall initiate follow-up actions in accordance with SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges.

1.30 ASSESSMENT AND INVENTORY OF CITY OWNED AND OPERATED FACILITIES, OPERATIONS AND STORM WATER CONTROLS



Purpose:
To maintain a comprehensive inventory of City-owned facilities and evaluate pollutant risks and implement necessary storm water controls.

Responsible Party
The MS4 Coordinator is responsible for completing and maintaining the facility assessment matrix in Appendix H. Facility managers or department representatives may assist by providing operational information related to facility activities and storm water controls.

Procedure:

1. Facility Inventory Management:
    - The City shall maintain a written inventory of all permittee-owned or operated facilities and operations (e.g., maintenance yards, parks, fueling stations, and storage clinics) in Appendix G.
    - The City shall maintain a written inventory of all storm water controls within the facilities in Appendix G.
    - This inventory shall be reviewed annually and updated whenever new facilities are constructed or storm water controls are changed withing existing facilities.
2. Pollutant Evaluation & Matrix Application:
    - For every facility in the inventory, staff shall utilize the MS4 Facility Pollution Evaluation (CLD Matrix) to record and assess pollution risks. The assessment must specifically evaluate the following parameters:
3. Potential Pollutants:
    - Identification of materials present on-site, including:
        - Sediment: From stockpiles (sand, gravel, dirt) and unpaved high-traffic areas.
        - Nutrients/Pesticides: From fertilizer and pesticide storage or application.
        - Metals: From scrap metal storage or specialized industrial processes.
        - Hydrocarbons (Fuels): From vehicle fueling, maintenance, and equipment storage.
        - Trash: Including trash, debris, and organic waste (leaf/grass clippings).
        - Bacteria (Animal Waste): From dog parks, equestrian trails, or areas prone to wildlife/waterfowl accumulation.

Implementation of Storm water Controls: Based on the results of the Matrix, facilities must implement the following "Prevention through Maintenance" protocols:

- Structural Controls: Installation of secondary containment for liquids, permanent cover for salt/sand piles, and oil/water separators where applicable.
- Non-Structural Controls: Good housekeeping practices including routine street sweeping of facility lots, frequent dumpster inspections, and "Dry Cleanup" methods for all spills (using absorbents rather than hosing down).

High-Priority Facility Oversight:

- Facilities that receive a "High" score on the MS4 Facility Pollution Evaluation (CLD Matrix) are designated as High-Priority.
- High-Priority facilities are subject to Semi-Annual Comprehensive Inspections to ensure BMPs are maintained and effective.

Documentation:

A copy of the completed MS4 Facility Pollution Evaluation (CLD Matrix) for each site must be kept in file.

1.31 IDENTIFICATION OF HIGH-PRIORITY FACILITIES AND OPERATIONS



Purpose:
To establish a systematic process for identifying and documenting "high priority" facilities and operations that have the potential to discharge pollutants to the MS4.

Responsible Party: The MS4 Coordinator is responsible for evaluating facilities, maintaining the high priority inventory, and updating records within the tracking system and GIS database.

Procedure:

1. Identification Criteria
   - The City shall use SOP 1.30 Assessment and Inventory of City Owned and Operated Facilities, Operations, and Storm Water Controls to evaluate facilities and their operations using the criteria outlined in Permit Part 4.2.6.3, including:
     a. Pollutants stored at the site
     b. Improperly stored materials
     c. Potential pollutant-generating activities performed outdoors
     d. Proximity to storm drains, waterways, or waterbodies
     e. Potential to discharge pollutants of concern to impaired waters
2. Use of Evaluation Matrix
   - The City shall utilize the MS4 Facility Pollution Evaluation (CLD Matrix) in Appendix H to assess and rank facilities.
   - The matrix shall include:
     a. Sheet 1: Master list of identified priority sites
     b. Sheet 2**:** Individual facility evaluation and scoring criteria
   - Each facility shall be evaluated and assigned a priority level based on the matrix scoring.
   - The basis for each designation shall be documented within the matrix.
3. Inventory of High Priority Facilities
   - Facilities identified as high priority shall be included in a maintained inventory in Appendix G and in the GIS storm water system map.
   - The inventory shall include relevant site information, risk factors, and evaluation results.
4. GIS Integration
   - GIS data shall be used to track locations.
5. Updates and Maintenance
   - The high priority facility list and map shall be reviewed and updated annually as tracked in the Annual Tasks Calendar, to reflect:
     a. New facilities or operations
     b. Changes in site conditions or activities
     c. Updated evaluation results
6. Recordkeeping
   - The evaluation matrix, inventory, and GIS records shall be maintained in Appendix H and Appendix G and made available upon request.

CHAPTER 2 PRE-CONSTRUCTION ACTIVITIES

2.1 PRE-CONSTRUCTION SWPPP MEETING



Purpose

This SOP establishes procedures requiring a pre-construction SWPPP meeting prior to the start of land-disturbing activities. This meeting may be held in conjunction with a project or development's pre-construction meeting. The meeting ensures that construction operators, owners, and City staff have a shared understanding of site conditions, construction sequencing, and storm water management requirements during and after construction.

Applicability

This SOP applies to all construction projects within the City MS4 that require a construction SWPPP, land development permit (LDP), or coverage under a UPDES Construction Storm Water Permit.

Required Attendees

The pre-construction SWPPP meeting shall include, at a minimum:

a. Construction operator and/or owner
b. Site superintendent or responsible on-site representative
c. SWPPP preparer or qualified storm water representative (if applicable)
d. City representative(s), as required

Pre-Construction SWPPP Meeting Content

The following topics shall be reviewed and discussed during the meeting:

a. Review of Site Design:
   The approved site plans, grading plans, drainage patterns, and receiving waters shall be reviewed to ensure all parties understand site-specific storm water flow paths and sensitive areas.
b. Planned Construction Operations:
   The anticipated construction sequence, including phases of land disturbance, material handling, equipment staging, and stabilization activities, shall be reviewed.
c. Planned BMPs During the Construction Phase:
   Temporary and permanent BMPs to be implemented during construction shall be reviewed, including erosion controls, sediment controls, good housekeeping practices, material storage, concrete washout, vehicle tracking controls, and inlet protection.
d. Planned BMPs for Post-Construction Runoff Management:
   Permanent storm water controls intended to manage runoff after development is complete shall be reviewed, including detention, retention, infiltration, conveyance systems, and long-term maintenance responsibilities.

Documentation

The City shall document that the pre-construction SWPPP meeting was conducted. Documentation may include meeting notes, attendance records, checklists, or sign-in sheets and shall be retained in accordance with MS4 recordkeeping requirements.

Compliance and Follow-Up

Any deficiencies or required revisions identified during the pre-construction SWPPP meeting shall be addressed prior to the start of active construction. Failure to conduct or comply with the pre-construction SWPPP meeting requirements may result in delays to construction activities or enforcement actions in accordance with City procedures.

2.2 PRIORITY CONSTRUCTION SITE IDENTIFICATION AND INSPECTION



Purpose

To protect water quality by identifying "Priority Construction Sites" that have a higher potential for pollutant discharge and ensuring they are subject to increased oversight and inspection frequencies.

Procedure:

1. Designation of Priority Sites: During the plan review or pre-construction phase, the City shall evaluate every construction project to determine if it meets the criteria for a "Priority Construction Site". A site is designated as high priority if it poses a significant threat to water quality based on the following factors:
    a. Soil Erosion Potential: Areas with highly erodible soils as identified in regional soil surveys.
    b. Site Slope: Projects with steep slopes (typically greater than 10-15%) that increase runoff velocity.
    c. Project Size and Type: Large-scale developments or specific industrial/commercial types with higher pollutant risks.
    d. Sensitivity of Receiving Waterbodies: Proximity to waters with established TMDLs or those listed on the § 303(d) list of impaired waters.
    e. Proximity to Receiving Waterbodies: Sites located within 50 feet of a lake, stream, river, or other "Waters of the State".
    f. Non-Storm Water Discharges: Sites with known or expected significant non-storm water discharges (e.g., large-scale dewatering).
    g. History of Non-Compliance: Projects managed by operators with a documented record of recurring or chronic violations.
2. Use of Priority Matrix:
    a. Inspectors and plan reviewers shall apply the Priority Construction Site Determination Form in the Forms and Tools Library in Appendix E to assign a numerical score to each site based on the factors described above.
    a. Sites exceeding the "High Priority" threshold in the matrix must be flagged in the City's tracking system for increased oversight including twice-monthly inspections.
3. Increased Inspection Frequencies: Standard sites are inspected at a baseline frequency of once monthly. Sites designated as High Priority shall be subject to the following increased frequencies:
    a. Mandatory Inspection: Twice monthly and within 24 hours of a storm event of 0.5 inches or greater.
    b. Active Oversight: High-priority sites may be subject to weekly inspections during critical phases of construction (e.g., mass grading on steep slopes).

Documentation:

Inspection Logs: All inspections, including those at increased frequencies, must be documented in the site's inspection records, noting the specific BMPs evaluated.

Training:

All City Inspectors and relevant staff shall be trained annually on the use of the Priority Matrix and this SOP to ensure consistent application.

2.3 SWPPP REVIEW



Purpose:
To ensure construction sites are inspected in accordance with permit requirements, SWPPP documents are properly reviewed using approved DWQ protocols, and all violations are identified, documented, and enforced.

Responsible Party:
The MS4 Coordinator is responsible for SWPPP review, conducting inspections, documenting violations, and ensuring compliance with permit requirements.

Procedure:

1. SWPPP Review
    - The following USWAC forms will be used to ensure compliance for UPDES Construction General Permits (CGP) and Common Plan Permits (CPP) SWPPPs:
        a. CGP SWPPP Compliance Evaluation Form
        b. CPP SWPPP Compliance Evaluation Form
    - SWPPP review shall be conducted prior to and during construction using the above forms or the City online inspection tracking software, which incorporates the Utah DWQ master inspection and review forms in accordance with DWQ protocol.
    - Staff shall verify:
        a. Project scope and limits of disturbance are clearly defined
        b. Separate projects are not improperly combined under a single permit or SWPPP
        c. BMPs are appropriate for site conditions and consistent with permit requirement.

CHAPTER 3 CONSTRUCTION SITE RUNOFF CONTROLS

3.1 INSPECTIONS OF PERMITTED CONSTRUCTION SITES



Introduction

This SOP was written for Utah MS4s to help them meet the requirements of their MS4 Permit and to provide guidance to abide by Utah State Code. This SOP references the *Construction Site Storm Water Runoff Control* section of the MS4 Permit. The overarching goal of this SOP is to standardize storm water construction program practices across all MS4s in the State of Utah.

From Utah Code 19-5-108.3:
"The applicant shall allow construction site inspections by the authority. Except as provided in Subsection (12), the authority shall conduct an oversight inspection[1] through an electronic site inspection[2]."
"The authority may conduct an on-site inspection if the authority: has a documented reason for justifying an on-site oversight inspection."

To differentiate between the two types of oversight inspections, the terms "on-site oversight" and "electronic oversight" inspection are used.

- "On-site oversight inspection" is 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.
- "Electronic oversight inspection" is 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.

Each of these types of oversight inspections will be described in the During Construction portion within the Process section of this SOP.

Purpose:
The purpose of this SOP is to describe how all MS4s will conduct inspections for all phases of construction sites that require construction storm water permit coverage under the Construction General Permit (CGP) or Common Plan Permit (CPP). For purposes of this SOP, "operator" means the person responsible for the Storm Water Pollution Prevention Plan (SWPPP) implementation.

Responsibilities:
Each MS4's permit staff are responsible for conducting inspections, documentation, coordination with the construction operators/owners, and implementing the requirements and may not differ from this SOP. The operator is responsible for abiding by all requirements of the UPDES CGP or CPP, and the MS4 is responsible for oversight.

[1] "Oversight inspection" means a construction site inspection performed by the authority to impose compliance with the permit. (Utah Code 19-5-108.3)
[2] "Electronic site inspection" means geo-located and time-stamped photographs the applicant takes, evaluates, and submits electronically to the authority. (Utah Code 19-5-108.3)

- The position responsible for oversight inspections is the MS4 Coordinator/Inspector.
- The position(s) who has authority to implement enforcement procedures is the MS4 Coordinator/Inspector, Storm Water Engineer, City Engineer, Public Works Director, as well as the Division of Water Quality (DWQ).

This SOP is to be followed and updated according to State and municipal requirements.

MS4 Permit 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. Qualifying Construction Sites
    a. Oversight inspections are required to be completed at least monthly.
    b. Exceptions
        i. If the operator has demonstrated adequate compliance history[1], the MS4 **must** reduce the inspection frequency as described in part 3.2.c. of this SOP.
            1. If at any point, the operator is not in compliance, the MS4 **must** resume monthly inspections until two consecutive months of adequate compliance history is again achieved.
            2. These sites shall be documented on the construction site inspection list in Appendix E
        ii. If the operator has suspended construction activity due to frozen conditions, the MS4 **may** reduce oversight inspection frequency as described in part 3.2.c. of this SOP.
            1. Monthly inspections **must** immediately resume with any thawing conditions.
            2. When a site is suspended, it shall be documented on the construction site inspection list in Appendix E
        iii. If the site is located in an arid location and within the seasonally dry period, the MS4 **may** reduce oversight inspection frequency as described in part 3.2.c. of this SOP.
            1. Monthly inspections **must** immediately resume with any rain event.
            2. When a site is suspended, it shall be documented on the construction site inspection list in Appendix E

[1] "Adequate compliance history" means (1) two consecutive months of oversight inspections which did not result in enforcement, including warnings of enforcement (this may include the inspection prior to land disturbance and the first monthly inspection); 2) no instances of verified complaints; and 3) no observed impacts to waters of the state or the MS4 system.

c. The reduced inspection schedule for oversight inspections must at minimum include:
    i. One inspection prior to land disturbance
    ii. One inspection each year during active construction
    iii. One inspection following active construction
    iv. Inspections to investigate any verified complaint

3. Priority Qualifying Construction Sites
    a. Priority construction sites are distinguished by factors defined in Part 7.0 of the DWQ MS4 Permit.
        i. Oversight inspections are required to be completed at least monthly.
4. Qualified Personnel
    a. The oversight inspection must be performed by a "qualified person" as described in the DWQ MS4 Permit.
    b. Anyone having 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.
5. Record Retention
    a. All MS4s must maintain records for at least five years or until construction is completed, whichever is longer of all applicable construction project documents which could include:
        i. Site plan reviews
        ii. SWPPPs
        iii. Inspections
        iv. Enforcement Actions (notices of violation, fines, stop work orders)

Process:

1. Pre-construction
    a. The City shall identify and maintain a list of active CGP and CPP construction sites in the Forms and Tools Library in Appendix E.
    b. 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 in Appendix E through the City's online inspection tracking software
            2. Pre-construction Meeting: Document the meeting through the City's online inspection tracking software
    c. The MS4 will determine the frequency at which oversight inspections will be performed. Priority construction sites shall be inspected by the City at least biweekly or more frequently as determined by site conditions and compliance history. Additional inspections may be conducted based on site conditions, complaints, or observed deficiencies.
    d. The MS4 must provide the operator the procedure for notifying the MS4 of their completion of active construction.
    e. The MS4 will perform a pre-construction electronic oversight inspection or on-site oversight inspection with the operator(s).
        i. This pre-construction inspection must occur before land disturbance and will verify that the following are in place:
            a. All site-specific construction BMPs prescribed by the SWPPP.
            b. The necessary permits

c. SWPPP documentation

ii. Documentation:

1. Pre-construction inspection: Document the inspection records and coordination with the applicant/contractor through the City's online inspection tracking software.

f. The operator should be notified of the option to opt-out of electronic site inspection requirements and signify that election to the MS4.

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

h. Construction operators/owners shall notify the Storm Water engineer at _____ upon completion of active construction.

2. During Construction

a. Electronic Oversight Inspection

i. Electronic inspections shall be performed in accordance with current adopted codes and statutes and the DWQ Electronic Site Inspection guidance.

ii. The MS4 staff 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 in accordance with Utah Code 19-5-108.3 and applicable permit requirements.
2. All photos must be sufficient to depict that the BMP(s) is meeting its proper function to eliminate or control pollutants on site and is properly maintained.
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 as a result of the operator's self inspection.

b. On-site 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[3] and/or imminent [4]
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 (including long-term BMPs) installed in accordance with approved plans and applicable design standards (e.g. Erosion Control & Storm Water Quality Manual) and ensure they are properly maintained such that they mitigate or prevent sediment, erosion, and pollution. At least one inspection of each long-term structural BMP shall be completed during installation at a stage where key design components can be verified (e.g., excavation, subgrade preparation, structural placement).
    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/discrepancies must be noted in the Construction Oversight Inspection Form provided by the Division of Water Quality
d. For oversight inspections, MS4 staff must use the Construction Oversight Inspection Form, CGP SWPPP Compliance Evaluation Form and/or the CPP SWPPP Compliance Evaluation Form, whichever is applicable. Forms may be integrated into the City's online inspection software.
    i. MS4 staff sends a copy of the oversight inspection to the operator.
    ii. MS4 staff maintains record of all oversight inspections through the City's online inspection tracking software
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 SOP 3.2 Enforcement for MS4 Construction Sites.
    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
f. Reduced inspection frequency may apply under the following conditions:

   a. The site does not qualify as a priority site and the site has demonstrated adequate compliance history conditions as defined by Part 7.0 of the SWMP
   b. Frozen conditions have suspended construction activities as defined by Part 7.0 of the SWMP
   c. The site is located within an arid location and within the seasonally dry period as defined by Part 7.0 of the SWMP (monthly inspections will resume with any rain event)

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?
      vi. Is the site meeting permit requirements?
   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 SOP 3.2 Enforcement for MS4 Construction Site) 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 the City's online inspection tracking software.
   e. All documents related to each applicable construction site, including correspondence with the applicant/contractor, must be retained for five years or until construction is completed, whichever is longer.
   f. All long-term storm water controls shall be mapped in the City GIS storm water map.

***Note to the MS4:*
It is recommended that MS4s use this template to facilitate their construction storm water program requirements and should add specific information for each MS4 relevant to the program.

[3] Immediate threat means contaminants are entering a river, a stream, or a lake
[4] Imminent threat means contaminants are anticipated to be discharged into a river, a stream, or a lake within 48-hours

3.2 ENFORCEMENT FOR MS4 CONSTRUCTION SITE

Introduction:

This SOP was written for Utah MS4s to help them meet the requirements of their MS4 Permit and to provide guidance to abide by Utah State Code. This SOP references the Construction Site Storm Water Runoff Control section of the MS4 Permit. The overarching goal of this SOP is to standardize storm water construction program practices across all MS4s in the State of Utah.



From Utah Code 19-5-108.3:
"The authority may conduct an on-site inspection if the authority has a documented reason for justifying an on-site oversight inspection." (Utah Code 19-5-108.3)

Purpose:

The purpose of this SOP is to describe how MS4s will implement standards from the MS4 Permit in conjunction with Utah Code 19-5-108.3 in regard to sites that do not comply with their SWPPP and state issued Construction General Permit (CGP) or Common Plan Permit (CPP) if applicable. For purposes of this SOP, "operator" means the person responsible for SWPPP implementation.

MS4 Responsibilities:

Each MS4's permit staff are responsible for implementing the requirements and may not differ from this SOP. The operator is responsible for abiding by all requirements of the CGP or CPP and the MS4 is responsible for oversight.

- The position responsible for oversight inspections is the MS4 Coordinator/Inspector.
- The position(s) who has authority to implement enforcement procedures is the MS4 Coordinator/Inspector, City Engineer, Public Works Director, as well as the Division of Water Quality (DWQ).

This SOP is to be followed and updated according to State and municipal requirements.

MS4 Permit Requirements:

1. Enforcement procedures and regulatory authority must be written and documented in the SWMP of each MS4.
    a. The procedures of this SOP should be summarized or referenced in the MS4's SWMP which is accessible by the public.

2. Each MS4 permit staff with responsibility over the SWPPP program must be trained in proper documentation of inspections, follow-up, and enforcement actions.
    a. Documentation of routine maintenance, corrective action, follow-up inspections, and enforcement actions should all be included with citations in the Construction Oversight Inspection Form provided by the DWQ.
        i. Any communication between the operator and the MS4 should be recorded and retained through the City online inspection tracking software.
        ii. Verbal communication alone is not advised. If important communication does

occur verbally (such as agreement on BMP improvement, corrective action deadline, etc) between the operator and the MS4, restating the conversation afterwards via email to the operator is advised so that a record can be retained.

3. For construction sites that have been issued multiple escalating enforcement actions , the construction site could now be designated as a "priority construction site". Oversight inspection frequency would then increase to at least biweekly due to the past record of non-compliance by the operator and potential to threaten water quality.

Authority to Enforce

As directed in Payson City Ordinance Title 5 Stormwater, the City Engineer, or the Engineer's designee (i.e. the MS4 Coordinator) has authority to enforce compliance with post-construction storm water requirements, including issuance of notices and coordination of further enforcement actions.

Process:

1. Oversight Inspections
    a. If violations of the CGP/CPP are determined after conducting an inspection (electronic or on-site) as identified in the Oversight Inspections SOP, the MS4 must document each violation as part of completing the Construction Oversight 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. Typical violations may include:
        i. City or State permits not current:
        ii. Working without City or State permit
        iii. Storm Water Pollution Prevention Plan not on site or Storm Water Pollution Plan is not current
        iv. No designated or certified on-site erosion control specialist, Storm Water inspection records
        v. Missing, incomplete or not current
        vi. City and/or State Notice of lnactivation not submitted
        vii. City and/or State Transfer of Ownership not submitted
        viii. Best Management Practices Violations - Discharge from Site
        ix. BMPs in Use On the Site Not Shown or Not Covered in SWPPP Site Changes Requiring New or
        x. Modified BMPs Not Covered in SWPPP
        xi. Best Management Practices Violations: Discharge from Site: Sediment or Other Pollutants Leaving Site; Potential Discharge to Storm Drain
        xii. Sediment or Other Pollutants Leaving Site, Discharge to Storm Drain or Channel
    b. First Notice of Violation (NOV 1)
        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 violation
                a. The MS4 may issue a stop work order if the MS4 has clear documentation of an immediate threat to water quality. If impacts to waters of the state are observed, call the DEQ Incident Response Line: (801) 536-4123.

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. Consider upcoming weather when providing this deadline.
4. Description of what form the verification of correction will be performed. (reinspect in person or photo verification)

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), notify the operator that the violation has been corrected.

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.
4. Deadline to correct each violation.
    a. The deadline to correct violations should be no sooner than one business day.
    b. Typically, the deadline should be a week to correct violations, unless there are threats to waters of the state or the MS4. Consider upcoming weather when providing this deadline.
5. Description of what form the verification of correction will be performed. (reinspect in person or photo verification)

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 the City online inspection tracking software.

3. Administrative Fines
   a. If the operator does not correct the specific violation within the timeline set by the MS4 as indicated in NOV 2, the MS4 shall notify the operator in writing that the violation has not been corrected and may impose an administrative fine for each occurrence. Administrative fines are established by City MS4 as part of its enforcement program, consistent with the authority provided under Utah Code 19-5-108.3 and applicable City ordinance 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.

iii. include an appeals process that is published in a publicly accessible location.

4. Special Cases
    a. Per Payson City Code 5.36.040 (Criminal Prosecution), the City Engineer or the Engineer's designee (i.e. the MS4 Coordinator) "may immediately proceed with criminal action against the violator if:
        i. the violator has committed the same violation in the past, or
        ii. the violation, in the opinion of the City, creates a serious risk and/or hazard to persons, the environment or property, or
        iii. the City deems the violation to constitute an emergency."
    b. The MS4 may issue a stop work order if the MS4 has clear documentation of an immediate threat to water quality.
    c. 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 storm water system.
    d. 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.

Communication:

Each MS4 will utilize a method of communication for enforcement (such as a notice of violation, fines, stop work orders) to the operator.

- The method used for this MS4 is the City online inspection tracking software or email.

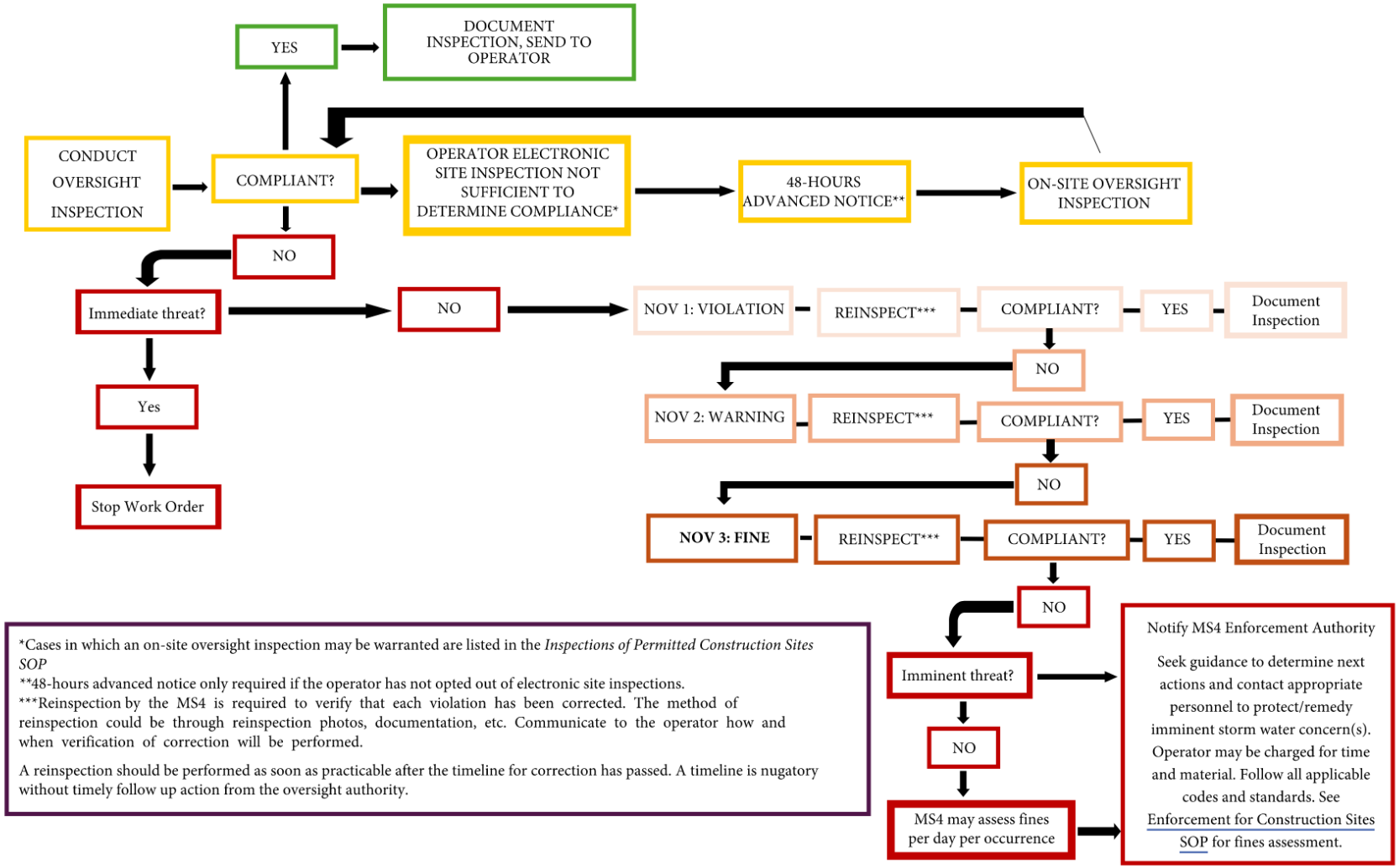
Flow Chart attached.

[1] Immediate threat means contaminants are entering a river, a stream, or a lake.

[2] Imminent threat means contaminants are anticipated to be discharged into a river, a stream, or a lake within 48-hours.

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.

3.3 CHIP SEAL



Purpose:

To protect storm water by protecting storm water controls from chip seal pollutants entering the storm drain system.

Procedure:

1. Preparation:
    a. Clean and dry areas where materials are to be applied.
    b. Apply temporary covers to manholes and catch basins, as needed, to prevent oil and materials from getting inside of them.
2. Process:
    a. Apply emulsion at 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. Rollers follow closely behind the chip spreader. Roll entire surface twice.
    d. Maximum speed 5 mph.
3. Clean-up:
    a. All loose aggregate is removed from the roadway by sweeping it up (SOP 4.7 Street Sweeping).
    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 SOP 4.1 Catch Basin Cleaning.
    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.

3.4 CRACK SEAL



Purpose:

To protect storm water by protecting storm water controls from crack seal pollutants 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. Proper temperature of material should be maintained.
    b. Sufficient 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.

3.5 NEW/REPLACEMENT CONCRETE WORK



Purpose:
To prevent discharge of concrete waste, slurry, and high-pH wash water to the MS4 during concrete placement, finishing, and cleanup activities.

Applicability:
This SOP applies to all City-owned or operated projects involving concrete work, including installation, repair, or replacement of sidewalks, curbs, gutters, pads, and other concrete structures.

Responsible Parties:

- Operations Staff / Contractors: Perform concrete work in compliance with this SOP
- MS4 Inspector / Storm Water Staff: Conduct training, inspections and documentation
- Supervisors: Ensure compliance and corrective actions

Standard Practices (BMPs):

1. Site Preparation and Protection
   - Identify and protect nearby storm drains, drainage paths, and waterbodies prior to work
   - Install inlet protection or containment measures where there is potential for runoff
   - Stage materials and equipment away from storm water conveyance systems
2. Concrete Placement and Finishing
   - Prevent uncured concrete, slurry, or wastewater from entering storm drains or waterways
   - Minimize spillage during transport and placement
   - Immediately contain and clean up any spills or overflows
3. Concrete Washout Management
   - Provide designated concrete washout areas for trucks, tools, and equipment
   - Washout areas shall be:
     - Located away from storm drains and waterways
     - Bermed, lined, or otherwise contained
   - Washout water and materials shall not be discharged to the MS4
   - Dispose of hardened concrete waste properly
4. Equipment Cleaning
   - Do not rinse tools or equipment in areas where wash water can enter storm drains
   - Use contained washout areas or approved disposal methods
   - Minimize use of water during cleaning
5. Spill Prevention and Housekeeping
   - Maintain clean work areas free of excess concrete, slurry, and debris
   - Use dry cleanup methods where feasible
   - Immediately clean up any concrete spills

Inspection Requirements:

- All deficiencies shall be documented

Required corrective actions may include:

- Immediate containment and cleanup of concrete slurry or wash water
- Installation or repair of washout facilities

- Protection of nearby storm drains
- Removal of improperly disposed materials

Timelines:

- Immediate: discharge or risk of discharge to MS4
- Within 24–48 hours: washout setup, cleanup, or BMP correction
- Violations shall be escalated in accordance with SOP 4.17 Post-Construction Storm Water Enforcement

Documentation and Recordkeeping:

Records shall include:

- Inspection date
- Inspector name
- Location
- Observations and deficiencies
- Corrective actions and follow-up

Records shall be maintained in online storm water inspection tracking software accordance with SWMP requirements.

Training:

Applicable staff and contractors shall be trained on:

- Proper concrete washout procedures
- Spill prevention and response
- BMP implementation for concrete work
- Illicit discharge prevention

3.6 OVERLAYS AND PATCHING



Purpose:

To protect storm water by utilizing proper techniques and controls during overlay and patching activities.

Procedure:

1. Preparation:
    a. Check weather conditions and avoid working in rain or any precipitation.
    b. Set up /establish a traffic control for road with necessary detours, etc.
    c. Measure and mark locations of manholes and valves on the curb.
    d. Manholes and catch basins 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.
    g. Uniform tack coat 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, no tearing or scuffing.
    d. Rolling should be done to achieve proper in-place air void specification.
3. Clean-up:
    a. Covering should be removed as soon as the threat of imported materials entering the system is reduced and prior to a storm event.
    b. After pavement has cooled, sweep gutters to remove loose aggregate

3.7 PAVEMENT/CURB MARKING



Purpose:

To protect storm water by properly storing, using, and disposing of paint and preparation materials. For public Right-of-Way curb/pavement markings, see Public Works, Operations Division SOPs.

Procedure:

1. Preparation:
    a. See SOP 3.8 Painting.
    b. Calculate the amount of paint required for the job.
    c. Use water-based paints whenever possible.
    d. Determine whether the wastes will be hazardous or not and designate the proper disposal of said wastes.
    e. Determine locations of storm drain inlets and sewer inlets that may need to be protected.
    f. Prepare surfaces to be painted without generating wastewater by scraping.
    g. Thoroughly sweep up all paint scrapings and place them in the appropriate solid waste containers.
    h. If paint stripping is needed, use a citrus-based paint remover whenever possible, because it is less toxic than chemical strippers.
    i. If wastewater will be generated, use curb, dyke, etc. around the activity to collect the filter and collect 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. Squeeze excess paint from brushes and rollers back into the containers prior to cleaning them.
    b. Pour excess paint from trays and buckets back into the paint can containers and wipe with cloth or paper towels. Dispose of the towels according to the recommendations on the paint being 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. Upon completion of the painting project, a five-gallon bucket of clean water is used to clean the paint sprayer until the water comes out clear. The mixture of sprayed water/paint is directed at a pile of waste material. The material is allowed to dry before it is taken to the landfill.

3.8 PAINTING



Purpose:

To protect storm water 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 water-based paints.
    b. Practice “source reduction” - buy only the paint that is needed.
    c. Use up, donate or recycle unused paint. Dispose of unusable paint at the 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 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.

3.9 SHOULDERING AND MOWING



Purpose:

To minimize the discharge of sediment, vegetation debris, and other pollutants to the MS4 during roadway shouldering and mowing activities through proper operational practices and BMP implementation.

Applicability:

This SOP applies to all City-owned or operated roadway shoulders, rights-of-way, drainage corridors, and maintained vegetated areas.

Responsible Parties:

- Operations Staff: Perform shouldering and mowing activities in accordance with this SOP
- MS4 Inspector / Storm Water Staff: Conduct training
- Supervisors: Ensure compliance, inspection corrective actions

Standard Practices (BMPs):

1. Shouldering Activities
   - Place and grade shoulder material to maintain proper drainage and minimize erosion
   - Avoid over-application of soil or gravel that may be mobilized during storm events
   - Stabilize newly placed shoulder material as needed (e.g., compaction, vegetation)
   - Prevent material from entering adjacent roadways, ditches, or storm drains

2. Mowing Practices
   - Conduct mowing in a manner that minimizes soil disturbance and erosion
   - Avoid mowing during saturated soil conditions when rutting or disturbance may occur
   - Maintain adequate vegetation height to support soil stabilization
   - Avoid scalping vegetation or exposing bare soil

3. Vegetation and Debris Management
   - Prevent grass clippings, vegetation, and debris from entering storm drains, ditches, or waterways
   - Remove excessive clippings or debris from paved surfaces where accumulation occurs
   - Do not blow or discharge clippings directly into drainage systems

4. Erosion and Sediment Control
   - Monitor areas for erosion following shouldering or mowing activities
   - Implement stabilization measures where erosion is observed
   - Maintain vegetative cover to reduce sediment transport

Inspection Requirements:

1. Inspection Criteria

Inspectors shall evaluate:

- Evidence of erosion or sediment transport
- Accumulation of vegetation debris on paved surfaces or near inlets
- Condition and stability of shoulder materials
- Presence of bare soil or disturbed areas
- Potential discharge pathways to storm drains or waterways

Deficiencies and Corrective Actions:

- All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software

Required corrective actions may include:

- Removal of accumulated debris or clippings
- Stabilization of eroded or disturbed areas
- Regrading or compaction of shoulder materials
- Implementation of additional erosion control BMPs

Timelines:

- Immediate: sediment discharge, blocked inlets, or debris entering MS4
- Within 7 days: stabilization, cleanup, or maintenance
- Repeated issues shall be escalated in accordance with SOP 4.17 Post-Construction Storm Water Enforcement

Training:

Applicable staff shall be trained on:

- Proper mowing and shouldering techniques
- Erosion and sediment control practices
- BMP implementation for vegetation management

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)
- SOP 4.5 Swale Management

3.10 SLURRING SEAL



Purpose:

To prevent pollution of storm water from slurry sealing activities.

Procedure:

1. Preparation:
    a. Remove weeds from the roads. Sweep areas where materials are to be applied, and allow drying, if necessary. Verify that existing pavement has been inspected for detrimental effects of poor drainage.
    b. Cover/protect catch basins, manholes, and valves as needed.
2. Process:
    a. Apply materials in a smooth and uniform manner. 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.
    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, valves, etc.

3.11 TRANSPORTING EQUIPMENT



Purpose:

To prevent pollution of storm water by ensuring proper transporting methods.

Procedure:

1. Preparation:
    a. Determine equipment needed for transport and method (trailer, truck bed) needed to transport equipment.
    b. Conduct pre-trip inspection of equipment to ensure any loose material is removed, that there are no leaking fluids and all equipment is secure.
    c. Make sure dirt and debris that may fall from equipment is removed before transport.
2. Process:
    a. Load and secure equipment on trailer or truck.
    b. Load and secure fuel containers for equipment usage.
3. Clean-up:
    a. Off load equipment.
    b. Store equipment and trailer in proper 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.

3.12 TRANSPORTING DRY EXCAVATED MATERIALS AND SPOILS



Purpose:
To prevent the discharge of sediment, dust, and debris to the MS4 during the transport of dry excavated materials and spoils.

Applicability:
This SOP applies to all City-owned or operated activities involving the transport of dry excavated materials, including soil, sand, gravel, and construction spoils.

Responsible Parties:

- Operations Staff / Equipment Operators: Transport materials in compliance with this SOP
- MS4 Inspector / Storm Water Staff: Oversight and training
- Supervisors / Facility Managers: Ensure compliance, inspection corrective actions and documentation

Standard Practices (BMPs):

1. Loading and Transport Requirements
    - Load materials to prevent spillage during transportation
    - Do not overfill trucks or transport vehicles
    - Evenly distribute loads to maintain stability
    - Cover and secure all loads with tarps or other secure coverings prior to transport
    - Use a stabilized construction entrance to access or leave the site where materials are being transported to/from
    - Follow the SWPPP requirements for the specific site to/from which the materials are being hauled
2. Tracking and Dust Control
    - Prevent tracking of sediment onto paved roadways
    - Remove loose material from vehicle tires and equipment before leaving the site
    - Implement dust control measures as needed (e.g., light water application where appropriate)
    - Avoid excessive dust generation during loading and transport
3. Haul Route Management
    - Use designated haul routes where feasible
    - Avoid travel through sensitive areas near storm drains or waterways when possible
    - Monitor haul routes for sediment accumulation
4. Spill Prevention and Cleanup
    - Inspect vehicles for loose materials prior to transport
    - Immediately clean up any spilled materials on roadways or near storm drains
    - Use dry cleanup methods (sweeping, shoveling); do not wash material into the MS4
    - Wash out truck and other equipment when needed in properly designated vehicle wash areas

Inspection Requirements:

1. Frequency
    - Transport operations shall be inspected periodically during active hauling and as part of routine MS4 inspections

2. Inspection Criteria

Inspectors shall evaluate:

- Proper covering of loads
- Evidence of spillage or tracking on roadways
- Dust generation and control measures
- Condition of haul routes
- Potential discharge pathways to storm drains or waterways

Deficiencies and Corrective Actions:

- All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software

Required corrective actions may include:

- Immediate cleanup of tracked or spilled materials
- Covering or securing loads properly
- Adjusting loading practices
- Implementing additional dust or tracking controls

Timelines:

- Immediate: spills, tracking into storm drains, or discharge risk
- Same day: cleanup of tracked sediment or debris
- Repeated violations shall be escalated in accordance with SOP 4.17 Post-Construction Storm Water Enforcement

Documentation and Recordkeeping:

Facility inspection log shall include:

- Inspection date
- Inspector name
- Location or haul route
- Observations and deficiencies
- Corrective actions and follow-up

Training:

Applicable staff shall be trained on:

- Proper loading and hauling practices
- Sediment and dust control measures
- Spill prevention and cleanup procedures

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)
- SOP 1.21 Spill and Improper Disposal Response & Clean-up

3.13 TRANSPORTING WET EXCAVATED MATERIALS AND SPOILS



Purpose:

To prevent the discharge of sediment-laden water and pollutants to the MS4 during the handling and transport of wet excavated materials and spoils.

Applicability:

This SOP applies to all City-owned or operated activities involving the transport of wet soils, slurry, or saturated excavated materials.

Responsible Parties:

- Operations Staff / Equipment Operators: Responsible for proper handling and transport
- Supervisors: Ensure compliance and corrective actions

Standard Practices (BMPs):

1. Material Handling and Dewatering
   - Minimize free liquids in loads prior to transport
   - Dewater materials onsite where feasible using approved BMPs (e.g., sediment bags, containment areas)
   - Do not load excessively wet material that may release liquid during transport
2. Load Containment
   - Use watertight trucks or lined beds when transporting wet materials
   - Do not overfill trucks
   - Cover all loads securely with tarps prior to transport
   - Ensure tailgates and seals are tight to prevent leakage
3. Spill and Runoff Prevention
   - Prevent leakage of water, slurry, or sediment during transport
   - Avoid discharging liquids or sediment onto roadways or near storm drains
   - Immediately stop and contain any leaking loads
   - Follow the SWPPP requirements for the specific site to/from which the materials are being hauled
4. Haul Route Management
   - Use a stabilized construction entrance to access or leave the site where materials are being transported to/from
   - Use designated haul routes where feasible
   - Avoid routes near storm drains, waterways, and sensitive areas when possible
   - Monitor haul routes for signs of leakage or sediment deposition
5. Cleanup Practices
   - Immediately clean any spilled material or discharged liquid
   - Use dry cleanup methods (shoveling, absorbents, sweeping)
   - Wash out truck and other equipment when needed in properly designated vehicle wash areas.
   - Do not wash sediment or slurry into the MS4

Inspection Requirements:

1. Frequency
   - Transport operations shall be inspected periodically during active work by supervisors.
2. Inspection Criteria
   - Inspectors shall evaluate:
     a. Presence of free liquids in loads
     b. Proper use of watertight containment and tarping
     c. Evidence of leaks or discharge during transport
     d. Tracking or deposition of sediment along haul routes
     e. Proximity of impacts to storm drains or waterways

Deficiencies and Corrective Actions:

1. All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software
2. Required corrective actions may include:
   - Immediate containment and cleanup of spills or leaks
   - Removal of excess liquids prior to transport
   - Repair or replacement of leaking equipment
   - Adjustment of loading practices
3. Timelines:
   - Immediate: active leaks, discharges, or risk to MS4
   - Same day: cleanup of affected areas
   - Repeated violations shall be escalated in accordance with the SOP 4.17 Post-Construction Storm Water Enforcement

Documentation and Recordkeeping:

Records shall include:

- Inspection date
- Inspector name
- Location or haul route
- Observations and deficiencies
- Corrective actions and follow-up

Training:

Applicable staff shall be trained on:

- Handling and transport of wet materials
- Dewatering BMPs and containment practices
- Spill prevention and response procedures

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)
- SOP 1.21 Spill and Improper Disposal Response & Clean-up
- SOP 4.7 Street Sweeping

3.14 CONSTRUCTION PERMIT CLOSEOUT AND NOT TRACKING



Purpose:

This SOP establishes procedures for receiving and documenting notification from construction operators or owners upon completion of active construction activities. The procedure ensures timely final inspection, verification of permit closure requirements, appropriate bond release actions in accordance with City requirements, ensures timely submission of Notices of Termination (NOTs) and proper tracking of construction storm water permits to prevent expired or non-compliant permits.

Applicability

This SOP applies to all permitted construction projects within the City MS4 that are subject to construction storm water requirements, land development permits (LDP), and applicable UPDES construction storm water permits.

Responsible Party:

The MS4 Coordinator is responsible for tracking permit status, coordinating with operators, and ensuring NOT submittals are completed.

Procedure:

1. Permit Tracking System
    - The City shall maintain online inspection tracking software for all active construction storm water permits (CGP/CPP).
    - The software shall track permit status, expiration dates, and NOT status.
2. Project Completion and NOT Requirement
    - Upon completion of construction and achievement of final stabilization, the construction operator/owner shall submit a notification of active construction completion and Notice of Termination (NOT) via written notice, electronic submittal, or other City-approved communication methods.
    - The City shall receive notification, per permit requirements, of the operator's submission of the NOT at project completion or prior to permit expiration.
    - Upon receipt of notification, City staff shall coordinate a final inspection of the project. The final inspection shall be conducted by the City Engineer or designee to verify that active construction has ceased, final stabilization has been achieved, and all required storm water controls have been properly installed and maintained.
3. Enforcement for Non-Compliance
    - If a NOT is not submitted at project completion or prior to permit expiration, the City shall initiate compliance actions, which may include:
        a. Notification to the operator/owner
        b. Follow-up inspections
        c. Escalating enforcement actions in accordance with SOP 4.17 Post-Construction Storm Water Enforcement
4. Monthly Permit Review

- The City shall perform a monthly review of all active and open permits using the online inspection tracking software.
- The review shall identify:
  a. Expired permits
  b. Permits nearing expiration
  c. Projects requiring NOT submittal
  d. Terminations on hold

5. Follow-Up Actions
   - The City shall follow up with operators for any identified deficiencies.
   - All communications and actions shall be documented in the online inspection tracking software.
6. Bond Release Procedure
   - After the final inspection of the project by the City Engineer or designee, and completion of the Notice of Termination (NOT) if applicable, the balance of the bond to be released will be computed, and the bond will be released to the applicant in accordance with City land development procedures.
7. Closeout
   - Once all requirements have been satisfied, the project shall be considered closed from an active construction storm water perspective. Any deficiencies identified during final inspection shall be corrected prior to project closeout.
8. Documentation
   - Records of permit tracking, monthly reviews, and NOT status shall be maintained using the online inspection tracking software along with communication of other verifiable means.

CHAPTER 4 POST CONSTRUCTION STORM WATER CONTROLS

4.1 CATCH BASIN CLEANING



Purpose:

To prevent the discharge of sediment, debris, and pollutants to the MS4 through routine inspection and cleaning of catch basins.

Applicability:

This SOP applies to all City-owned or operated catch basins, inlets, and related storm water conveyance structures.

Responsible Parties:

- Operations Staff / Maintenance Crews: Perform inspections and cleaning
- MS4 Inspector/ MS4 Coordinator: Oversight and documentation
- Supervisors: Ensure compliance and corrective actions

Standard Practices (BMPs):

1. Inspection and Cleaning Frequency
   - Catch basins shall be cleaned once every 5 years
   - Catch basins in high-priority IDDE areas shall be twice every 5 years
2. Sediment and Debris Removal
   - Remove accumulated sediment, trash, and debris using vacuum trucks or approved methods
   - Prevent resuspension of sediments during cleaning activities
   - Ensure sump depth and functionality are maintained
3. Disposal of Removed Materials
   - Collected sediment and debris shall be disposed of at approved facilities
   - Do not dispose of materials in streets, storm drains, or unapproved locations
   - Materials shall not be returned to the MS4
4. Spill and Discharge Prevention
   - Minimize the discharge of wash water, sediment, or debris into the storm drain system during cleaning
   - Do not flush pollutants into downstream systems
5. Structural Condition Check
   - Inspect catch basin components (grates, frames, sumps) for damage or deterioration
   - Report any structural issues for repair

Training:

Applicable staff shall be trained on:

- Catch basin inspection and cleaning procedures
- Identification of illicit discharges
- Proper material handling and disposal

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)

- SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges
- SOP 1.21 Spill and Improper Disposal Response & Clean-up

4.2 DISPOSAL OF WASTE AND WASTEWATER REMOVED DURING CLEANING AND MAINTENANCE OF STORM WATER CONVEYANCE SYSTEM AND STREET SWEEPING



Purpose:

To ensure proper handling, dewatering, and disposal of all waste and wastewater generated during cleaning and maintenance of storm water conveyance systems and from street sweeping activities in order to prevent pollutants from entering the MS4 or waters of the state.

Procedure:

1. Always:
    a. Collect all solids, sediments, debris, and wastewater generated during storm water conveyance system cleaning, catch basin cleaning, ditch cleaning, and street sweeping activities.
    b. Separate solids from liquids using approved methods such as vacuum trucks, settling tanks, drying beds, or designated street sweeper cleanout stations.
    c. Dewater collected materials prior to final disposal.
    d. Discharge decanted or dewatered wastewater to the sanitary sewer system only, at the Payson Wastewater Treatment facility and in accordance with applicable wastewater authority requirements.
    e. Dispose of all dried solids, sediments, and debris at an approved landfill or other permitted solid waste disposal facility.
    f. Prevent any waste, wastewater, wash water, or decant water from entering storm drains, surface waters, or the ground.
    g. Inspect disposal areas and equipment for leaks, spills, or tracking of materials and address issues promptly.
2. Whenever Possible:
    a. Perform dewatering and disposal activities at designated facilities specifically designed to separate solids and liquids.
    b. Schedule disposal activities to minimize onsite storage time of collected waste materials.
    c. Cover or contain collected materials during transport to prevent spillage or tracking.
    d. Document disposal activities, including date, type of activity, approximate volume or loads, and disposal location.
3. Never:
    a. Discharge wastewater, wash water, or decant water to the storm water conveyance system or waters of the state.
    b. Dispose of solids, sediments, or debris removed from storm water systems or street sweeping in unauthorized locations.
    c. Leave collected waste materials exposed where runoff could transport pollutants to the MS4.

4.3 CREEK MANAGEMENT



Purpose:

To maintain City-managed creeks and channels in a manner that prevents erosion, sediment discharge, and pollutant transport to waters of the state.

Applicability:

This SOP applies to all City-owned or maintained creeks, channels, and drainage corridors.

Responsible Parties:

- Operations Staff / Maintenance Crews: Perform maintenance and stabilization activities
- MS4 Inspector / Storm Water Staff: Oversight and documentation
- Supervisors: Ensure compliance and corrective actions

Standard Practices (BMPs):

1. Vegetation Management
   - Maintain healthy vegetative cover to stabilize banks and reduce erosion
   - Use native or adapted vegetation where feasible
   - Minimize disturbance to existing vegetation during maintenance activities
2. Erosion and Sediment Control
   - Stabilize eroding banks using appropriate BMPs (e.g., vegetation, rock, bioengineering methods)
   - Avoid over-excavation or unnecessary disturbance of channel beds and banks
   - Implement temporary erosion control measures when performing maintenance activities
3. Debris and Obstruction Removal
   - Remove trash, debris, and obstructions that impede flow or contribute to pollutant loading
   - Dispose of removed materials at approved facilities
   - Avoid pushing debris downstream
4. In-Stream Work Practices
   - Minimize work within the active channel whenever possible
   - Conduct work during dry conditions or low-flow periods where feasible
   - Isolate work areas and prevent sediment from entering flowing water
5. Spill and Discharge Prevention
   - Prevent equipment leaks (fuel, oil, hydraulic fluids) near waterways
   - Refueling and maintenance shall occur away from creek channels
   - Immediately contain and clean any spills

Inspection Requirements:

1. Frequency
   - Routine inspections shall be conducted once every 5 years
   - Creeks in IDDE High-Priority areas shall be inspected twice every 5 years
   - Additional inspections shall be conducted following maintenance activities
2. Inspection Criteria
   - Inspectors shall evaluate:
   - Bank stability and signs of erosion
   - Vegetation condition and coverage

- Presence of debris, trash, or obstructions
- Evidence of sediment discharge or illicit discharges
- Condition of previously installed stabilization measures

Deficiencies and Corrective Actions:

1. All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software. Required corrective actions may include:
    - Stabilization of eroded areas
    - Removal of debris or obstructions
    - Installation or repair of erosion control measures
    - Cleanup of pollutants or spills

Timelines:

- Immediate: active erosion, pollutant discharge, or safety hazards
- As scheduled: routine maintenance
- Illicit discharge indicators shall be reported and investigated per SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges

Documentation and Recordkeeping:

Records shall include:

- Inspection date
- Inspector's name
- Creek or channel location
- Observations and deficiencies
- Corrective actions and follow-up

Training:

Applicable staff shall be trained on:

- Erosion control and stream stabilization practices
- Environmental protection during maintenance activities
- Spill prevention and response

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)
- SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges
- SOP 1.21 Spill and Improper Disposal Response & Clean-up

4.4 DETENTION POND CLEANING



Purpose:
To maintain detention ponds in a manner that preserves treatment capacity and prevents the discharge of sediment, nutrients, and other pollutants to the MS4 and receiving waters.

Applicability:
This SOP applies to all City-owned or operated detention ponds, retention basins, and similar storm water treatment facilities.

Responsible Parties:

- Operations Staff / Maintenance Crews: Perform inspections and cleaning
- MS4 Inspector / Storm Water Staff: Oversight and documentation
- Supervisors: Ensure compliance and corrective actions

Standard Practices (BMPs):

1. Inspection and Maintenance Frequency
   - Detention ponds shall be inspected every 5 years
   - Detention ponds in IDDE High Priority areas shall be inspected twice every 5 years
   - Cleaning shall occur when sediment accumulation reduces storage or treatment capacity
2. Sediment and Debris Removal
   - Remove accumulated sediment, trash, and debris from forebays, inlets, outlets, and pond bottoms
   - Prioritize sediment removal in forebays and high-deposition areas
   - Avoid disturbing stabilized areas unnecessarily
3. Dewatering and Water Management
   - Dewater ponds as needed prior to sediment removal using approved BMPs
   - Prevent discharge of turbid or sediment-laden water to the MS4 or receiving waters
   - Use containment, filtration, or settling methods where necessary
4. Disposal of Removed Materials
   - Dispose of sediment and debris at approved facilities
   - Do not stockpile materials where runoff could enter the MS4
   - Stabilize temporary stockpiles if necessary
5. Vegetation and Structural Maintenance
   - Maintain vegetation to support pollutant removal and prevent erosion
   - Inspect and maintain inlets, outlets, and control structures
   - Repair erosion, scour, or structural deficiencies
6. Spill and Pollution Prevention
   - Prevent fuel, oil, or hydraulic fluid leaks from equipment
   - Conduct fueling and maintenance away from the pond
   - Immediately contain and clean any spills

Inspection Requirements:

1. Inspection Criteria
   - Inspectors shall evaluate:
   - Sediment accumulation levels and storage capacity

- Condition of inlets, outlets, and control structures
- Vegetation health and coverage
- Presence of trash, debris, or pollutants
- Evidence of erosion, scour, or discharge issues

Deficiencies and Corrective Actions:

- All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software. Required corrective actions may include:
  - Sediment and debris removal
  - Stabilization of eroded areas
  - Repair of structural components
  - Implementation of additional BMPs

Timelines:

- Immediate: discharge risks, structural failure, or safety concerns
- As scheduled: routine maintenance
- Illicit discharge indicators shall be reported and investigated per SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges

Documentation and Recordkeeping

Records shall include:

- Inspection/cleaning date
- Inspector name
- Pond location
- Observations and deficiencies
- Volume/extent of sediment removed (if applicable)
- Corrective actions and follow-up

Training:

Applicable staff shall be trained on:

- Detention pond function and maintenance
- Sediment removal and dewatering practices
- Spill prevention and response

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)
- SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges
- SOP 1.21 Spill and Improper Disposal Response & Clean-up

4.5 SWALE MANAGEMENT



Purpose:
To maintain roadside swales and drainage channels in a manner that prevents erosion, sediment transport, and pollutant discharge to the MS4 and receiving waters.

Applicability:
This SOP applies to all City-owned or maintained roadside swales, and open drainage conveyance systems.

Responsible Parties:

- Operations Staff / Maintenance Crews: Perform inspections and maintenance
- MS4 Inspector / Storm Water Staff: Oversight and documentation
- Supervisors: Ensure compliance and corrective actions

Standard Practices (BMPs):

1. Vegetation Management
   - Maintain vegetative cover to stabilize swale banks and reduce erosion
   - Use native or adapted vegetation where feasible
   - Avoid excessive removal of vegetation that could increase erosion

2. Sediment and Debris Management
   - Remove accumulated sediment, trash, and debris that restrict flow or contribute to pollutant loading
   - Focus on areas with excessive buildup that may impact conveyance capacity
   - Dispose of removed materials at approved locations

3. Erosion Control
   - Stabilize eroding swale sections using appropriate BMPs (e.g., vegetation, rock, erosion control blankets)
   - Avoid over-excavation or reshaping that increases erosion potential
   - Install temporary BMPs when performing maintenance activities

4. Maintenance Activities
   - Conduct grading, reshaping, or cleaning only as necessary to maintain function
   - Perform work during dry conditions when feasible
   - Minimize disturbance to surrounding soils and vegetation

5. Spill and Pollution Prevention
   - Prevent leaks from equipment (fuel, oil, hydraulic fluids)
   - Conduct fueling and maintenance away from swales
   - Immediately contain and clean any spills

Inspection Requirements:

1. Frequency:
   - Inspections shall be conducted every 5 years
   - Swales in IDDE High Priority areas shall be inspected twice every 5 years

- Additional inspections shall be conducted following maintenance activities

2. Inspection Criteria:
   - Inspectors shall evaluate:
   - Vegetation condition and coverage
   - Sediment accumulation and flow restriction
   - Signs of erosion or channel instability
   - Presence of trash, debris, or pollutants
   - Evidence of illicit discharges

Deficiencies and Corrective Actions:

All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software. Required corrective actions may include:

- Removal of sediment and debris
- Stabilization of eroded areas
- Repair or installation of erosion control measures
- Cleanup of pollutants or spills

Timelines:

- Immediate: active erosion, blockage, or pollutant discharge
- As scheduled: routine maintenance
- Illicit discharge indicators shall be reported and investigated per SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges

Documentation and Recordkeeping:

Records shall include:

- Inspection date
- Inspector's name
- Location of ditch or swale
- Observations and deficiencies
- Corrective actions and follow-up

Training:

Applicable staff shall be trained on:

- Vegetation and erosion control practices
- Proper swale maintenance techniques
- Spill prevention and response

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)
- SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges
- SOP 1.21 Spill and Improper Disposal Response & Clean-up

4.6 MOWING AND TRIMMING



Purpose:

To manage vegetation in a manner that maintains drainage function while preventing the discharge of grass clippings, sediment, and pollutants to the MS4 and receiving waters.

Applicability:

This SOP applies to all City-owned or maintained areas requiring mowing or trimming, including parks, rights-of-way, drainage corridors, and facilities.

Responsible Parties:

- Operations Staff / Maintenance Crews: Perform mowing and trimming activities
- MS4 Inspector / Storm Water Staff: Oversight and training
- Supervisors / Facility Managers: Ensure compliance, inspection corrective actions and documentation

Standard Practices (BMPs):

1. Vegetation Management
   - Maintain vegetation at appropriate heights to support drainage and prevent overgrowth
   - Avoid scalping or excessive removal that may expose soils and increase erosion
   - Preserve vegetation in sensitive areas where it provides stabilization benefits
2. Grass Clipping and Debris Control
   - Do not leave grass clippings, trimmings, or debris on paved surfaces, sidewalks, or near storm drains
   - Direct clippings away from streets, gutters, and waterways
   - Collect and properly dispose of excess vegetation material where necessary
3. Protection of Storm Water Features
   - Avoid depositing vegetation debris into ditches, swales, catch basins, or waterways
   - Maintain clear flow paths within drainage features
   - Use care when mowing near storm water infrastructure
4. Equipment Operation and Maintenance
   - Inspect equipment for leaks (fuel, oil, hydraulic fluids) prior to use
   - Refueling and maintenance shall occur away from storm drains and waterways
   - Immediately contain and clean any spills
5. Work Conditions
   - Perform mowing and trimming during dry conditions when feasible
   - Avoid mowing saturated soils to prevent rutting and sediment transport
   - Minimize disturbance to soils and slopes

Inspection Requirements

1. Frequency
   - Inspections shall be conducted periodically during routine maintenance and as part of MS4 inspections
2. Inspection Criteria

Inspectors shall evaluate:

- Presence of grass clippings or debris in paved areas or near storm drains
- Vegetation condition and coverage
- Evidence of soil disturbance or erosion
- Proper operation and condition of equipment
- Evidence of spills or improper disposal

Deficiencies and Corrective Actions

- All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software

Required corrective actions may include:

- Removal of clippings and debris from paved areas and storm drain systems
- Stabilization of disturbed or eroded areas
- Repair or maintenance of leaking equipment
- Implementation of improved mowing practices

Timelines:

- Immediate: debris entering storm drains or waterways, active spills
- Same day: cleanup of clippings and affected areas
- Illicit discharge indicators shall be reported and investigated per SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges
-

Documentation and Recordkeeping

Facility inspection log shall include:

- Inspection date
- Inspector name
- Location
- Observations and deficiencies
- Corrective actions and follow-up

Training:

Applicable staff shall be trained on:

- Proper mowing and trimming practices
- Storm water pollution prevention
- Spill prevention and response

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)
- SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges
- SOP 1.21 Spill and Improper Disposal Response & Clean-up

4.7 STREET SWEEPING



Purpose

To reduce the discharge of sediment, debris, and other pollutants to the MS4 through sweeping of City-owned roads, parking lots, and paved areas when material buildup is observed that could contaminate storm water.

Applicability

This SOP applies to City-owned roads, parking lots, and other paved areas maintained by the City.

Responsible Parties

- Operations Staff / Maintenance Personnel: Identify areas requiring sweeping and coordinate maintenance activities
- MS4 Coordinator / MS4 Staff: Provide oversight and documentation of maintenance activities

Procedure

1. Condition-Based Sweeping
   - City-owned roads, facility parking lots and paved areas shall be swept annually. Roads adjacent to outfall structures shall be swept quarterly at a minimum.
   - City-owned roads, facility parking lots and paved areas in IDDE High Priority areas shall be inspected twice every year
2. Material Handling
   - Collected sweepings and debris shall be properly disposed of at approved disposal locations.
   - Sweepings shall not be discharged into the MS4 or receiving waters.

Inspection and Documentation

- City staff shall observe roads and paved areas during routine operations and inspections for material buildup.
- Sweeping activities performed shall be documented in maintenance records.

References

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)

4.8 PLANNED WATERLINE EXCAVATION/INSTALLATION/ REPAIR/REPLACEMENT



Purpose:

To prevent pollution of storm water from water line repair/replacement activities.

Procedure:

1. Preparation:
    a. Determine where discharge flow will go.
    b. Place inlet protection at nearest downstream storm drain inlet. Clean gutters leading to inlet.
    c. Isolate waterline to be worked on.
    d. Neutralize any chlorine residual before discharging water.
2. Process:
    a. Make 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 nearby.
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.

4.9 UNPLANNED WATERLINE EXCAVATION REPAIR/ REPLACEMENT



Purpose:

To prevent pollution of storm water during unplanned waterline repairs.

Procedure:

1. Preparation:
    a. Make sure service trucks are equipped with, and workers are able to 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 upstream of inlet.
    d. When possible follow planned repair procedures.
    e. Haul off spoils of excavation.
    f. If possible 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.

4.10 WATERLINE FLUSHING FOR ROUTINE MAINTENANCE



Purpose:

To prevent pollution of storm water during waterline flushing activities.

Procedure:

1. Preparation:
    a. Determine flow path of discharge to inlet of waterway.
2. Process:
    a. Clean flow path.
    b. Protect inlet structures.
    c. Use diffuser if needed to dissipate pressure to reduce erosion possibilities.
3. Clean up:
    a. Clean flow path.
    b. Remove inlet protection.

4.11 STORM DRAIN SYSTEM MAINTENANCE



Purpose:

To ensure the proper function of the storm drain system and reduce the discharge of pollutants to the MS4 through routine inspection, cleaning, and repair of storm water infrastructure.

Applicability:

This SOP applies to all City-owned or maintained storm drain system components, including catch basins, inlets, pipes, manholes, culverts, and outfalls.

Responsible Parties:

- Operations Staff / Maintenance Crews: Perform inspection, cleaning, and repairs
- MS4 Inspector / Storm Water Staff: Develop schedules, oversight, and documentation
- Supervisors: Ensure compliance and corrective actions

Standard Practices (BMPs):

1. Inspection, Cleaning, and Repair Activities
   - Clean and inspect storm drain system components to identify and clean up sediment buildup, blockages, structural damage, and illicit discharges according to standard procedures
   - Repair or replace damaged or failing infrastructure as needed
   - Ensure proper function of conveyance and treatment components
2. Priority Area Identification
   - Priority areas for storm drain system maintenance shall be identified and documented in the GIS storm water system map based on the following factors:
     a. Water quality concerns and pollutant loading potential
     b. Most recent assessment of receiving waters (e.g., impaired waters)
     c. Amount and type of material accumulation (e.g., sediment, trash, organic debris)
     d. Proximity to storm drains, waterways, and sensitive areas
     e. Land use (industrial, commercial), traffic volume, and other location-specific factors
     f. Priority areas shall be maintained within the SWMP and GIS system and updated as needed.
3. Inspection and Maintenance Schedule
   - A maintenance schedule shall be established and maintained for all storm drain system components:
     a. IDDE High-Priority Areas: Clean-out and outfall structures annually and conveyance structures twice every 5 years.
     b. Non-Priority Areas: Clean-out and outfall structures annually and conveyance structures every 5 years.
   - The schedule shall be included in the Annual Tasks Calendar and updated as needed.
4. Event-Based Maintenance:
   - Additional inspections and cleaning following major storm events or reported issues
5. Material Handling and Disposal
   - Collected sediment and debris shall be properly contained and disposed of at approved facilities
   - Do not discharge materials into the MS4 or unapproved areas

- Prevent re-entry of pollutants into the system

6. Spill and Pollution Prevention
   - Inspect maintenance equipment for leaks prior to use
   - Prevent discharge of fuel, oil, or hydraulic fluids
   - Immediately contain and clean any spills

Inspection Requirements:

1. Inspection Criteria
   - Inspectors shall evaluate:
     a. Sediment and debris accumulation
     b. Structural condition of system components
     c. Evidence of blockages or restricted flow
     d. Signs of illicit discharges (staining, odors, unusual flows)
     e. Condition of outfalls and discharge points

Deficiencies and Corrective Actions:

1. All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software

Required corrective actions may include:

- Cleaning of affected system components
- Removal of blockages or debris
- Repair or replacement of damaged infrastructure
- Investigation of illicit discharges

Timelines:

- Immediate: blockages, discharge risks, or illicit discharge indicators
- As scheduled: routine maintenance
- Illicit discharge indicators shall be reported and investigated per SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges

Documentation and Recordkeeping:

Records shall include:

- Inspection and maintenance date
- Inspector name
- Location and system component
- Observations and deficiencies
- Corrective actions and follow-up

Training:

Applicable staff shall be trained on:

- Storm drain system inspection and maintenance
- Identification of pollutants and illicit discharges
- Proper material handling and disposal
- Spill prevention and response

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)
- SOP 4.1 Catch Basin Cleaning
- SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges
- SOP 1.21 Spill and Improper Disposal Response & Clean-up

4.12 INSPECTION OF POST-CONSTRUCTION BMPS



Purpose:

To ensure long-term storm water control measures (BMPs) are properly inspected, maintained, and enforced to protect water quality and reduce pollutant discharge to the MS4.

Responsible Party:

The MS4 Coordinator is responsible for inspection, documentation, and enforcement of post-construction storm water BMPs. Post-Construction storm water BMPs shall be mapped in the City GIS storm water map.

Procedure:

1. Documentation of BMP Selection and Performance
   - The City shall maintain documentation demonstrating:
     a. How long-term BMPs were selected
     b. Expected pollutant removal performance
     c. Technical basis supporting BMP performance (e.g., USWAC BMP Manual, Utah DWQ LID Manual)
2. Inspection of Long-Term BMPs
   - The City shall conduct inspections of post-construction BMPs to verify:
     a. Proper operation and maintenance
     b. Structural integrity and functionality
     c. Continued effectiveness in pollutant removal
   - Inspections shall be conducted every other year for all City-owned BMPs
   - BMPs identified as high priority, or those with a history of deficiencies, shall be visually inspected monthly and more comprehensively inspected semi-annually, or more frequently as determined by the City.
   - Inspection frequency shall be adjusted based on water quality concerns, site conditions, and maintenance history.
3. Identification of Deficiencies
   - Inspectors shall document any deficiencies, including:
     a. Failure to maintain BMPs
     b. Reduced functionality or performance
     c. Unauthorized modifications or removal
4. Corrective Actions
   The City shall notify the responsible party of required corrective actions and provide a timeline for compliance as provided in current adopted codes and permit requirements.
5. Enforcement and Escalation
   - If corrective actions are not completed, the City shall initiate escalating enforcement actions based on:
     a. Frequency and duration of violations
     b. Severity of deficiency
   - Enforcement actions shall be in accordance with SOP 4.17 Post-Construction Storm Water Enforcement
6. Authority to Enforce

The MS4 Coordinator has authority to enforce compliance with post-construction storm water requirements, including issuance of notices and coordination of further enforcement actions.

7. Recordkeeping
   All inspection reports, corrective actions, and enforcement activities shall be documented and maintained as part of the SWMP.

4.13 INSPECTION OF PRIVATELY OWNED STORM WATER CONTROLS



Purpose:

To ensure privately owned storm water control measures are properly maintained and continue to function as designed to protect water quality and reduce pollutant discharge to the MS4.

Responsible Party:

The MS4 Coordinator is responsible for conducting inspections, documenting compliance, and coordinating enforcement actions as needed. Privately owned storm water controls shall be mapped in the City GIS storm water map.

Procedure:

1. Inspection Frequency
   - Privately owned storm water control measures shall be every five years, or more frequently as necessary to maintain functionality.
   - Inspections shall be included in the Annual Task Calendar.
2. Inspection Process
   - Inspectors shall evaluate storm water controls to verify:
     a. Proper operation and maintenance
     b. Structural integrity and functionality
     c. Compliance with approved design and maintenance requirements
3. Inspection Documentation
   - All inspections shall be documented using the Privately Owned Storm Water Control Inspection Form in Appendix E, which shall include:
     a. Inspection date
     b. Name and signature of inspector
     c. Project location
     d. Current ownership information
     e. Description of storm water control condition
     f. Maintenance issues or violations identified
     g. Corrective action requirements and deadlines
     h. Re-inspection date (if applicable)
4. Corrective Actions
   - All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software
   - The City shall notify the property owner or responsible party of any deficiencies and required corrective actions.
   - A timeline for compliance shall be provided based on the severity of the issue and as provided in current adopted codes and permit requirements.
5. Follow-Up and Enforcement
   - Re-inspections shall be conducted to verify completion of corrective actions.
   - Failure to address deficiencies shall result in enforcement actions in accordance with SOP 4.17 Post-Construction Storm Water Enforcement
6. Recordkeeping
   - All inspection records, notifications, and enforcement actions shall be maintained in the City online inspection tracking software and/or GIS.

4.14 LONG-TERM STORM WATER CONTROL AND LTSWMP INVENTORY



Purpose:

To establish procedures for maintaining a complete inventory of all post-construction structural storm water control measures and to ensure proper inspection, maintenance, and long-term functionality in accordance with UPDES permit requirements.

Responsible Party:

The MS4 Coordinator is responsible for maintaining the inventory, administering the Long-Term Storm Water Management Plan (LTSWMP), and ensuring inspections and follow-up actions are completed.

Procedure:

1. Inventory of Storm Water Controls
   - The City shall maintain a comprehensive inventory and GIS map of all post-construction structural storm water controls
   - The inventory shall include both public and privately owned controls.
   - The inventory shall include, at a minimum:
     a. Project name, owner name, and contact information
     b. Project location and installation date
     c. Type and number of storm water controls
     d. Design criteria and performance specifications
     e. Required maintenance and inspection frequency (as defined in SWPPP or LTSWMP, as applicable)
     f. Date of last inspection
     g. Next scheduled inspection date (if applicable)
     h. Inspection records, including date, findings, follow-up actions, and compliance status
   - The inventory shall be used to track inspection status and to schedule future inspections based on required inspection frequency.
2. Long-Term Storm Water Management Plan (LTSWMP)
   - An LTSWMP shall be required for applicable projects and shall define:
     a. Maintenance responsibilities
     b. Required maintenance activities
   - The LTWSMP shall be used as the basis for tracking and managing long-term Storm Water control measures.
3. Inspection and Maintenance Tracking System
   - The City shall implement a system to track:
     a. Scheduled inspections
     b. Completed inspections
     c. Maintenance activities
     d. Deficiencies and corrective actions
     e. Follow-up inspections
   - Inspection and maintenance data shall be recorded and linked to the Long-Term Storm Water Control Inventory.

- The inventory shall include required inspection frequency and date of last inspection for each BMP and shall be used to track inspection status and schedule future inspections.
- The inventory shall be reviewed and updated at least annually. This information may be tracked using the City's online storm water inspection tracking system.

4. Inspection and Follow-Up
   - Storm water controls shall be inspected in accordance with adopted SOPs and LTSWMP requirements.
   - Any deficiencies identified shall be documented and assigned corrective actions with defined deadlines in the City's online storm water inspection software
   - Follow-up inspections shall be conducted to verify compliance.
5. Documentation and Recordkeeping
   - All inventory data, LTSWMP documents, inspection records, maintenance activities, and enforcement actions shall be maintained as part of the SWMP.
   - The inventory shall be reviewed and updated regularly to reflect new development, modifications, and compliance status.

4.15 REVIEW OF FLOOD MANAGEMENT STRUCTURAL CONTROLS



Purpose:

To ensure that all new flood management structural controls associated with the City are evaluated for water quality impacts and designed to minimize pollutant discharge and hydrologic impacts to the MS4 and receiving waters.

Applicability:

This SOP applies to all new or modified flood management structural controls associated with the City that discharge to the MS4, including detention basins, channels, culverts, storm drain systems, and related infrastructure.

Responsible Parties:

- **MS4 Coordinator:** Conduct design review and water quality evaluation
- **MS4 Coordinator / Storm Water Staff:** Ensure compliance with SWMP and permit requirements
- **Development Review Staff:** Coordinate with applicants and ensure implementation

Procedure:

1. Project Identification and Applicability
    - Identify all new or modified flood management structural controls during planning, design, or review phases
    - Confirm whether the project discharges to the MS4 and is subject to this SOP
2. Water Quality Impact Assessment

For each applicable project, evaluate:

- Potential pollutant sources associated with the project (e.g., sediment, nutrients, hydrocarbons)
- Changes in runoff volume, peak flow, and hydrologic conditions
- Potential impacts to downstream receiving waters, including impaired waters

3. BMP and Control Evaluation
    - Identify opportunities to incorporate storm water quality controls into the design
    - Evaluate structural and non-structural BMPs that reduce pollutant discharge and improve water quality
    - Consider LID and green infrastructure practices where feasible
4. Control Selection Rationale

The selection of controls shall be based on:

- Effectiveness in reducing pollutants of concern
- Site-specific conditions (soil type, slopes, drainage area, land use)
- Compatibility with flood control objectives and system capacity
- Maintenance requirements and long-term functionality
- Consistency with adopted manuals (e.g., Utah DWQ LID Manual, USWAC BMP Manual)

5. Design Review and Modifications
    - Review design plans to verify incorporation of appropriate BMPs and controls
    - Require revisions where necessary to improve water quality performance
    - Document any changes or additional controls required
6. Documentation
    - Maintain documentation of:

    - Water quality impact assessment
    - Selected BMPs and justification
    - Design modifications or conditions of approval
- Documentation shall be retained within project files and SWMP records

Inspection and Verification

- Verify that approved controls are constructed in accordance with design
- Coordinate with post-construction inspection SOPs to ensure long-term performance

Deficiencies and Corrective Actions

- All deficiencies and corrective actions shall be documented in the online storm water inspection tracking software
- If controls are not adequately addressing water quality:
    - Require design revisions during review
    - Require retrofits or additional controls where feasible
- Non-compliance shall be addressed in accordance with SOP 4.17 Post-Construction Storm Water Enforcement

Training

Applicable staff shall be trained on:

- Storm water BMP selection and design principles
- Water quality impacts of flood control infrastructure
- Applicable design manuals and standards

References

- UPDES Small MS4 Permit
- Utah DWQ Low Impact Development (LID) Manual
- USWAC BMP Manual
- City's Storm Water Management Plan (SWMP)

4.16 OPERATIONS AND MAINTENANCE STAFF TRAINING



Purpose:

To ensure that all staff with primary operations or maintenance responsibilities are properly trained to protect water quality and comply with MS4 Permit requirements.

Applicability:

This SOP applies to all City staff whose job duties involve operation, maintenance, inspection, or activities that may impact storm water quality.

Responsible Parties:

- MS4 Coordinator: Develop and oversee training program
- Supervisors: Ensure staff participation and compliance
- All Applicable Staff: Attend required training and implement practices

Training Requirements:

1. Annual Training
   - All applicable staff shall receive training at least once annually
2. New Employee Training
   - New hires involved in operations or maintenance activities shall receive training within 60 days of hire
3. Required Training Topics

Training shall include, at a minimum:

- Importance of protecting water quality
- Requirements of the UPDES Small MS4 Permit
- Operations and Maintenance (O&M) requirements
- Inspection procedures
- Ways to prevent or minimize impacts to water quality through daily job activities
- Applicable SOPs and SWPPPs for City-owned or operated facilities
- Procedures for reporting water quality concerns, including potential illicit discharges

Training Implementation:

- Training may be conducted through in-person sessions, virtual training, or approved external courses
- Training materials shall be consistent with the SWMP and adopted SOPs
- Refresher or supplemental training may be provided as needed

Documentation and Recordkeeping:

Training records shall be maintained and include:

- Training date
- Description of training or course content
- Names and positions of staff in attendance

Records shall be retained in accordance with SWMP requirements and made available upon request.

Compliance and Corrective Actions:

- Staff who do not complete required training shall be scheduled for make-up training
- Supervisors shall ensure compliance with training requirements
- Repeated non-compliance may be addressed in accordance with City policies and ordinances

References:

- UPDES Small MS4 Permit
- City's Storm Water Management Plan (SWMP)
- IDDE SOPs
- O&M SOPs

4.17 POST-CONSTRUCTION STORM WATER ENFORCEMENT



Purpose: The purpose of this SOP is to describe how MS4s will implement standards from the MS4 Permit in conjunction with Utah Code 19-5-108.3 in regard to sites that do not comply with their SWPPP and state issued Construction General Permit (CGP) or Common Plan Permit (CPP) if applicable. For purposes of this SOP, "landowner" means the person responsible for SWPPP implementation.

MS4 Responsibilities:

The MS4 Coordinator is responsible for implementing the requirements and may not differ from this SOP. The landowner is responsible for abiding by all requirements of the CGP or CPP and the MS4 is responsible for oversight.

- The position responsible for oversight inspections is the MS4 Coordinator/Inspector.
- The position(s) who has authority to implement enforcement procedures is the MS4 Coordinator/Inspector, City Engineer, Public Works Director, as well as the Division of Water Quality (DWQ).

This SOP is to be followed and updated according to State and municipal requirements.

MS4 Permit Requirements:

1. Enforcement procedures and regulatory authority must be written and documented in the SWMP of each MS4.
    a. The procedures of this SOP should be summarized or referenced in the MS4's SWMP which is accessible by the public.

2. Each MS4 permit staff with responsibility over the SWPPP program must be trained in proper documentation of inspections, follow-up, and enforcement actions.
    a. Documentation of routine maintenance, corrective action, follow-up inspections, and enforcement actions should all be included with citations in the respective inspection Form.
        i. Any communication between the landowner and the MS4 should be recorded and retained through the City online inspection tracking software.
        ii. Verbal communication alone is not advised. If important communication does occur verbally (such as agreement on BMP improvement, corrective action deadline, etc) between the landowner and the MS4, restating the conversation afterwards via email to the landowner is advised so that a record can be retained.

3. For sites that have been issued multiple escalating enforcement actions, the site could now be designated as a "priority site". Oversight inspection frequency would then increase to at least biweekly due to the past record of non-compliance by the landowner and potential to threaten water quality.

Authority to Enforce

As directed in Payson City Ordinance Title 5 Stormwater, the City Engineer, or the Engineer's designee (i.e. the MS4 Coordinator) has authority to enforce compliance with post-construction storm water requirements, including issuance of notices and coordination of further enforcement actions.

Process:

1. Oversight Inspections
    a. If violations of the CGP/CPP are determined after conducting an inspection (electronic or on-site) as identified in the Post Construction Storm Water Controls SOPs, the MS4 must document each violation as part of completing the respective inspection SOP(s). 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. Typical violations may include:
        i. City or State permits not current:
        ii. Worthing without City or State permit
        iii. Storm Water Pollution Prevention Plan not on site or Storm Water Pollution Plan is not current
        iv. No designated or certified on-site erosion control specialist, Storm water inspection records
        v. missing, incomplete or not current
        vi. City and/or State Notice of inactivation not submitted
        vii. City and/or State Transfer of Ownership not submitted
        viii. Best Management Practices Violations - Discharge from Site
        ix. BMPs in Use On the Site Not Shown or Not Covered in SWPPP Site Changes Requiring New or
        x. Modified BMPs Not Covered in SWPPP
        xi. Best Management Practices Violations: Discharge from Site: Sediment or Other Pollutants Leaving Site; Potential Discharge to Storm Drain
        xii. Sediment or Other Pollutants Leaving Site, Discharge to Storm Drain or Channel
    b. First Notice of Violation (NOV 1)
        i. The MS4 must notify the landowner of the violation(s) in writing as part of completing the respective 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.
            4. Description of what form the verification of correction will be performed. (reinspect in person or photo verification)
        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 landowner 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 landowner how and when verification of correction will be performed.

2. If the landowner has not corrected the violation(s), the MS4 will notify the landowner that the violation hasn't been corrected in writing as described in NOV 2.
3. If the landowner has corrected the violation(s), the landowner 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 landowner of the violation(s) in writing as part of completing the respective 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.
4. Deadline to correct each violation.
   a. The deadline to correct violations should be no sooner than one business day.
   b. Typically, the deadline should be a week to correct violations, unless there are threats to waters of the state or the MS4. Consider upcoming weather when providing this deadline.

5. Description of what form the verification of correction will be performed. (reinspect in person or photo verification)

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 landowner 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 landowner how and when verification of correction will be performed.
2. If the landowner has not corrected the violation(s), the MS4 will notify the landowner that the violation hasn't been corrected in writing as described in NOV 3.
3. If the landowner has corrected the violation(s), the landowner 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 landowner 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 the City online inspection tracking software.

3. Administrative Fines
    a. If the landowner does not correct the specific violation within the timeline set by the MS4 as indicated in NOV 2, the MS4 shall notify the landowner in writing that the violation has not been corrected and may impose an administrative fine for each occurrence. Administrative fines are established by City MS4 as part of its enforcement program, consistent with the authority provided under Utah Code 19-5-108.3 and applicable City ordinance 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 landowner 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.
        iii. include an appeals process that is published in a publicly accessible location.

4. Special Cases
    a. Per Payson City Code 5.36.040 (Criminal Prosecution), the City Engineer or the Engineer’s designee (i.e. the MS4 Coordinator) “may immediately proceed with criminal action against the violator if:
        i. the violator has committed the same violation in the past, or
        ii. the violation, in the opinion of the City, creates a serious risk and/or hazard to persons, the environment or property, or
        iii. the City deems the violation to constitute an emergency.”
    b. The MS4 can correct a specific violation for the landowner, and recoup the costs associated, if the landowner refuses to correct the violation after the enforcement process and there is imminent threat? of significant harm to water quality or the storm water system.

Communication:

Each MS4 will utilize a method of communication for enforcement (such as a notice of violation, fines, stop work orders) to the landowner.

- The method used for this MS4 is the City online inspection tracking software or email.

[1] Immediate threat means contaminants are entering a river, a stream, or a lake.

[2] Imminent threat means contaminants are anticipated to be discharged into a river, a stream, or a lake within 48-hours.

CHAPTER 5 ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

5.1 RESPONSE, CESSATION, AND REPORTING OF ILLICIT DISCHARGES



Purpose

To establish procedures for identification, response, containment, investigation, reporting, cessation, and enforcement of illicit discharges to the MS4.

Responsible Party

The MS4 Coordinator is responsible for implementing this procedure. Coordination with other City departments, local municipalities, and regulatory agencies shall occur as needed. When receiving IDDE reports from other agencies, the City shall provide acknowledgment and updates on actions taken.

Procedure

1. Identification of Illicit Discharge
    - Refer to SOP 5.3 Illicit Discharge Characterizing and Immediate Containment
    - Illicit discharges may be identified through:
        - Public complaints (Public Call Log Form)
        - Routine inspections or dry weather screening
        - Facility inspections
        - Reports from City staff or other agencies
    - Assess whether the incident is a serious environmental threat to humans or the environment. If so, call the Utah County Health Department Hotline for Environmental Health Emergency Response 801-580-6681 immediately. If the situation is less serious, continue as described below.
    - Staff shall document:
        - Location
        - Observed conditions
        - Photographs
        - Any available sampling information
2. Immediate Response and Containment
    - If safe to do so, staff shall take immediate action to contain the discharge and prevent entry into the MS4.
    - Measures may include:
        - Spill kits / absorbents
        - Temporary barriers
        - Blocking storm drain inlets
3. Illicit vs. Allowable Discharge Determination
    - Staff shall determine whether the discharge is:
        - An allowable non-storm water discharge under the MS4 Permit, or
        - An illicit discharge
    - Allowable discharges shall be documented; no further action required unless conditions change.
    - Illicit discharges shall proceed through investigation and enforcement steps below.

4. Investigation and Source Identification
    - Refer to SOP 5.2 Illicit Discharge Source Tracing
    - Staff shall investigate the source using methods such as:
        - Upstream inspections
        - Storm drain tracing
        - CCTV
        - Dye testing
        - Coordination with other departments
    - Responsible parties shall be identified where possible.
5. Notification and Coordination
    - Notify the MS4 Coordinator as soon as practicable.
    - Notify responsible party (if identified) and clearly communicate:
        - Violation of City regulations
        - Required corrective actions
    - Coordinate with relevant departments (Public Works, Utilities, Environmental Health, etc.) as needed.
6. Corrective Actions and Cessation
    - Responsible parties shall cease the discharge and implement corrective actions.
    - Corrective actions may include:
        - Removal or repair of illicit connections
        - Elimination of improper discharges
        - BMP implementation
        - Education and technical assistance
7. Reporting and Notifications
    - Internal: Notify MS4 Coordinator
    - Regulatory: Notify DWQ if thresholds are met or UPDES coverage may be required
    - Emergency: Notify emergency responders for hazardous or high-risk discharges
    - Public Referrals:
        - Log all calls in the Public Call Log Form
        - Follow the “Procedure for Responding to Public Referral of Illicit Discharges” Flow Chart in Appendix E
8. Follow-Up Inspections
    - Follow-up inspections shall be conducted to verify that:
        - The discharge has ceased
        - Corrective actions have been completed
    - Follow-ups shall be documented and tracked.
9. Enforcement Escalation
    - If corrective actions are not completed, enforcement shall be escalated in accordance with the SOP 3.2 Enforcement for MS4 Construction Site or SOP 4.17 Post-Construction Storm Water Enforcement.
    - Actions may include:
        - Notice of Violation (NOV)
        - Compliance deadlines
        - Administrative or legal enforcement
10. Documentation and Recordkeeping
    - All IDDE activities shall be documented, including:
        - Discharge description and location

        - Determination (illicit vs allowable)
        - Approximate duration and volume
        - Substance hazard determination
        - Water body(s) or storm drains affected
        - Investigation findings
        - Notifications
        - Corrective actions
        - Follow-up inspections
    - Records shall be maintained in the IDDE tracking system / Call Log / SWMP records in accordance with MS4 requirements.

11. Closeout
    - Incidents may be closed when:
        - Source is eliminated
        - No ongoing discharge is observed
    - GIS or storm drain mapping shall be updated if discrepancies are identified

5.2 ILLICIT DISCHARGE SOURCE TRACING



Purpose:

To identify and trace the source of suspected illicit discharges to the storm water conveyance system in order to eliminate non-storm water inputs and protect water quality.

Procedure:

1. Always:
    a. Initiate source tracing when a suspected illicit discharge is identified through inspections, complaints, monitoring, or dry weather observations.
    b. Conduct visual inspections of storm water conveyance systems, outfalls, ditches, and receiving waters to identify indicators such as odors, discoloration, floatables, staining, or abnormal flows.
    c. Open manholes or access points, when necessary and safe to do so, to observe flow conditions and isolate upstream or downstream sources.
    d. Use mobile cameras or CCTV equipment, when available, to inspect storm sewer pipes and identify potential illicit connections or sources.
    e. Utilize field screening tests or chemical indicators, when appropriate, to help distinguish potential sources (e.g., detergents, chlorine, ammonia, petroleum indicators).
    f. Collect water samples for laboratory analysis when field observations or screening indicate a potential illicit discharge.
    g. Document all observations, locations inspected, methods used, and findings during the source tracing process.
2. Whenever Possible:
    a. Begin tracing activities during dry weather conditions to better isolate non-storm water flows.
    b. Coordinate source tracing efforts with other City departments, utilities, or agencies, as needed.
    c. Use a stepwise approach to narrow down the source by systematically inspecting upstream segments of the storm water system.
3. Never:
    a. Conduct inspections or open manholes without following applicable safety procedures or confined space requirements.
    b. Delay investigation of suspected illicit discharges that pose a risk to public health, safety, or the environment.

5.3 ILLICIT DISCHARGE CHARACTERIZING AND IMMEDIATE CONTAINMENT



Purpose:

This SOP establishes procedures for:

- Characterizing the nature of suspected or confirmed illicit discharges,
- Evaluating the potential public health or environmental threat posed by the discharge, and
- Determining and implementing immediate containment actions to prevent further discharge to the MS4 or waters of the State.

Procedure:

1. Initial Safety Assessment
    a. Upon identifying a suspected illicit discharge, staff shall first evaluate site safety.
    b. If the discharge involves strong odors, flammable materials, hazardous chemicals, or unsafe conditions:
        i. Do not enter the area,
        ii. Secure the area if possible, and
        iii. Notify the MS4 Coordinator and emergency responders as appropriate.
    c. Personnel shall use appropriate personal protective equipment (PPE) and follow confined-space and traffic-control procedures when accessing inlets or manholes.

2. Characterization of the Discharge
    Staff shall characterize the discharge using observable indicators and available field tools, including:
        i. Visual indicators: color, turbidity, foam, floatables, staining, sheen
        ii. Odor indicators: sewage, petroleum, chemical, sulfur/rotten egg, solvent
        iii. Location: inlet, manhole, ditch, outfall, or receiving water
        iv. Likely source type: sanitary sewage, commercial/industrial activity, construction activity, dewatering, irrigation, or unknown
    Field screening tools (e.g., pH, ammonia, temperature) and photographs may be used as available to support characterization.
3. Threat Evaluation
    Based on characterization, staff shall evaluate the potential threat posed by the discharge, considering:
    a. Public health risk: potential exposure to pathogens, chemicals, or hazardous substances
    b. Environmental risk: likelihood of impact to surface waters, groundwater, aquatic life, or sensitive water bodies
    c. Magnitude and duration: estimated volume and persistence of the discharge
    d. Downstream impacts: proximity to storm drain inlets, outfalls, and receiving waters
    Discharges shall be categorized as Low, Moderate, or High threat to guide response priority.
4. Immediate Containment Evaluation and Actions
    If safe to do so, staff shall determine how the discharge can be immediately contained and implement appropriate actions based on the threat level.

a. Containment Decision:
   Containment is required when:
   - The discharge is suspected or confirmed to be illicit, and
   - There is potential for the discharge to enter the MS4 or waters of the State.

b. Containment Measures:
   Containment actions may include, but are not limited to:
   i. Stopping the source
   ii. Protecting storm water infrastructure by covering or blocking storm drain inlets, manholes, or outfalls.
   iii. Containing the discharge using absorbent materials, spill kits, booms, berms, sandbags, or wattles.
   iv. Diverting flow away from storm drains or receiving waters where feasible.
   v. Preventing mobilization by avoiding washing or flushing the discharge with water unless directed by appropriate authority.

   Containment measures shall be proportional to the type, volume, and threat posed by the discharge.

5. Response and Reporting
   Once the discharge has been characterized and immediate containment actions have been implemented, staff shall proceed in accordance with the SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges for notification, reporting, corrective actions, and incident closeout.

5.4 IDENTIFICATION AND INSPECTION OF PRIORITY AREAS FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION



Purpose:

To identify and prioritize areas within the MS4 that are likely to have illicit discharges and ensure those areas are evaluated, documented, reassessed annually, and field inspected annually through the City's IDDE program. The goal is to minimize non-storm water discharges from priority areas.

Responsible Party:

The MS4 Coordinator is responsible for completing and maintaining the IDDE Priority Worksheet (Appendix H), the priority area list, the annual reassessment of each priority area, and the field inspection(s) of each priority area in Appendix E. City departments, facility managers, and other permittees within the City may assist by providing operational information related to facility activities and storm water controls.

Procedure:

1. Identification of Facilities and Location:
   - The City shall evaluate all City-owned and operated facilities as well as other permittees within the City using the IDDE Priority Worksheet.
   - Facilities and locations evaluated may include maintenance yards, parks, fueling stations, industrial or commercial areas, and other areas that have the potential to generate storm water pollutants.
   - Areas with older infrastructure are identified as those with storm drain or sewer infrastructure installed prior to 1972.
   - Areas zoned or used for development likely to have illicit discharges.
   - Areas with a significant history of past illicit discharge incidents.
   - Areas with a significant history of illegal dumping incidents.
   - Areas with a significant number of locations of onsite sewage disposal systems (septic tanks).
   - Areas with a significant history of sanitary sewer overflows and cross-connections.
   - Areas upstream of and close to sensitive water bodies.
2. IDDE Call Log Review:
   - All calls, complaints, or reports of suspected illicit discharges received from the public shall be recorded in the Public Call Log Form in Appendix E.
   - Each report shall be evaluated using the "Procedure for Responding to Public Referral of Illicit Discharges" Flow Chart to determine whether investigation is required in Appendix E.
   - Confirmed or suspected illicit discharge locations identified through investigations shall be documented and incorporated into the IDDE Priority Worksheet.
3. Priority Area Evaluation:
   For each facility or location evaluated, staff shall use the IDDE Priority Worksheet to assess conditions associated with potential illicit discharges, including:
   - Areas with older infrastructure that may have illicit connections
   - Industrial, commercial, or mixed-use areas

- Areas with a history of past illicit discharges
- Areas with a history of illegal dumping
- Areas with onsite sewage disposal systems
- Areas with older sewer lines or sewer overflow history
- Areas upstream of sensitive water bodies
- Other areas the City determines to be likely to have illicit discharges

Each location shall be scored in the matrix based on these criteria and the potential for pollutant discharge to the MS4.

4. Priority Area Classification:
   - Locations shall be classified as Low, Moderate, or High Priority based on the total score in the matrix.
   - Priority areas may require additional monitoring, inspections, or investigation activities as part of the IDDE program.
5. Priority Area List:
   - An "Area" is defined by the MS4 permit, for the purpose of the priority area list and the annual inspections, as a "site that has potential to threaten water quality when considering the following factors: soil erosion potential; site slope; project size and type; sensitivity of receiving water bodies; proximity to receiving water bodies; non- storm water discharges and past record of non-compliance by the operators of the construction site."
   - The City shall maintain a list and map of all priority areas identified in the system. Each area shall be assigned a unique name or number so that it can be identified during the annual inspection.
   - The basis for selecting each priority area shall be documented on the IDDE Priority Area Questionnaire and retained with the priority area list.
   - The priority area list shall be updated annually to reflect changing priorities.
   - The priority area list is maintained by the MS4 Coordinator with the priority area map in the City GIS system.
6. Annual Reassessment of Priority Areas:
   - Each area on the priority area list shall be reassessed annually, by July 1st of each year, using the IDDE Priority Area Questionnaire in Appendix E.
   - Sections 1 through 4 of the IDDE Priority Area Questionnaire are completed for an area being assessed for the first time. Section 5 is completed for the annual reassessment of an area already on the list.
   - An area that no longer meets the criteria for a priority area may be removed from the list. The basis for removal shall be recorded on the questionnaire and retained.
7. Annual Field Inspection of Priority Areas:
   - Each area remaining on the priority area list following the annual reassessment shall be field inspected at least annually.
   - Inspections shall be documented on the IDDE Priority Area Inspection Form in Appendix E, including photographs of the conditions observed.
   - Illicit discharges identified during an inspection shall be addressed in accordance with SOP 5.1 Response, Cessation, and Reporting of Illicit Discharges and SOP 5.2 Illicit Discharge Source Tracing.
   - Follow-up actions identified on the inspection form shall be tracked to closure and reviewed at the following year's inspection of that area.
8. Annual Review and GIS Mapping:

- Priority areas identified through this process shall be reviewed annually by the MS4 Coordinator.
- Priority areas shall be mapped in the City GIS system to assist with tracking investigations and identifying trends.
- The IDDE Priority Worksheet and GIS records shall be updated as needed to reflect new investigations, call log entries, or changes in infrastructure and land use.

9. Documentation:
   The completed IDDE Priority Worksheet, Public Call Log Form, associated GIS mapping records, the priority area list, and the completed IDDE Priority Area Questionnaires and IDDE Priority Area Inspection Forms shall be maintained by the MS4 Coordinator.

5.5 IDDE & POST-CONSTRUCTION STORM WATER MANAGEMENT TRAINING PROGRAM



Purpose:

To ensure that all applicable staff are properly trained to:

- Identify, report, investigate, and respond to illicit discharges and connections in accordance with the City's IDDE (Illicit Discharge Detection and Elimination) program, and
- Perform post-construction storm water management duties including plan review, maintenance oversight, inspections, and enforcement in accordance with permit requirements.

Responsible Party:

The MS4 Coordinator is responsible for coordinating and maintaining the training program, maintaining training records, and ensuring compliance with training requirements. Department supervisors are responsible for ensuring that applicable staff attend required training.

Procedure:

1. Training Requirements:
   - All staff who may observe, respond to, or manage storm water-related activities shall receive annual training. This includes: Facility Managers, Street and Storm Water Maintenance Personnel, Storm Water Inspectors, Storm Water Plan Reviewers, the MS4 Coordinator, City Engineering Staff, the City Engineer, the Public Works Director.
   - New hires for these positions shall receive training within 60 days of hire.
2. Training Topics:
   - Training shall include, at a minimum:
     1. IDDE Topics:
        i. Identification of illicit discharges and connections
        ii. Investigation procedures
        iii. Termination of illicit discharges
        iv. Cleanup procedures and spill response
        v. Reporting procedures and documentation
        vi. Improper disposal practices
        vii. Common sources of illicit connections
     2. Post-Construction Storm Water Topics:
        i. Plan review procedures and requirements
        ii. Operation and maintenance of storm water control measures
        iii. Inspection procedures and documentation
        iv. Enforcement procedures and escalation
3. Training Delivery:
   - Training may be provided through in-person sessions, virtual training, or coordination with the Utah County Storm Water Coalition, StormwaterGo, or other qualified providers.
   - Training materials shall be updated as needed to reflect current regulations, procedures, and program requirements.
4. Recordkeeping:
   - Training records shall be maintained using the Training Tracking Form in Appendix E and as part of the SWMP and IDDE program.

- Records shall include:
  a. Training date
  b. Description of training or course content
  c. Names and positions of staff in attendance
- Records shall be made available upon request.

Documentation:
Training records shall be maintained as part of the City's storm water program documentation and made available upon request.

Appendix E

Payson City MS4 Forms and Tools Library

Item	Form	Page
1	Public Call Log Form	2
2	Spill Response Report Form	3
3	Dry Weather Screening Form	4
4	Priority Construction Site Determination Form	5
5	Construction Oversight Inspection Form (Utah DWQ)	7
6	Electronic Inspection Opt-Out Form	9
7	CGP/CPP SWPPP Compliance Evaluation Form (Utah DWQ)	10
8	Projects SWPPP Compliance Tracking Sheet	17
9	Post-Construction Structural Storm Water Control Inventory	18
10a	Monthly Visual Inspection Log	19
10b	Annual Visual Inspection Log	20
10c	Semi-Annual Comprehensive Inspection Log	21
11	Floor Drain Inventory	23
12	SWMP Goal Evaluation Form	24
13	Training Tracking Form	32
14	IDDE Priority Area Questionnaire	33
15	IDDE Priority Area Inspection Form	35
16	Privately Owned Storm Water Control Inspection Form	37

PAYSON UTAH

Public Call Log Form

Log every call, email or web report from the public about stormwater, illicit discharges, spills, or construction sites (UPDES UTR090000 Parts 4.2.2.1, 4.2.3.3.6, 4.2.4.3.2). Record the follow-up and close the entry when resolved. Keep with the IDDE program records.

Log #	Date received	Time	Received by	Caller name	Caller phone / email	Location / address	Type (spill · illicit discharge · construction · drainage · other)	Description of concern	Referred to (department / person)	Follow-up action taken	Follow-up date	Date closed	Notes / related IDDE log #
1	*2026-07-14*	*9:40 AM*	*Storm Water Coordinator*	*(example) J. Smith*	*801-555-0100*	*1200 W Center St (catch basin at NE corner)*	*Illicit discharge*	*Soapy water flowing from car-wash fundraiser into gutter*	*Storm Water Inspector*	*Site visit same day; activity stopped; education provided*	*2026-07-14*	*2026-07-14*	*IDDE log 2026-011*

Payson City Public Works Spill Response Reporting Form

Name: _____ **Date:** _____

Phone: _____ **Division:** _____

Others Called

Name of Person/Organization	Phone Number

Spill Details

1. What was the cause of the spill?

- ☐ Non-Stormwater Discharge
- ☐ Illicit Connections
- ☐ Illicit Discharge
- ☐ Illicit Dumping
- ☐ Spill

2. What happened: _____

3. Material Discharged: _____ **Quantity Discharged:** _____ **Unit:** _____

Actions Taken

1. Who came on site: _____

2. How was the discharge contained/cleaned up: _____

3. Additional Comments: _____

4. Name of Fire Department notified: _____

PAYSON
UTAH

DRY WEATHER SCREENING AND VISUAL STORM WATER DISCHARGE EXAMINATION REPORT

Date of Examination: _____ **Permit No.** UTR090066

Outfall location or ID number: _____

Nature of Discharge (i.e., runoff, land drain, irrigation or snowmelt) _____

Type of Monitoring:

☐ Dry Weather Screening Date of last Rainfall Event: _____	**Wet Weather Screening (Quarterly Min.)** ☐ Rainfall Event Date of Rainfall Event: _____ Time of Event: _____ Precipitation: _____ ☐ Unable to collect sample due to adverse conditions or inadequate runoff.

Visual Quality of Storm Water Discharge: (circle response)

At Time of Sampling:

Color: clear brown green rust other: _____

Odor: Yes / No

Clarity: ☐ ☐ ☐ ☐ ☐

Floating Solids: Yes / No

Foam: Yes / No

After One Hour of Settling:

Settled Solids: Yes / No

Suspended Solids: Yes / No

Oil Sheen: Yes / No

Other obvious indicators of storm water pollution: _____

_____

Probable sources of any observed storm water contamination: _____

_____

Name of Examiner _____ **Title** _____

Signature _____ **Date** _____

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Priority Construction Site Determination Form

Section A - Project Information

Project Name: _____ **Owner / Operator:** _____

Project Address / Location: _____ **Permit Number (UPDES / LDP):** _____

Parcel / APN (if applicable): _____ **Disturbed Area (acres):** _____

Date of Review: _____ **Reviewed By:** _____

Project Type: ☐ Residential ☐ Commercial ☐ Industrial ☐ Linear / Utility

Section B - Priority Evaluation Criteria

1. Soil Erosion Potential

- ☐ 0 - Low erodibility soils, stabilized
- ☐ 1 - Moderate erodibility soils
- ☐ 2 - Highly erodible soils
- ☐ 3 - Active Erosion observed or high erosion potential

2. Site Slope

- ☐ 0 - Flat to gently sloped (<5%)
- ☐ 1 - Moderate slopes (5–10%)
- ☐ 2 - Steep slopes (10–20%)
- ☐ 3 - Very steep slopes (>20%)

3. Project Size and Type

- ☐ 0 - Small project (<1 acre)
- ☐ 1 - Medium project (1–5 acres)
- ☐ 2 - Large project (>5 acres)
- ☐ 3 - Linear, phased, or complex construction activity

4. Sensitivity of Receiving Waterbody

- ☐ 0 - No receiving waters
- ☐ 1 - Minor drainage feature or ditch
- ☐ 2 - Perennial stream, canal, or wetland
- ☐ 3 - Impaired, TMDL-listed, or environmentally sensitive water

5. Proximity to Receiving Waterbody

- ☐ 0 - Greater than 1 mile
- ☐ 1 - 0.25 to 1 mile
- ☐ 2 - Less than 0.25 mile
- ☐ 3 - Direct discharge or immediately adjacent

6. Non-Stormwater Discharges

- ☐ 0 - None anticipated or observed
- ☐ 1 - Potential (e.g., wash water, dewatering planned)
- ☐ 2 - Observed but controlled and permitted
- ☐ 3 - Observed uncontrolled or illicit

7. History of Non-Compliance

- ☐ 0 - No prior violations or deficiencies
- ☐ 1 - Minor deficiencies corrected promptly
- ☐ 2 - Repeated deficiencies on this or related sites
- ☐ 3 - Significant or unresolved violations

Section C – Priority Determination

Total Score: _____

High Priority (Total Score > 15)

☐ Yes ☐ No

Section D – Inspection Implications

Inspect twice a month if high priority

Section E – Reviewer Notes

Certification

I certify that this priority determination was completed in accordance with Payson City MS4 procedures and based on available site information at the time of review.

Reviewer Name: _____

Signature: _____

Date: _____

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** Payson 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 3.2.1; *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

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 Payson City 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 Payson City. 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 Payson City 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 Payson City and submitting the required photographic documentation.

Project/Permit Information:

Project Name: _____ **Project Location:** _____

UPDES Permit Number: _____ **Operator/Company Name:** _____

Operator Representative Name: _____ **Title:** _____

Phone: _____ **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: _____

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: Payson City 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: Payson City 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: _____

PAYSON
UTAH

Projects SWPPP Compliance Tracking Sheet

City Construction Site Name	Meets SWPPP Requirements	Meets CGP/CPP Requirements	Date Inspected	Notes	Inspector
	☐	☐			
	☐	☐			
	☐	☐			
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Post-Construction Structural Storm Water Control Inventory

Project/Site Name	Owner Name	Owner Contact Information	Address and/or Parcel #	Constructed Date	End Date (if applicable)	Short Description of Storm Water Control Measure (Type, Number, Design or Performance Specifications)	Short Description of Maintenance Requirements (Frequency, Required Maintenance & Inspection)	Inspection Dates	Inspection Findings	Follow-up Activities	Prioritization of Follow-up Activities	Compliance Status

Monthly Visual Inspection Log - High Priority Facilities

Payson City MS4 Program

Facility Name: _____ **Facility Address:** _____

Inspection Date: _____ **Inspection Time:** _____

Inspector Name: _____ **Weather Conditions:** _____

Stormwater Outfalls Inspected (list IDs / locations): _____

Visual Observations (check all that apply):

- ☐ No flow observed
- ☐ Flow observed
- ☐ Turbid water
- ☐ Odor present
- ☐ Sheen
- ☐ Discoloration
- ☐ Floatables
- ☐ Other (describe):

Description of observations: _____

_____

BMPs Inspected: ☐ Structural BMPs ☐ Operational BMPs

BMP Condition: ☐ Properly installed ☐ Functioning as designed ☐ Adequately maintained

Deficiencies identified? ☐ No ☐ Yes (describe below)

Description of Deficiencies: _____

_____

_____

_____

Corrective actions taken or required: _____

Party responsible to take corrective actions: _____

Suspected illicit discharge identified? ☐ No ☐ Yes

If yes, IDDE Response and Reporting SOP initiated? ☐ Yes ☐ No

Notes / Additional Comments: _____

_____

Inspector Signature: _____ **Date:** _____

Annual Visual Inspection Log - High Priority Facilities

Payson City MS4 Program

Facility Name: _____ **Facility Address:** _____

Inspection Date: _____ **Inspection Time:** _____

Inspector Name: _____ **Weather Conditions:** _____

Stormwater Outfalls Inspected (list IDs / locations): _____

Storm Event Type: ☐ Rain ☐ Snowmelt

Storm event greater than 0.1 inches? ☐ Yes ☐ No

At least 72 hours since previous discharge? ☐ Yes ☐ No

Time from start of discharge to sample/observation: _____

Visual Observations (check all that apply):

- ☐ No flow observed
- ☐ Flow observed
- ☐ Clear
- ☐ Turbid
- ☐ Odor present
- ☐ Sheen
- ☐ Discoloration
- ☐ Floatable
- ☐ Other (describe):

Evidence of potential pollution sources upstream of outfall?

☐ No

☐ Yes (describe): _____

_____

Follow-Up Actions

Indicators of pollution or suspected illicit discharge observed? ☐ No ☐ Yes

If yes, IDDE Response and Reporting SOP initiated? ☐ Yes ☐ No

Description of follow-up actions taken or required: _____

_____

Inspector Signature: _____ **Date:** _____

Semi-Annual Comprehensive Inspection Log - High Priority Facilities

Payson City MS4 Program

Facility Name: _____ **Facility Address:** _____

Inspection Date: _____ **Inspection Time:** _____

Inspector Name: _____ **Weather Conditions:** _____

Stormwater Outfalls Inspected (list IDs / locations): _____

Visual Observations (check all that apply):

- ☐ No flow observed
- ☐ Flow observed
- ☐ Clear
- ☐ Turbid
- ☐ Odor present
- ☐ Sheen
- ☐ Discoloration
- ☐ Floatable
- ☐ Other (describe):

Description of observations: _____

_____

BMPs Inspected: ☐ Structural BMPs ☐ Operational BMPs

BMP Condition: ☐ Properly installed ☐ Functioning as designed ☐ Adequately maintained

Deficiencies identified? ☐ No ☐ Yes (describe below)

Description of Deficiencies: _____

_____

_____

_____

Pollutant-Generating Area Inspections

Visual inspection conducted for the following areas (check all that apply):

- ☐ Waste storage and disposal areas
- ☐ Dumpsters / recycling areas
- ☐ Vehicle and equipment maintenance areas
- ☐ Fueling areas
- ☐ Material handling and storage areas
- ☐ Other identified pollutant-generating areas (per Section 2.1)

Review of Monthly Visual Inspections

Monthly Inspection records reviewed? ☐ No ☐ Yes

Recurring deficiencies or maintenance concerns identified? ☐ No ☐ Yes (describe below)

Summary of findings from monthly inspection review: _____

_____

Deficiencies identified during this inspection? ☐ No ☐ Yes

Description of deficiency: _____

_____

Corrective actions taken or required: _____

Party responsible to take corrective actions: _____

SWPPP Review and Updates

SWPPP reviewed as part of this inspection? ☐ Yes ☐ No

Updates or modifications required? ☐ No ☐ Yes

Check all that apply:

- ☐ Updated contact information
- ☐ New or modified potential pollutant sources
- ☐ Changes to BMPs
- ☐ Changes to pollution prevention measures

Illicit Discharge Screening

Suspected illicit discharge identified? ☐ No ☐ Yes

If yes, IDDE Response and Reporting SOP initiated? ☐ Yes ☐ No

Case / Reference Number (if applicable): _____

Notes / Additional Comments: _____

_____

Inspector Signature: _____ **Date:** _____

Floor Drain Inventory

Payson City Owned Facilities

Facility ID	Building	Address	Number of Floor Drains

SWMP Goal Evaluation Form

Goal year 2026

MCM	Target: Pollutant(s)	Target: Audience(s)	Desired Result	Measurable Goal	Milestone Date	Measure of Success (Effectiveness)	Evaluation Date	Evaluation Results
Public Education and Outreach								
1	Trash, yard waste, chemicals	Residents and Businesses	4.2.1.1 To educate audiences about impacts from storm water discharge	Update public outreach website, coordinate with Utah County Storm Water Coalition to update their resources including education pamphlets, quarterly newsletters, and stage informational booths during City activities.		Information is current on City website and Utah County Storm Water Coalition resources, and water conservation booth successfully exhibited at City fairs.		
1	Trash, yard waste, chemicals, erosion	Residents (School Children)	4.2.1.1 To educate audiences on ways to avoid, minimize, and reduce impacts of storm water discharge	Complete storm water pollution prevention class presentations & flyers/pamphlets for school children.		Presentation successfully completed for the year.		
1	Trash, yard waste, chemicals	Residents and Businesses	4.2.1.1 To educate audiences on actions individuals can take to improve water quality	Update public outreach website, coordinate with Utah County Storm Water Coalition to update their resources including education pamphlets, quarterly newsletters, and stage informational booths during City activities.		Information is current on City website and Utah County Storm Water Coalition resources, and water conservation booth successfully exhibited at City fairs.		
1	See list in "desired result" column	General Public	4.2.1.2 Information is provided to target audience on prohibitions against illicit discharges and improper disposal of waste including: maintenance of septic systems; effects of outdoor activities, such as lawn care; benefits of on-site infiltration of storm water; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; and property management of pet wastes.	Update public outreach website, coordinate with Utah County Storm Water Coalition to update their resources including education pamphlets, quarterly newsletters, and stage informational booths during City activities.		Information is current on City website and Utah County Storm Water Coalition resources, and water conservation booth successfully exhibited at City fairs.		

MCM	Target: Pollutant(s)	Target: Audience(s)	Desired Result	Measurable Goal	Milestone Date	Measure of Success (Effectiveness)	Evaluation Date	Evaluation Results
1	See list in "desired result" column	Business and Institutions	4.2.1.3 Information is provided to target audience on prohibitions against illicit discharges and improper disposal of waste including: Proper lawn maintenance; Benefits of appropriate on-site infiltration of storm water Benefits of appropriate on-site infiltration of storm water Building and equipment maintenance Use of salt or other deicing materials Proper storage of materials Proper management of waste materials and dumpsters Proper management of parking lot surfaces.	Update public outreach website and stage city fair public outreach booth and distribute a brochure to businesses with the business license renewal. City staff will visit and inspect known problem areas to inform the business owners of current City ordinances and educate about proper procedures		Information is current on website and brochures are distributed. City staff visited and inspected known problem areas.		
1	Illicit discharge and waste	Contractors, Developers, and plan review staff	4.2.1.4 Reduce adverse impacts from development sites	Handout packets of information on SWPPP and BMPs to contractors with permits.		Once verified that handouts are going out with each permit.		
1	Illicit discharge and waste	Facility Maintenance and Public Works Employees	4.2.3.6 Information is provided to target audience on prohibitions against illicit discharges and improper disposal of waste including: Equipment inspection to ensure timely maintenance Benefits of appropriate on-site infiltration of storm water Minimization of use of salt or other deicing materials Proper storage of industrial materials Proper management of waste materials and dumpsters Proper management of parking lot surfaces.	Have annual employee training for facility maintenance and public works employees on illicit discharges.		Once annual training occurs.		
1	All pollutants	Permittee engineers, development and plan review staff, land use planners	4.2.5.6 Training on LID, Green Infrastructure, and post construction BMPs	Have annual training with all engineers, development and plan review staff to review acceptable LID practices		Once annual training occurs.		
1	All pollutants	All Audiences	4.2.1 Evaluate the effectiveness of the public education program by a defined method.	Review and document public outreach effectiveness from the Utah County Stormwater Coalition surveys and evaluation meetings.		Once effectiveness is documented each year.		
Public Involvement and Participation								
2	All pollutants	General public	4.2.2.1 Have a program or policy in place that allows for the public to provide input	Notify the public 7 days in advance of the meeting when the SWMP update will be reviewed.		The program or policy is in place		

MCM	Target: Pollutant(s)	Target: Audience(s)	Desired Result	Measurable Goal	Milestone Date	Measure of Success (Effectiveness)	Evaluation Date	Evaluation Results
2	All pollutants	General public	4.2.2.2 Have SWMP document available for public review before it's submitted to the state	Have a copy of the draft of the SWMP available at the Engineering office Friday prior to the public hearing.		SWMP document is available for public review a week before public hearing		
2	All pollutants	General public	4.2.2.3 Have SWMP document available to the public at all times	Ensure the most recent SWMP is posted on the website by the end of each year.		SWMP is updated and posted on the website		
2	All pollutants	General public	4.2.2.3 Make updated SWMP document available to the public annually	Ensure the most recent SWMP is posted on the website by the end of each year.		SWMP is updated and posted on the website annually		
Illicit Discharge Detection and Elimination								
3	N/A	Public Works	4.2.3.1 Maintain Storm Water Map	Review updated map at the end of each construction season.		If policy is in place and meets the permit requirements		
3	All Pollutants	All Audiences	4.2.3.2 Develop, implement, and prepare in writing a plan to detect and address non-SW discharges	Do Dry weather screening 20% of all outfalls each year		Successful if 20% of outfalls are screened by the end of the year.		
3	"	"	4.2.3.2 Develop, implement, and prepare in writing a plan to detect and address non-SW discharges	Review SOP with public works staff and provide training annually.		Successful if training is completed annually for all staff involved in incident reporting.		
3	Household Hazardous Waste	Residents	4.2.3.3.5 Promote or provide services for the collection of household hazardous waste	Update website with instructions on the disposal of household hazardous waste at the transfer stations.		Information is current on website.		
3	Household Hazardous Waste	Residents	4.2.3.3.6 Publicly list and publicize a hotline or other telephone number for public reporting of spills and other illicit discharges	Update website with instructions on how to report illicit discharges.		Information is current on website.		
Construction Site Runoff Control								
4	Sediment, Construction Site Debris, Hydrocarbons	Contractors and Developers	4.2.4.1 Raise awareness of contractors and developers on what is expected on construction sites	Require a SWPPP for every construction site as required by UPDES		Successful if 95% of all new construction sites have a NOI		
4	Sediment, Construction Site Debris, Hydrocarbons	Contractors and Developers	4.2.4.3.1 Conduct a pre-construction meeting	Hold Pre-con meetings on all sites greater than 1 acre or as part of common plan of development		Successful when verified each year that Pre-con meetings are being held with a storm water pollution prevention agenda item.		
4	Sediment, Construction Site Debris, Hydrocarbons	Contractors, developers and MS4 staff	4.2.4.3.1 Conduct a pre-construction meeting	Train SWPPP inspectors, their supervisors, and any personnel who grant final occupancy permits on the NOT process annually.		Once annual training occurs.		
4	Sediment, Construction Site Debris, Hydrocarbons	Contractors, developers and MS4 staff	4.2.4.4.3 Conduct Bi-weekly inspections on high priority construction sites	Develop a policy to have contractor Inspect high priority sites using the state form submitted monthly.		Successful if all high priority sites inspection forms are submitted monthly for the year.		

MCM	Target: Pollutant(s)	Target: Audience(s)	Desired Result	Measurable Goal	Milestone Date	Measure of Success (Effectiveness)	Evaluation Date	Evaluation Results
Post Construction Storm Water Management								
5	All Pollutants	MS4 Staff, Contractors and Developers	4.2.5.4.1 Review Storm Water Pollution Prevention Plans (SWPPPs)	See goals for MCM 4				
5	All Pollutants	MS4 Staff, Contractors and Developers	4.2.5.4.2 Permittees shall provide developers and contractors with preferred design specifications to more effectively treat storm water for different development types...projects located in, adjacent to, or discharging to environmentally sensitive areas.	Review and update website annually with most current design specifications to more effectively treat storm water.		Once design specifications website is reviewed each year.		
5	All Pollutants	MS4 Staff, Contractors and Developers	4.2.5.4.2 Permittees shall provide developers and contractors with preferred design specifications to more effectively treat storm water for different development types...projects located in, adjacent to, or discharging to environmentally sensitive areas.	Review and update map of sensitive areas annually.		List of preferred method(s) is appendix on web site		
5	All Pollutants	MS4 staff	4.2.5.6. Permittees shall provide adequate training for all staff involved in post-construction storm water management, planning and review, and inspections and enforcement.	Schedule and conduct training for appropriate personnel		Once annual training occurs.		
5	All Pollutants	MS4 staff	4.2.5.5 Maintain an inventory of post construction BMP's	Review and update inventory log and map annually.		When annual review and update of log and map is completed.		
Pollution Prevention/Good House Keeping								
6	All pollutants	MS4 staff	4.2.6.1. Permittees shall develop and keep current a written inventory of Permittee-owned or operated facilities	Annually review and upate list and map of MS4 owned/operated facilities annually.		When annual review and update of list and map of MS4 owned/operated facilities is completed.		
6	All pollutants	MS4 staff	4.2.6.2. All Permittees must initially assess the written inventory of Permittee-owned or operated facilities, operations and storm water controls identified in Part 4.2.6.1. for their potential to discharge to storm water the following typical urban pollutants:	Complete assessments and identify "high priority" facilities		If assessments are completed and documentation recorded in SWMP		

Goal year 2027

MCM	Target: Pollutant(s)	Target: Audience(s)	Desired Result	Measurable Goal	Milestone Date	Measure of Success (Effectiveness)	Evaluation Date	Evaluation Results
Public Education and Outreach								
1	Trash, yard waste, chemicals	Residents and Businesses	4.2.1.1 To educate audiences about impacts from storm water discharge	Update public outreach website, coordinate with Utah County Storm Water Coalition to update their resources including education pamphlets, quarterly newsletters, and stage informational booths during City activities.		Information is current on City website and Utah County Storm Water Coalition resources, and water conservation booth successfully exhibited at City fairs.		
1	Trash, yard waste, chemicals, erosion	Residents (School Children)	4.2.1.1 To educate audiences on ways to avoid, minimize, and reduce impacts of storm water discharge	Complete storm water pollution prevention class presentations & flyers/pamphlets for school children.		Presentation successfully completed for the year.		
1	Trash, yard waste, chemicals	Residents and Businesses	4.2.1.1 To educate audiences on actions individuals can take to improve water quality	Update public outreach website, coordinate with Utah County Storm Water Coalition to update their resources including education pamphlets, quarterly newsletters, and stage informational booths during City activities.		Information is current on City website and Utah County Storm Water Coalition resources, and water conservation booth successfully exhibited at City fairs.		
1	See list in "desired result" column	General Public	4.2.1.2 Information is provided to target audience on prohibitions against illicit discharges and improper disposal of waste including: maintenance of septic systems; effects of outdoor activities, such as lawn care; benefits of on-site infiltration of storm water; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; and property management of pet wastes.	Update public outreach website, coordinate with Utah County Storm Water Coalition to update their resources including education pamphlets, quarterly newsletters, and stage informational booths during City activities.		Information is current on City website and Utah County Storm Water Coalition resources, and water conservation booth successfully exhibited at City fairs.		
1	See list in "desired result" column	Business and Institutions	4.2.1.3 Information is provided to target audience on prohibitions against illicit discharges and improper disposal of waste including: Proper lawn maintenance; Benefits of appropriate on-site infiltration of storm water Benefits of appropriate on-site infiltration of storm water Building and equipment maintenance Use of salt or other deicing materials Proper storage of materials Proper management of waste materials and dumpsters Proper management of parking lot surfaces.	Update public outreach website and stage city fair public outreach booth and distribute a brochure to businesses with the business license renewal. City staff will visit and inspect known problem areas to inform the business owners of current City ordinances and educate about proper procedures		Information is current on website and brochures are distributed. City staff visited and inspected known problem areas.		
1	Illicit discharge and waste	Contractors, Developers, and plan review staff	4.2.1.4 Reduce adverse impacts from development sites	Handout packets of information on SWPPP and BMPs to contractors with permits.		Once verified that handouts are going out with each permit.		

MCM	Target: Pollutant(s)	Target: Audience(s)	Desired Result	Measurable Goal	Milestone Date	Measure of Success (Effectiveness)	Evaluation Date	Evaluation Results
1	Illicit discharge and waste	Facility Maintenance and Public Works Employees	4.2.3.6 Information is provided to target audience on prohibitions against illicit discharges and improper disposal of waste including: Equipment inspection to ensure timely maintenance Benefits of appropriate on-site infiltration of storm water Minimization of use of salt or other deicing materials Proper storage of industrial materials Proper management of waste materials and dumpsters Proper management of parking lot surfaces.	Have annual employee training for facility maintenance and public works employees on illicit discharges.		Once annual training occurs.		
1	All pollutants	Permittee engineers, development and plan review staff, land use planners	4.2.5.6 Training on LID, Green Infrastructure, and post construction BMPs	Have annual training with all engineers, development and plan review staff to review acceptable LID practices		Once annual training occurs.		
1	All pollutants	All Audiences	4.2.1 Evaluate the effectiveness of the public education program by a defined method.	Review and document public outreach effectiveness from the Utah County Stormwater Coalition surveys and evaluation meetings.		Once effectiveness is documented each year.		
Public Involvement and Participation								
2	All pollutants	General public	4.2.2.1 Have a program or policy in place that allows for the public to provide input	Notify the public 7 days in advance of the meeting when the SWMP update will be reviewed.		The program or policy is in place		
2	All pollutants	General public	4.2.2.2 Have SWMP document available for public review before it's submitted to the state	Have a copy of the draft of the SWMP available at the Engineering office Friday prior to the public hearing.		SWMP document is available for public review a week before public hearing		
2	All pollutants	General public	4.2.2.3 Have SWMP document available to the public at all times	Ensure the most recent SWMP is posted on the website by the end of each year.		SWMP is updated and posted on the website		
2	All pollutants	General public	4.2.2.3 Make updated SWMP document available to the public annually	Ensure the most recent SWMP is posted on the website by the end of each year.		SWMP is updated and posted on the website annually		
Illicit Discharge Detection and Elimination								
3	N/A	Public Works	4.2.3.1 Maintain Storm Water Map	Review updated map at the end of each construction season.		If policy is in place and meets the permit requirements		
3	All Pollutants	All Audiences	4.2.3.2 Develop, implement, and prepare in writing a plan to detect and address non-SW discharges	Do Dry weather screening 20% of all outfalls each year		Successful if 20% of outfalls are screened by the end of the year.		
3	"	"	4.2.3.2 Develop, implement, and prepare in writing a plan to detect and address non-SW discharges	Review SOP with public works staff and provide training annually.		Successful if training is completed annually for all staff involved in incident reporting.		

MCM	Target: Pollutant(s)	Target: Audience(s)	Desired Result	Measurable Goal	Milestone Date	Measure of Success (Effectiveness)	Evaluation Date	Evaluation Results
3	Household Hazardous Waste	Residents	4.2.3.3.5 Promote or provide services for the collection of household hazardous waste	Update website with instructions on the disposal of household hazardous waste at the transfer stations.		Information is current on website.		
3	Household Hazardous Waste	Residents	4.2.3.3.6 Publicly list and publicize a hotline or other telephone number for public reporting of spills and other illicit discharges	Update website with instructions on how to report illicit discharges.		Information is current on website.		
Construction Site Runoff Control								
4	Sediment, Construction Site Debris, Hydrocarbons	Contractors and Developers	4.2.4.1 Raise awareness of contractors and developers on what is expected on construction sites	Require a SWPPP for every construction site as required by UPDES		Successful if 95% of all new construction sites have a NOI		
4	Sediment, Construction Site Debris, Hydrocarbons	Contractors and Developers	4.2.4.3.1 Conduct a pre-construction meeting	Hold Pre-con meetings on all sites greater than 1 acre or as part of common plan of development		Successful when verified each year that Pre-con meetings are being held with a storm water pollution prevention agenda item.		
4	Sediment, Construction Site Debris, Hydrocarbons	Contractors, developers and MS4 staff	4.2.4.3.1 Conduct a pre-construction meeting	Train SWPPP inspectors, their supervisors, and any personnel who grant final occupancy permits on the NOT process annually.		Once annual training occurs.		
4	Sediment, Construction Site Debris, Hydrocarbons	Contractors, developers and MS4 staff	4.2.4.4.3 Conduct Bi-weekly inspections on high priority construction sites	Develop a policy to have contractor Inspect high priority sites using the state form submitted monthly.		Successful if all high priority sites inspection forms are submitted monthly for the year.		
Post Construction Storm Water Management								
5	All Pollutants	MS4 Staff, Contractors and Developers	4.2.5.4.1 Review Storm Water Pollution Prevention Plans (SWPPPs)	See goals for MCM 4				
5	All Pollutants	MS4 Staff, Contractors and Developers	4.2.5.4.2 Permittees shall provide developers and contractors with preferred design specifications to more effectively treat storm water for different development types...projects located in, adjacent to, or discharging to environmentally sensitive areas.	Review and update website annually with most current design specifications to more effectively treat storm water.		Once design specifications website is reviewed each year.		
5	All Pollutants	MS4 Staff, Contractors and Developers	4.2.5.4.2 Permittees shall provide developers and contractors with preferred design specifications to more effectively treat storm water for different development types...projects located in, adjacent to, or discharging to environmentally sensitive areas.	Review and update map of sensitive areas annually.		List of preferred method(s) is appendix on web site		

MCM	Target: Pollutant(s)	Target: Audience(s)	Desired Result	Measurable Goal	Milestone Date	Measure of Success (Effectiveness)	Evaluation Date	Evaluation Results
5	All Pollutants	MS4 staff	4.2.5.6. Permittees shall provide adequate training for all staff involved in post-construction storm water management, planning and review, and inspections and enforcement.	Schedule and conduct training for appropriate personnel		Once annual training occurs.		
5	All Pollutants	MS4 staff	4.2.5.5 Maintain an inventory of post construction BMP's	Review and update inventory log and map annually.		When annual review and update of log and map is completed.		
Pollution Prevention/Good House Keeping								
6	All pollutants	MS4 staff	4.2.6.1. Permittees shall develop and keep current a written inventory of Permittee-owned or operated facilities	Annually review and upate list and map of MS4 owned/operated facilities annually.		When annual review and update of list and map of MS4 owned/operated facilities is completed.		
6	All pollutants	MS4 staff	4.2.6.2. All Permittees must initially assess the written inventory of Permittee-owned or operated facilities, operations and storm water controls identified in Part 4.2.6.1. for their potential to discharge to storm water the following typical urban pollutants:	Complete assessments and identify "high priority" facilities		If assessments are completed and documentation recorded in SWMP		

Training Tracking Form

PURPOSE: To ensure annual training is provided to all City employees who have responsibilities as it relates to the Stormwater Protection SOPs contained in this booklet.

Date of Training: _____

Agency/Employee Conducting the Training: _____

SOPs that were covered in Training:

_____

_____

_____

_____

Who attended this training (name and position): *(may also submit/attach a sign-in sheet)*

	Name	Position
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

Please send completed form (scanned electronic document is preferred) to the Payson City MS4 Coordinator.

PAYSON
UTAH

IDDE Priority Area Questionnaire

Date: _____

Section 1

Name of Area: _____ **Appx. Address:** _____

☐ **New Assessment** (complete through Section 4)

☐ **Annual Reassessment/Inspection** (skip to Section 5)

Section 2 (Permit 4.2.3.3.1. Minimum Requirements)

This area is being evaluated as an area likely to have illicit discharges and should be considered due to it meeting one or more of the following criteria:

☐ Area with older infrastructure with increased potential for illicit connections

☐ Industrial, commercial, or mixed-use area

☐ Area with history of past illicit discharges

☐ Area with a history of illegal dumping

☐ Area with onsite sewage disposal systems

☐ Area with older sewer lines or a history of sewer overflows or cross-connections

☐ Area upstream of and close to sensitive waterbodies

☐ An area that has been determined to have increased potential for illicit discharges for any other reason (describe):

_____

_____

Section 3 (MS4 Subjective Criteria to narrow scope)

Should this area be an IDDE priority area? Select all that apply.

☐ Yes, more monitoring of the area is needed to reduce or prevent illicit discharges

☐ Yes, this area has had at least one IDDE report filed within the last year

☐ Yes, this area requires a community clean-up day at least once annually

☐ Yes, this area has had more than one sanitary sewer overflows within the last year

☐ Yes, this area is just upstream of and close to a sensitive waterbody

☐ _____

☐ No, there have been no IDDE reports filed for this area within the last year

☐ No, ALL storm pipes in this area have been CCTV inspected and no illicit connections exist despite older infrastructure status.

☐ No, it is very unlikely that any pollutants could reach sensitive waterbodies despite proximity

☐ No, MS4 staff cannot reasonably inspect the area, it has restricted access

☐ No, the site is inspected regularly through the long-term program.

Section 3 (Continued)

If you marked yes-- Follow the City's IDDE SOP (SOP 5.4) and complete an inspection report.

If you marked no-- No further action is required, note results on the annual inspection report. Reassess the area annually.

Section 4

Is the facility managed by any other UPDES permit?

Example: MSGP (Industrial), Federal Permits

☐ Yes – List the type of permit and the area has sufficient permit requirements to make an MS4 annual inspection unnecessary.

_____

☐ No – Does the site need to be reported to the State? Refer to the State Industrial Permit Specialist

Section 5 (Permit 4.2.3.3.1.)

This area is being **reassessed on whether it should continue to be a monitored** IDDE Priority Area (mark yes) or should be exempt from annual inspection (mark no).
Mark the most accurate answer.

☐ Yes, more monitoring of the area is needed to reduce or prevent illicit discharges

☐ Yes, this area has had at least one IDDE report filed within the last year

☐ Yes, this area has required a community clean-up day within the last year

☐ Yes, this area has had at least two sanitary sewer overflows within the last year

☐ Yes, this area is just upstream of a sensitive waterbody and should be inspected annually.

☐ Yes, evidence of spills or illegal dumping is observed (e.g., surface staining, debris or pollution in drain).

☐ No, there have been no IDDE reports filed for this area for two consecutive years

☐ No, ALL storm pipes in this area (including redeveloped or newly constructed areas) have been CCTV inspected and no illicit connections exist and potential for IDs are low.

☐ No, there is an MS4 outfall in this priority area and it shows no evidence of pollutants after screening.

☐ No, it is still unlikely that any pollutants could reach sensitive waterbodies despite proximity

☐ No, MS4 staff still cannot reasonably inspect the area (e.g., restricted access, safety concerns).

☐ _____

IDDE Priority Area Inspection Form

IDDE Priority Area Inspection (4.2.3.3.2)

Approval/Rev. Date: _____

Area ID: _____ **Date:** _____

Time: _____ **Inspector Name:** _____

Email: _____ **Phone #:** _____

INSPECTION			
Action Item	**Answer**	**Observations/Remarks (see photo log)**	**Plan of Action**
1.) Review the last area inspection. Was it completed and all follow up actions closed?			
2.) Review the over all area for potential pollutant sources. (Outdoor storage, work being performed outside, excessive trash)			
3.) Inspect storm drain grates and infiltration areas. Are any pollutants observed?			
4.) Material storage; are upgraidiant pollutants contained or covered to prevent discharge to the storm drain system during a rain event?			
5.) Evidence of past spills or IDDE's that were not reported or cleaned up properly?			
6.) Evidence of active IDDE? (refere to IDDE response and cessation sop's, proper documentation is required)			
7.) Identify and list any non-stormwater discharges observed.			
8.) Should the area remain a priority area in the IDDE program?			
9.) Are there any sites in this area that should be covered under other UPDES permits that are not?			

Reported to State on date: _____

FOLLOW UP		
Action	**Date**	**Notes**
☐ Maintenance by property owner or City		
☐ Consider Retrofit for MS4- owned infrastructure		
☐ Trace, characterize, and cease prohibited discharges		
☐ Provide and document education and outreach efforts		

Additional Comments:

Signature: _____ **Date:** _____

PHOTOGRAPHIC EVIDENCE LOG

Picture 1	**Observation Notes**
Picture 2	**Observation Notes**
Picture 3	**Observation Notes**
Picture 4	**Observation Notes**

Privately Owned Storm Water Control Inspection Form

Inspection

Inspection date _____ **Project / site name** _____

Project location (address / parcel) _____ **GIS or control ID** _____

Current ownership

Owner / responsible party _____ **Contact (phone / email)** _____

Mailing address _____

Ownership changed since last inspection? _____

Storm water control

Control type and number _____ **Date of last inspection** _____

Evaluation (verify each item)

Item	Satisfactory	Deficient	N/A
Proper operation and maintenance	☐	☐	☐
Structural integrity and functionality	☐	☐	☐
Compliance with approved design and maintenance requirements	☐	☐	☐

Description of storm water control condition

Maintenance issues or violations identified

Corrective action required

Corrective action deadline _____ **Owner notified (date / method)** _____

Re-inspection date (if applicable) _____ **Re-inspection not required** ☐

Inspector

Inspector name (print) _____ **Signature** _____

Appendix F

Payson City Storm Water Pollution Prevention Design and LID BMP Manual

Payson City

Storm Water Pollution Prevention Design and Low Impact Development (LID) Best Management Practices (BMP) Manual

October 2026

Prepared by:

Introduction

This Storm Drain Pollution Prevention Design and BMP Manual is intended to be a set of standards and criteria for property owners, developers, and engineers ("the Applicant") for development projects. The City will refer to and hold the Applicant to the standards and criteria in this manual as they review the Applications. Specific criteria, methods for calculations, design standards, and some standard construction drawings are contained herein, but actual design techniques and methodologies are to be chosen and implemented by the Applicant. Links and references are given to sources where design options may be found.

Storm Drain Design Criteria

Storm drain design criteria shall coincide with the Payson City Public Works Development Guidelines.

Standard Detail Drawings

Standard details from the Payson City Public Works Development Guidelines are to be used appropriately.

Storm Water Treatment

1. LID techniques and practices shall be implemented when appropriate and as part of the Payson City Stormwater Management Plan in accordance with the Utah LID Design Manual.
2. All acceptable treatment devices/BMPs shall be selected and designed per the BMP Selection section below.
3. Treatment devices/BMPs shall be designed/sized such that:
    a. All debris and floatables are removed from the stormwater.
    b. Oil and grease shall be removed that cause a film or sheen or discoloration on the surface water.
4. Privately maintained treatment devices/BMPs shall be located outside of the public right-of-way.
5. For detention systems, treatment devices/BMPs shall be designed such that 100 percent of the 2-year storm event shall be treated and the 100-year storm event shall be able to bypass with no washout of stored pollutants.
6. Plans shall evaluate each proposed flood management structural control to determine:
    a. Potential impacts to water quality and receiving waters.
    b. Changes to runoff volume, peak flow rate, and duration.
    c. Potential increases in pollutant loading, including sediment and nutrients.
    d. Consistency with post-construction stormwater requirements.
7. Where proposed controls are determined to be insufficient to adequately address water quality or hydrologic impacts, the City may require design revisions, additional pre-treatment measures, or alternative BMPs prior to approval. Approval of flood management structural controls is documented through the City's development review process, confirming that water quality considerations have been evaluated and appropriate controls incorporated.
8. For proprietary or manufactured treatment devices, technical literature and documented pollutant removal performance must also be submitted.

Pollutants to evaluate include:

Pollutant	Source	Impacts
Sediment	Construction sites, vehicle/boat washing, agricultural sites, erosion	Destruction of aquatic habitat for fish and plants, transportation of attached oils, nutrients and other chemical contamination, increased flooding. Sediment can transport other pollutants that are attached to it including nutrients, trace metals, and hydrocarbons. Sediment is the primary component of total suspended solids (TSS), a common water quality analytical parameter.
Nutrients (Phosphorus, Nitrogen Potassium, Ammonia)	Fertilizers from agricultural operations, lawns and gardens; livestock and pet waste, decaying vegetation, sewer overflows and leaks.	Harmful algal blooms, reduced oxygen in the water, changes in water chemistry and pH. Nutrients can result in excessive or accelerated growth of vegetation, resulting in impaired use of water in lakes and other receiving waters.
Hydrocarbons (Petroleum Products, Benzene, Toluene, Ethyl benzene, Xylene)	Vehicle and equipment fluid leaks, engine emissions, pesticides, equipment cleaning, leaking fuel storage containers, fuel spills, parking lot runoff	These pollutants are toxic to humans and wildlife at very low levels. Carcinogenic. Teratogenic.
Heavy Metals	Vehicle brake and equipment wear, engine emissions, parking lot runoff, batteries, paint and wood preservatives, fuels and fuel additives, pesticides, cleaning agents	Metals including lead, zinc, cadmium, copper, chromium and nickel are commonly found in storm water. Metals are of concern because they are toxic to all life at very low levels. Carcinogenic. Teratogenic
Toxic Chemicals (Chlorides)	Pesticides, herbicides, dioxins, PCBs, industrial chemical spills and leaks, deicers, solvents	Chemicals are of concern because they are toxic to all life at very low levels. Carcinogenic. Teratogenic.
Debris/Litter/Trash	Improper solid waste storage and disposal, abandoned equipment, litter	Aesthetically unpleasant. Risk of decay product toxicity. Risk of aquatic animal entrapment or ingestion and death.
Pathogens (Bacteria)	Livestock, human, and pet waste, sewer overflows and leaks, septic systems	Human health risks due to disease and toxic contamination of aquatic life.

Common Methods to treat these pollutants include:

a. Sediment – primarily controlled through detention, filtration, and vegetative practices.
b. Nutrients – best reduced through infiltration, bioretention, constructed wetlands, and source control (fertilizer management).
c. Hydrocarbons and Metals – effectively reduced through filtration media, bioretention, hydrodynamic separators, and oil/water separators.
d. Chlorides (Toxic Chemicals) – most effectively addressed through source control and de-icing management practices, as structural BMP removal is limited.

e. Trash and Debris – controlled through hydrodynamic separators, good housekeeping, and public education.
f. Pathogens (bacteria) - reduced through infiltration, vegetated systems, constructed wetlands, and pet waste management programs.

BMP Selection

According to the 2026 Payson City Storm Water Management Plan (SWMP), the Low Impact Development (LID) approach to storm water controls is intended to allow "storm water to infiltrate, have evapotranspiration or harvest and reuse storm water on site to reduce runoff from the site and protect water quality" and its evaluation for implementation is required "for all qualifying construction sites as defined in Part 7.0 [of the SWMP]".

BMP selection is evaluated using the following rationale:

1. Expected pollutant removal effectiveness.
2. Ability to minimize alterations to site hydrology to the maximum extent practicable.
3. Site-specific conditions such as soil type, slope, and groundwater depth.
4. Long-term operation and maintenance feasibility.
5. Compatibility with overall flood management objectives.

The following sources shall be used as guidelines in BMP selection. Sources are listed in order of preference and subsequent sources apply only when preceding ones are silent.

1. Payson City Public Works Development Guidelines
2. Payson City Special Storm Drain Design and LID BMPs
3. USWAC Preferred List of Stormwater BMPs for Construction Activities in Utah
4. DEQ/DWQ A Guide to Low Impact Development within Utah

Any conflict in BMP standards shall be resolved by the City Engineer. All BMPs must be accepted by Payson City prior to implementation.

Drainage Report

As specified in the Payson City Public Works Department Development Guidelines, drainage reports shall "[explain] the assumptions and calculations used." These assumptions and calculations shall include the methodology used for the project BMPs selected.

Storm Water Pollution Prevention Plans

As part of the approval process for subdivisions or any new construction in Payson City, a Storm Water Pollution Prevention Plan (SWPPP) is required. A UPDES (Utah Pollution Discharge Elimination System) permit is required by the State for any construction site which disturbs one acre or more or disturbs less than one acre of land if such activity is part of a larger common plan. As a condition of these permits, a SWPPP is required, as stated in Section 2. This SWPPP becomes part of the site-specific or development SWMP (Storm Water Management Plan), which is more inclusive. The SWPPP is required to accurately describe the potential for soil erosion and controls, sedimentation, toxic wastes, nutrient control, oil, grease, & fuel, miscellaneous waste, toxic chemicals, increased runoff, waterway protection, or any other potential water pollution occurrence.

A Notice of Intent (NOI) is required to be filed with the State of Utah and issued under the general NPDES permit for each SWPPP. Go to the State of Utah Department of Water Quality website

(https://secure.utah.gov/swp/client). A SWPPP example can be found by going to the State of Utah Department of Water Quality website: http://waterquality.utah.gov/UPDES/stormwatercon.htm.

As a minimum, the SWPPP in Payson City is required to adhere to any requirements in the Payson City Public Works Development Guidelines, contain the following information, and must be prepared and approved before construction commences (this may be used as an outline or checklist for preparing the SWPPP):

1. Location of the site and name of development.
2. Owner, developer, & Engineer – contact information - phone, address, email.
3. Dates of anticipated construction or disturbance.
4. Map of existing conditions – including a topographic map, drainage channels, hazardous conditions, potential mud flows or debris flows, stream channels, wetlands, etc.
5. Soils information from NRCS for the site.
6. Name of nearest downstream receiving water.
7. Identification of nature, types, and volumes of storm water pollutants expected.
8. Methods for waterway protection and a statement about the necessity (or not) of obtaining a Stream Channel Alteration Permit (SCAP) from the State Division of Water Rights.
9. The City requires a wetland delineation for areas within 300' of forested shrub and freshwater emergent wetlands as mapped by USFWS. Areas outside this zone will need to provide a statement about the necessity (or not) of obtaining a USACE wetlands permit.
10. Site plan for finished site – cuts, fills, roadways, channels, pipes, stabilization, buildings, stormwater control features.
11. List and examples of all BMPs (Best Management Practices) to be implemented. Description of how and why certain BMPs were selected.
12. Monitoring, inspection, record-keeping, materials control, and maintenance plan.
13. Description of a long-term (10+years) plan to maintain storm water quality and legal instrument to accomplish this.
14. Method of revising the SWPPP to include unanticipated changes.
15. Statement of understanding that a permit is required from the DWQ before construction starts and that a Notice of Termination (NOT) is required to be filed.

The following USWAC forms will be used to ensure compliance for UPDES Construction General Permits (CGP) and Common Plan Permits (CPP) SWPPPs:

- Construction SWPPP-Evaluation CGP Form USWAC 2026
- Construction SWPPP-Evaluation CPP Form USWAC 2026

Payson City Special Storm Drain Design and LID BMPs

Underground Basins

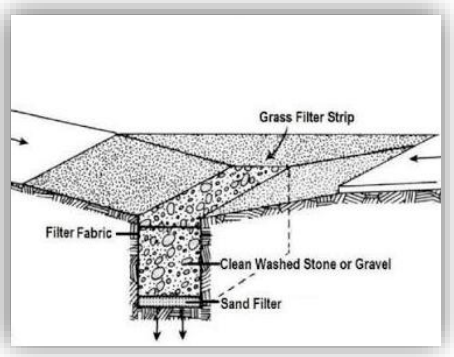


a. Overview: Underground stormwater basins are typically designed as retention and infiltration basins underneath landscaped or paved parking lot areas. Storm water reaches the basins through pipes from catch basins with snouts or other prefiltration methods. Three approved versions of underground basins are ACO StormBrixx, ADS StormTech Chambers, and rock galleries. For manufactured basins, Payson City requires Developer/Contractor to submit and follow the manufacturer's recommendations for design and construction.

b. Uses: Underground basins may be sized for the LID or flood prevention storm event. Public facilities must be on public property such as planter strips or under a public retention basin. Private facilities such as for an HOA or commercial/institutional property must be on private property such as under a private retention basin, landscaping, or parking lot.

c. Limitations: Underground stormwater basins must be installed above groundwater level and not in water source protection areas, or areas of likely ground water contamination. The basins must be laid perfectly flat, even under steep slopes. When designed as infiltration basins, they may not function well in soils with low percolation rates and must be designed and stamped by a professional engineer. All underground basins must be wrapped in filter fabric to prevent sedimentation of the basins. Greater pretreatment may be required for basins without the ability to be cleaned.

Infiltration Trenches

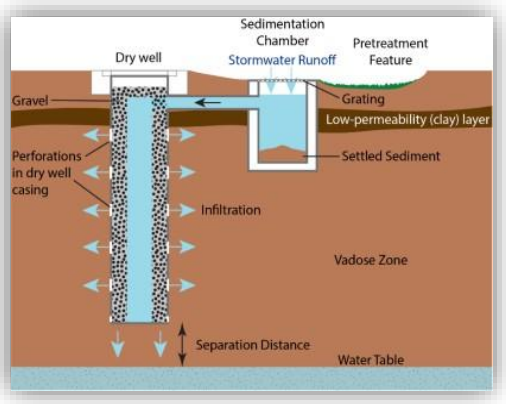


a. Overview: Infiltration trenches are open air rock galleries that temporarily store and infiltrate stormwater. Stormwater reaches this BMP through surface flow with some pretreatment for sediment. These trenches require observation wells and may include some additional perforated pipe inside the rock gallery to increase capacity.

b. Uses: Infiltration trenches should be used to drain impervious areas with low sediment and grease loads such as rooftops and small areas of parking lot. This BMP fits best for commercial/institutional applications or along roadways with little slope.

c. Limitations: Infiltration trenches must be installed above groundwater level and not in water source protection areas, or areas of likely groundwater contamination. These trenches will not function well in soils with low percolation rates. Infiltration trenches require nonconventional pretreatment to remove sediment prior to the trench. Trenches must have 10’ of sheet flow area through grass or some other vegetated filtration. If installed in the public ROW, designed curb cuts must be included in the submittal.

Sumps (Dry Wells)

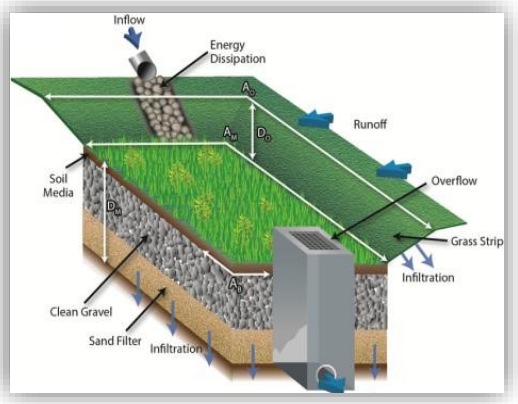


a. Overview: Sumps, or dry wells, are retention and infiltration systems built by burying a perforated manhole surrounded by a rock gallery. They differ from underground basins in that sumps are typically much deeper. Storm water enters sumps through pipes connected to catch basins.

b. Uses: Sumps are best used for relatively small areas of storm water runoff and are useful when horizontal space is limited.

c. Limitations: Sumps must be installed above ground water level and not in water source protection areas, or areas of likely ground water contamination. They will not function well in soils with low percolation rates. Pretreatment to remove sediment is required. Sumps are considered Class V injection well and must be submitted to the Utah Department of Environmental Quality. See the Payson City Development Guideline Drawings.

Retention or Bioretention Basins



a. Overview: Retention and bio retention basins are engineered depressions in the ground designed to temporarily retain and infiltrate storm water. These basins receive storm water through “bubble up” systems from curb boxes and buried pipes. Bioretention basins can also receive runoff through surface flow.

b. Uses: Retention and bioretention basins lend well to being sized for flood prevention not just LID requirements. They work well for residential and commercial/institutional stormwater systems. This BMP may be publicly or privately owned.

c. Limitations: Retention/bioretention basins must be installed above ground water level and not in water source protection areas, or areas of likely ground water contamination. Both types of basins require pretreatment to remove sediment and must be designed so that nuisance water does not stay and become stagnant. The storm drain design standards include additional requirements.

Rain Gardens



a. Overview: Rain gardens are shallow depressions with vegetation for collecting stormwater, similar to bioretention basins; however, rain gardens focus heavily on evapotranspiration as well as infiltration for the primary method of stormwater dispersion. Rain gardens also tend to be much smaller and have a greater emphasis on aesthetics. Roof downspouts, surface flow, and "bubble ups" are all possible methods to convey stormwater to rain gardens.

b. Uses: Rain gardens are best used to meet the LID requirements of stormwater management. They function well in small commercial/institutional developments, or any larger development in conjunction with a flood prevention technique, such as a rain garden connected to a bioretention basin. This BMP may be publicly or privately owned. Because of the reliance on vegetation, rain gardens can be built on top of soils with lower permeability.

c. Limitations: The vegetation is an integral part of rain gardens, so they require in- depth landscape designs that must be followed precisely like the design for any other piece of stormwater infrastructure, and if the vegetation dies, it must be replaced in a timely fashion. Sprinkler systems for keeping the plants alive during non-rain periods are also required as part of the design.

Conveyance and Prefiltration



a. Overview and uses: LID techniques can be used in conveyance and prefiltration to replace or supplement a traditional storm sewer system. BMPs used for this can filter, convey, infiltrate, and slow the time of concentration. These are not stand-alone stormwater solutions, but they should be used in conjunction with other BMPs. The boundary between prefiltration, conveyance, and final BMP may not be clear. They can be used in any type or size of development. Bioswales and vegetated filter strips are examples of such BMPs.

b. Limitations: Theses BMPs must be above the level of ground water and not have any standing water in them for longer than 48 hours. Slope is the greatest limiting factor for these BMPs. While the specific slopes may vary, generally a slope of 1-3% is optimal and slopes in the flow path exceeding 3% require check dams.

Appendix G

Payson City Inventory of City-Owned Facilities

City-Owned Facilities Inventory

Name	Address	Area (Acres)	Purpose	High Priority (Yes/No)	Pollutants on Site	Storm Water Controls On Site	Number of Floor Drains On Site	Drain Locations	Drain Notes
Payson City Civic Building	439 W UTAH AVE PAYSON UT 84651	3.50	Main City offices and daily operations	No	None	Road Sumps	0	N/A	
Payson Government Offices									
Payson Court House									
Payson Police Department									
Payson Library	66 S MAIN ST PAYSON UT 84651	0.72	Public library services	No	None	Roof drains and parking lot sumps	0	N/A	The library is a tenant space in a larger building.
Payson Public Works/Electric	1040 N MAIN ST PAYSON UT 84651	2.46	Power generation and department offices	No	Diesel fuel	Area drains piped to sewer plant	2	Garage bays	All stormwater from this facility gets processed through the wastewater treatment facility.
Electric Substation Nebo Switch Yard	1040 N MAIN ST PAYSON UT 84651	0.21	Provide power	No	None	None	0	N/A	Gravel ground cover. Runoff either percolates or is directed to the adjacent drain areas.
Electric Substation Paco	745 N 500 EAST PAYSON UT 84651	0.52	Provide power	No	None	None	0	N/A	Gravel ground cover. Runoff either percolates or is directed to the adjacent drain areas.
Electric Substation Downtown	350 E HWY 198 PAYSON UT 84651	0.85	Provide power	No	None	None	0	N/A	Gravel ground cover. Runoff either percolates or is directed to the adjacent drain areas.
Electric Substation Industrial	213 S TEMKIN WAY PAYSON UT 84651	0.43	Provide power	No	None	None	0	N/A	Gravel ground cover. Runoff either percolates or is directed to the adjacent drain areas.
Electric Substation Race Track	255 E PAYSON CANYON RD PAYSON UT 84651	0.19	Provide power	No	None	None	0	N/A	Gravel ground cover. Runoff either percolates or is directed to the adjacent drain areas.
Payson Recreation Office	1050 S MAIN PAYSON UT 84651		N/A	No	None	None	0	N/A	Office space in Payson High School.
Gladstan Golf Course	1 GLADSTAN DR PAYSON UT 84651	2.31	Golf course maintenance and operations	Yes	Fuel	Parking lot drains and ditches	1	Inside cart barn	The golf course utilizes LID waterways and sumps.
Payson Sports Complex	800 S MAIN ST PAYSON UT 84651	42.74	Recreation activities and events	Yes	Fuel, fertilizers, pesticides, paint	Parking lot drains and sumps	1	Inside maintenance shed	
Payson Aquatic Center/Skate Park	655 S MAIN ST PAYSON UT 84651	4.81	Public aquatic activities and skate recreation	Yes	Chlorine, HCL acid	Parking lot drains and sumps	0	N/A	
Peteetneet	100 S 500 EAST PAYSON UT 84651	6.83	Public events and historical museum	Yes	Fertilizers, pesticides	Parking lot drains and sumps	0	N/A	
Memorial Park	200 S MAIN ST PAYSON UT 84651	7.22	Public events and recreation	Yes	Fuel, fertilizers, pesticides	Grass, parking lot drains and sumps	0	N/A	
Pioneer Park	100 N MAIN ST PAYSON UT 84651	0.26	City displays and signs	No	None	Road inlets and sumps	0	N/A	
McMullin Park	600 W 800 SOUTH PAYSON UT 84651	1.47	Public events and recreation	Yes	Fertilizers, pesticides	None	0	N/A	
Walker War Monument	700 S 100 WEST PAYSON UT 84651	0.37	Historic preservation site	Yes	Fertilizers, pesticides	None	0	N/A	
Dry Mountain Park	260 W 1400 SOUTH PAYSON UT 84651	3.14	Public events and recreation	Yes	Fertilizers, pesticides	Parking lot drains and sumps	0	N/A	
Hollow Park	800 S 400 EAST PAYSON UT 84651	16.40	Public events and recreation	Yes	Fertilizers, pesticides	Parking lot drains and sumps	0	N/A	
Payson City Cemetery	805 E 400 NORTH PAYSON UT 84651	32.10	Final resting place for loved ones	Yes	Fertilizers, pesticides	Waterways and retention basin	0	N/A	
Temple View Park	1600 S 930 WEST PAYSON UT 84651	2.85	Public events and recreation	Yes	Fertilizers, pesticides	Detention basin	0	N/A	
Payson Landfill	6211 W 10400 SOUTH PAYSON UT 84651	120.37	Solid waste disposal	Yes	Fuel, leechate	On site containment	0	N/A	Stormwater controls are adjusted as filling operations relocate. Stormwater is kept on site and infiltrates or evaporates.
Payson Waste Water Treatment Plant	1062 N MAIN ST PAYSON UT 84651	11.20	Wastewater treatment	No	Fuel, waste	100% self contained and treated	4	Garage bays	
Payson Streets and Fleets	1062 N MAIN ST PAYSON UT 84651	3.86	Fleet maintenance and street operations	Yes	Fuel, oils, lubricants, salt	Asphalt lined evapotranspiration area	8	Garage bays	Self contained. Evaporation only.
Payson Ambulance Station	350 E HWY 91 PAYSON UT 84651	0.36	EMS response facility	No	Cleaners and detergents	Drains and sumps	2	Garage bays	
Payson Fire Station	100 E 100 SOUTH PAYSON UT 84651	0.69	Fire response facility	No	Cleaners and detergents	Drains and sumps	3	Garage bays	
Well #1	200 S MAIN ST PAYSON UT 84651	0.04	Drinking water generation	No	Chlorine, food grade oils and lubricants	None	1	Well house	
Well #2	205 E PAYSON CANYON RD PAYSON UT 84651	0.06	Drinking water generation	No	Chlorine, food grade oils and lubricants	None	1	Well house	
Well #4	760 S 800 WEST PAYSON UT 84651	0.10	Drinking water generation	No	Chlorine, food grade oils and lubricants	None	1	Well house	
Well#5	725 S MAIN ST PAYSON UT 84651	0.04	Drinking water generation	No	Chlorine, food grade oils and lubricants	None	1	Well house	
Water Tanks	1500 S CANYON RD PAYSON UT 84651	1.75	Drinking water storage	No	Chlorine, food grade oils and lubricants	None	1	Chlorination building	

PAYSON
UTAH

Appendix H

High Priority SWPPP Evaluation Tables

MS4 Facility Pollution Evaluation – Priority Worksheet

MS4 Facility Pollution Evaluation: Priority Worksheet

Facility ID	Facility (Buildings)	Address	Stormwater Controls	Sediments	Nutrients / Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)	Distance to Waterbody (ft)	IDDE Priority	Total Score	Priority
PCF-01	Payson City Civic Building	439 W Utah Ave	Road Sumps	1	1	1	2	2	0	0	3	10	Low Priority
PCF-02	Payson Library	66 S Main St	Roof drains and parking lot sumps	1	1	1	2	2	0	3	3	13	Moderate Priority
PCF-03	Payson Public Works/Electric	1040 N Main St	Area drains piped to sewer plant	3	0	4	3	2	1	2	5	20	High Priority
PCF-04	Electric Substation Nebo Switch Yard	1040 N Main St	None	2	0	0	0	1	0	5	3	11	Moderate Priority
PCF-05	Electric Substation Paco	745 N 500 E	None	2	0	0	0	1	0	0	3	6	Low Priority
PCF-06	Electric Substation Downtown	350 E Hwy 198	None	2	0	0	0	1	0	1	3	7	Low Priority
PCF-07	Electric Substation Industrial	213 S Temkin Way	None	2	0	0	0	1	0	0	3	6	Low Priority
PCF-08	Electric Substation Race Track	255 E Payson Canyon Rd	None	2	0	0	0	1	0	3	3	9	Low Priority
PCF-09	Payson Recreation Office	1050 S Main	None	1	1	1	2	2	0	1	3	11	Moderate Priority
PCF-10	Payson Landfill	6211 W 10400 S	On site containment	3	2	2	3	2	3	0	5	20	High Priority
PCF-11	Payson Waste Water Treatment Plant	1062 N Main St	100% self contained and treated	1	1	1	2	2	4	3	3	17	Moderate Priority
PCF-12	Payson Streets and Fleets	1062 N Main St	Asphalt lined evapotranspiration area	3	0	4	3	2	1	3	5	21	High Priority
PCF-13	Payson Ambulance Station	350 E Hwy 91	Drains and sumps	1	0	1	1	1	0	0	3	7	Low Priority
PCF-14	Payson Fire Station	100 E 100 S	Drains and sumps	1	0	1	1	1	0	5	3	12	Moderate Priority
PCF-15	Well #1	200 S Main St	None	2	0	0	0	1	0	5	3	11	Moderate Priority
PCF-16	Well #2	205 E Payson Canyon Rd	None	2	0	0	0	1	0	3	3	9	Low Priority
PCF-17	Well #4	760 S 800 W	None	2	0	0	0	1	0	3	3	9	Low Priority
PCF-18	Well#5	725 S Main St	None	2	0	0	0	1	0	0	3	6	Low Priority
PCF-19	Water Tanks	1500 S Canyon Rd	None	2	0	0	0	1	0	4	3	10	Low Priority

Facility ID	Facility (Parks)	Address	Stormwater Controls	Sediments	Nutrients / Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)	Distance to Waterbody (ft)	IDDE Priority	Total Score	Priority
PCP-01	Gladstan Golf Course	1 Gladstan Dr	Parking lot drains and ditches	1	1	0	0	1	1	5	1	10	Low Priority
PCP-02	Payson Sports Complex	800 S Main St	Parking lot drains and sumps	1	1	0	0	1	1	2	1	7	Low Priority
PCP-03	Payson Aquatic Center/Skate Park	655 S Main St	Parking lot drains and sumps	1	1	0	0	1	1	3	1	8	Low Priority
PCP-04	Peteetneet	100 S 500 E	Parking lot drains and sumps	1	1	0	0	1	1	0	1	5	Low Priority
PCP-05	Memorial Park	200 S Main St	Grass, parking lot drains and sumps	2	0	1	1	1	1	5	3	14	Moderate Priority
PCP-06	Pioneer Park	100 N Main St	Road inlets and sumps	1	1	0	0	2	1	3	1	9	Low Priority
PCP-07	McMullin Park	600 W 800 S	None	1	1	0	0	2	1	0	1	6	Low Priority
PCP-08	Walker War Monument	700 S 100 W	None	1	1	0	0	2	1	0	1	6	Low Priority
PCP-09	Dry Mountain Park	260 W 1400 S	Parking lot drains and sumps	1	1	0	0	2	1	5	1	11	Moderate Priority
PCP-10	Hollow Park	800 S 400 E	Parking lot drains and sumps	1	1	0	0	1	1	5	1	10	Low Priority
PCP-11	Payson City Cemetery	805 E 400 N	Waterways and retention basin	1	1	0	0	1	1	3	1	8	Low Priority
PCP-12	Temple View Park	1600 S 930 W	Detention basin	1	1	0	0	2	1	5	1	11	Moderate Priority

Maximum Score of 40 is possible, Score 0-10 = Low Priority, Score 10-20 = Moderate Priority, Score 20-40 = High Priority
Pollution Prevention Methods:
Sediments - Routine Sweeping, Stabilized Unpaved Areas, Vegetated Buffers
Nutrients/Pesticides - Reduced Fertilizer Use, Integrated Pest Management, Covered Chemical Storage
Metals - Leak Inspections, Covered Material Storage, Catch Basin Maintenance
Hydrocarbons(Fuels) - Equipment Maintenance, Spill Kits Onsite, Contained Fueling Areas
Trash - Covered Dumpsters, Regular Site Cleanups, Secured Materials
Bacterial (Animal Waste) - Prompt Waste Removal, Managed Runoff, Proper Disposal Practices

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson City Civic Building	PCF-01	439 W Utah Ave	
Describe Facility and Uses: Main City offices and daily operations (Government Offices, Court House, Police Department); 3.5 acres; pollutants on site: none; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U/C	1	0	0	2	2	0
Waste storage/ Disposal - C/T	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	1	0	0	0	0
De-Icing Materials - C/T	1	1	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage - U/C	1	1	1	2	0	0
Column Maximum	1	1	1	2	2	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Road Sumps	Structural	Spring Creek	1378	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson Library	PCF-02	66 S Main St	
Describe Facility and Uses: Public library services; 0.72 acres; pollutants on site: none; floor drains: 0; The library is a tenant space in a larger building			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U/C	1	0	0	2	2	0
Waste storage/ Disposal - C/T	1	0	0	0	2	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process - U/C	0	1	0	0	0	0
De-Icing Materials - U/C	1	1	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage - U/C	1	1	1	2	0	0
Column Maximum	1	1	1	2	2	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Roof drains and parking lot sumps	Structural	Beer Creek	241	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson Public Works/Electric	PCF-03	1040 N Main St	

Describe Facility and Uses: Power generation and department offices; 2.46 acres; pollutants on site: diesel fuel; floor drains: 2 (garage bays); All stormwater from this facility gets processed through the wastewater treatment facility

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U/C	2	0	1	1	2	1
Waste storage/ Disposal - C/T	1	0	1	1	2	0
Material loading - U/C	2	0	1	2	1	0
Bulk Materials - U	3	0	1	2	1	0
Operation/ Process - U/C	2	0	1	2	1	0
De-Icing Materials	1	0	1	1	1	0
Vehicle Maintenance - C	2	0	4	3	1	0
Wash/cleanout - C	3	0	1	2	1	0
Vehicle Storage - U	1	0	1	2	1	0
Column Maximum	3	0	4	3	2	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Area drains piped to sewer plant	Non-Structural	None - area drains piped to the WWTP	290	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

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Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Electric Substation Nebo Switch Yard	PCF-04	1040 N Main St	

Describe Facility and Uses: Provide power; 0.21 acres; pollutants on site: none; floor drains: 0; Gravel ground cover. Runoff either percolates or is directed to the adjacent drain areas

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	2	0	0	0	1	0
Waste storage/ Disposal	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	0	0	0	0	0
De-Icing Materials	0	0	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage	0	0	0	0	0	0
Column Maximum	2	0	0	0	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	19	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Electric Substation Paco	PCF-05	745 N 500 E	

Describe Facility and Uses: Provide power; 0.52 acres; pollutants on site: none; floor drains: 0; Gravel ground cover. Runoff either percolates or is directed to the adjacent drain areas

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	2	0	0	0	1	0
Waste storage/ Disposal	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	0	0	0	0	0
De-Icing Materials	0	0	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage	0	0	0	0	0	0
Column Maximum	2	0	0	0	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	1580	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

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Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Electric Substation Downtown	PCF-06	350 E Hwy 198	

Describe Facility and Uses: Provide power; 0.85 acres; pollutants on site: none; floor drains: 0; Gravel ground cover. Runoff either percolates or is directed to the adjacent drain areas

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	2	0	0	0	1	0
Waste storage/ Disposal	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	0	0	0	0	0
De-Icing Materials	0	0	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage	0	0	0	0	0	0
Column Maximum	2	0	0	0	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	547	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

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Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Electric Substation Industrial	PCF-07	213 S Temkin Way	

Describe Facility and Uses: Provide power; 0.43 acres; pollutants on site: none; floor drains: 0; Gravel ground cover. Runoff either percolates or is directed to the adjacent drain areas

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	2	0	0	0	1	0
Waste storage/ Disposal	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	0	0	0	0	0
De-Icing Materials	0	0	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage	0	0	0	0	0	0
Column Maximum	2	0	0	0	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	904	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

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Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Electric Substation Race Track	PCF-08	255 E Payson Canyon Rd	

Describe Facility and Uses: Provide power; 0.19 acres; pollutants on site: none; floor drains: 0; Gravel ground cover. Runoff either percolates or is directed to the adjacent drain areas

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	2	0	0	0	1	0
Waste storage/ Disposal	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	0	0	0	0	0
De-Icing Materials	0	0	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage	0	0	0	0	0	0
Column Maximum	2	0	0	0	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	191	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

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Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson Recreation Office	PCF-09	1050 S Main	
Describe Facility and Uses: pollutants on site: none; floor drains: 0; Office space in Payson High School			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U/C	1	0	0	2	2	0
Waste storage/ Disposal - C/T	1	0	0	0	2	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process - U/C	0	1	0	0	0	0
De-Icing Materials - U/C	1	1	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage - U/C	1	1	1	2	0	0
Column Maximum	1	1	1	2	2	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	736	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson Landfill	PCF-10	6211 W 10400 S	

Describe Facility and Uses: Solid waste disposal; 120.37 acres; pollutants on site: fuel, leechate; floor drains: 0; Stormwater controls are adjusted as filling operations relocate. Stormwater is kept on site and infiltrates or evaporates

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U/C	2	1	1	1	2	1
Waste storage/ Disposal - C/T	1	1	1	1	2	2
Material loading - U/C	2	1	1	2	1	1
Bulk Materials - U/C	3	1	1	2	1	1
Operation/ Process - U/C	2	2	1	2	1	3
De-Icing Materials - C	2	1	2	1	1	0
Vehicle Maintenance - U/C	2	0	2	3	1	0
Wash/cleanout - U/C	3	1	1	2	1	1
Vehicle Storage - U/C	2	0	1	2	1	1
Column Maximum	3	2	2	3	2	3

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
On site containment	Non-Structural	None - stormwater kept on site (infiltrates/evaporates)	1407	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson Waste Water Treatment Plant	PCF-11	1062 N Main St	
Describe Facility and Uses: Wastewater treatment; 11.2 acres; pollutants on site: fuel, waste; floor drains: 4 (garage bays)			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	1	0	0	2	2	0
Waste storage/ Disposal - C/T	0	0	0	0	0	2
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process - U/C	0	1	0	0	0	4
De-Icing Materials -U/C	1	1	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage - U	1	1	1	2	0	0
Column Maximum	1	1	1	2	2	4

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
100% self contained and treated	Non-Structural	None - 100% self-contained and treated	105	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson Streets and Fleets	PCF-12	1062 N Main St	

Describe Facility and Uses: Fleet maintenance and street operations; 3.86 acres; pollutants on site: fuel, oils, lubricants, salt; floor drains: 8 (garage bays); Self contained. Evaporation only

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U/C	2	0	1	1	2	1
Waste storage/ Disposal - C/T	1	0	1	1	2	0
Material loading - U/C	2	0	1	2	1	0
Bulk Materials - U	3	0	1	2	1	0
Operation/ Process - U/C	2	0	1	2	1	0
De-Icing Materials	1	0	1	1	1	0
Vehicle Maintenance - C	2	0	4	3	1	0
Wash/cleanout - C	3	0	1	2	1	0
Vehicle Storage - U	1	0	1	2	1	0
Column Maximum	3	0	4	3	2	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Asphalt lined evapotranspiration area	Non-Structural	None - self-contained, evaporation only	105	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson Ambulance Station	PCF-13	350 E Hwy 91	
Describe Facility and Uses: EMS response facility; 0.36 acres; pollutants on site: cleaners and detergents; floor drains: 2 (garage bays)			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U/C	1	0	1	1	0	0
Waste storage/ Disposal - C/T	0	0	1	0	0	0
Material loading - C	0	0	1	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process - U/C	1	0	1	0	0	0
De-Icing Materials - C	0	0	1	0	0	0
Vehicle Maintenance - C	1	0	1	1	0	0
Wash/cleanout - C	0	0	1	1	0	0
Vehicle Storage - C	1	0	1	0	1	0
Column Maximum	1	0	1	1	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Drains and sumps	Structural	Beer Creek	1018	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson Fire Station	PCF-14	100 E 100 S	
Describe Facility and Uses: Fire response facility; 0.69 acres; pollutants on site: cleaners and detergents; floor drains: 3 (garage bays)			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U/C	1	0	1	1	0	0
Waste storage/ Disposal - C/T	0	0	1	0	0	0
Material loading - C	0	0	1	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process - U/C	1	0	1	0	0	0
De-Icing Materials - C	0	0	1	0	0	0
Vehicle Maintenance - C	1	0	1	1	0	0
Wash/cleanout - C	0	0	1	1	0	0
Vehicle Storage - C	1	0	1	0	1	0
Column Maximum	1	0	1	1	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Drains and sumps	Structural	Beer Creek	15	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Well #1	PCF-15	200 S Main St	
Describe Facility and Uses: Drinking water generation; 0.04 acres; pollutants on site: chlorine, food grade oils and lubricants; floor drains: 1 (well house)			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	2	0	0	0	1	0
Waste storage/ Disposal	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	0	0	0	0	0
De-Icing Materials	0	0	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage	0	0	0	0	0	0
Column Maximum	2	0	0	0	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	0	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Well #2	PCF-16	205 E Payson Canyon Rd	
Describe Facility and Uses: Drinking water generation; 0.06 acres; pollutants on site: chlorine, food grade oils and lubricants; floor drains: 1 (well house)			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	2	0	0	0	1	0
Waste storage/ Disposal	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	0	0	0	0	0
De-Icing Materials	0	0	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage	0	0	0	0	0	0
Column Maximum	2	0	0	0	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	191	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Well #4	PCF-17	760 S 800 W	
Describe Facility and Uses: Drinking water generation; 0.1 acres; pollutants on site: chlorine, food grade oils and lubricants; floor drains: 1 (well house)			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	2	0	0	0	1	0
Waste storage/ Disposal	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	0	0	0	0	0
De-Icing Materials	0	0	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage	0	0	0	0	0	0
Column Maximum	2	0	0	0	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	191	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Well#5	PCF-18	725 S Main St	
Describe Facility and Uses: Drinking water generation; 0.04 acres; pollutants on site: chlorine, food grade oils and lubricants; floor drains: 1 (well house)			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	2	0	0	0	1	0
Waste storage/ Disposal	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	0	0	0	0	0
De-Icing Materials	0	0	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage	0	0	0	0	0	0
Column Maximum	2	0	0	0	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	1038	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Water Tanks	PCF-19	1500 S Canyon Rd	
Describe Facility and Uses: Drinking water storage; 1.75 acres; pollutants on site: chlorine, food grade oils and lubricants; floor drains: 1 (chlorination building)			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
Parking - U	2	0	0	0	1	0
Waste storage/ Disposal	0	0	0	0	0	0
Material loading	0	0	0	0	0	0
Bulk Materials	0	0	0	0	0	0
Operation/ Process	0	0	0	0	0	0
De-Icing Materials	0	0	0	0	0	0
Vehicle Maintenance	0	0	0	0	0	0
Wash/cleanout	0	0	0	0	0	0
Vehicle Storage	0	0	0	0	0	0
Column Maximum	2	0	0	0	1	0

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	82	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Gladstan Golf Course	PCP-01	1 Gladstan Dr	
Describe Facility and Uses: Golf course maintenance and operations; 2.31 acres; pollutants on site: fuel; floor drains: 1 (inside cart barn); The golf course utilizes LID waterways and sumps			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	0	0	0	0	1	0
Trails / Pathways	0	0	0	0	0	0
Restrooms / Vault Toilets - C	0	1	0	0	1	0
River / Lake Interface	0	0	0	0	0	0
Column Maximum	1	1	0	0	1	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Parking lot drains and ditches	Structural	Beer Creek	0	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson Sports Complex	PCP-02	800 S Main St	
Describe Facility and Uses: Recreation activities and events; 42.74 acres; pollutants on site: fuel, fertilizers, pesticides, paint; floor drains: 1 (inside maintenance shed)			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	0	0	0	0	1	0
Trails / Pathways	0	0	0	0	0	0
Restrooms / Vault Toilets - C	0	1	0	0	1	0
River / Lake Interface	0	0	0	0	0	0
Column Maximum	1	1	0	0	1	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Parking lot drains and sumps	Structural	Beer Creek	375	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson Aquatic Center/Skate Park	PCP-03	655 S Main St	
Describe Facility and Uses: Public aquatic activities and skate recreation; 4.81 acres; pollutants on site: chlorine, hcl acid; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	0	0	0	0	1	0
Trails / Pathways	0	0	0	0	0	0
Restrooms / Vault Toilets - C	0	1	0	0	1	0
River / Lake Interface	0	0	0	0	0	0
Column Maximum	1	1	0	0	1	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Parking lot drains and sumps	Structural	Beer Creek	174	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Peteetneet	PCP-04	100 S 500 E	
Describe Facility and Uses: Public events and historical museum; 6.83 acres; pollutants on site: fertilizers, pesticides; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	0	0	0	0	1	0
Trails / Pathways	0	0	0	0	0	0
Restrooms / Vault Toilets - C	0	1	0	0	1	0
River / Lake Interface	0	0	0	0	0	0
Column Maximum	1	1	0	0	1	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Parking lot drains and sumps	Structural	Beer Creek	1491	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Memorial Park	PCP-05	200 S Main St	
Describe Facility and Uses: Public events and recreation; 7.22 acres; pollutants on site: fuel, fertilizers, pesticides; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	0	0	0	1	1
Parking Areas - U	0	0	1	1	1	0
Trails / Pathways - U	0	0	0	0	1	0
Restrooms / Vault Toilets - C	0	0	0	0	0	0
River / Lake Interface - U	2	0	0	0	0	0
Column Maximum	2	0	1	1	1	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Grass, parking lot drains and sumps	Structural	Peteetneet Creek	0	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

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Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Pioneer Park	PCP-06	100 N Main St	
Describe Facility and Uses: City displays and signs; 0.26 acres; pollutants on site: none; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	1	0	0	0	2	0
Trails / Pathways - U	1	0	0	0	1	0
Restrooms / Vault Toilets	0	0	0	0	0	0
River / Lake Interface - U	1	0	0	0	0	0
Column Maximum	1	1	0	0	2	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Road inlets and sumps	Structural	Beer Creek	132	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

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Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
McMullin Park	PCP-07	600 W 800 S	
Describe Facility and Uses: Public events and recreation; 1.47 acres; pollutants on site: fertilizers, pesticides; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	1	0	0	0	2	0
Trails / Pathways - U	1	0	0	0	1	0
Restrooms / Vault Toilets	0	0	0	0	0	0
River / Lake Interface - U	1	0	0	0	0	0
Column Maximum	1	1	0	0	2	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	1016	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Walker War Monument	PCP-08	700 S 100 W	
Describe Facility and Uses: Historic preservation site; 0.37 acres; pollutants on site: fertilizers, pesticides; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	1	0	0	0	2	0
Trails / Pathways - U	1	0	0	0	1	0
Restrooms / Vault Toilets	0	0	0	0	0	0
River / Lake Interface - U	1	0	0	0	0	0
Column Maximum	1	1	0	0	2	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
None	None	Beer Creek	1229	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Dry Mountain Park	PCP-09	260 W 1400 S	
Describe Facility and Uses: Public events and recreation; 3.14 acres; pollutants on site: fertilizers, pesticides; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	1	0	0	0	2	0
Trails / Pathways - U	1	0	0	0	1	0
Restrooms / Vault Toilets	0	0	0	0	0	0
River / Lake Interface - U	1	0	0	0	0	0
Column Maximum	1	1	0	0	2	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Parking lot drains and sumps	Structural	Beer Creek	0	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

Attach photos, documents for file

Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Hollow Park	PCP-10	800 S 400 E	
Describe Facility and Uses: Public events and recreation; 16.4 acres; pollutants on site: fertilizers, pesticides; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	0	0	0	0	1	0
Trails / Pathways	0	0	0	0	0	0
Restrooms / Vault Toilets - C	0	1	0	0	1	0
River / Lake Interface	0	0	0	0	0	0
Column Maximum	1	1	0	0	1	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Parking lot drains and sumps	Structural	Beer Creek	0	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

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Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Payson City Cemetery	PCP-11	805 E 400 N	
Describe Facility and Uses: Final resting place for loved ones; 32.1 acres; pollutants on site: fertilizers, pesticides; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	0	0	0	0	1	0
Trails / Pathways	0	0	0	0	0	0
Restrooms / Vault Toilets - C	0	1	0	0	1	0
River / Lake Interface	0	0	0	0	0	0
Column Maximum	1	1	0	0	1	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Waterways and retention basin	Structural	Beer Creek	160	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

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Payson City

MS4 Facility Pollution Evaluation

Facility Name	Facility ID#	Facility Address	Eval. Date
Temple View Park	PCP-12	1600 S 930 W	
Describe Facility and Uses: Public events and recreation; 2.85 acres; pollutants on site: fertilizers, pesticides; floor drains: 0			

Area	Sediments	Nutrients/ Pesticides	Metals	Hydrocarbons (Fuels)	Trash	Bacteria (Animal Waste)
General Park Areas - U	1	1	0	0	1	1
Parking Areas - U	1	0	0	0	2	0
Trails / Pathways - U	1	0	0	0	1	0
Restrooms / Vault Toilets	0	0	0	0	0	0
River / Lake Interface - U	1	0	0	0	0	0
Column Maximum	1	1	0	0	2	1

Use a 0–5 scale (0 being non existent, 5 an excessive amount) / U = Uncovered, C = Covered, T = Container Example: Parking - U

Stormwater Control	Type	Nearest Surface Water Name	Distance to Surface Water (ft)	TMDL (Yes/No)
Detention basin	Structural	Beer Creek	0	

Comments / Corrective actions / Pollution Prevention

Inspector Name: _____ **Signature:** _____ **Date / Time:** _____

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IDDE Priority Worksheet

IDDE Priority Worksheet (Compliance with 4.2.3.3.1)

Facility (Buildings)	Address	Older Infrastructure	Land Use Type	History of Illicit Discharges	Illegal Dumping History	Onsite Sewage Systems	Sewer Overflows / Cross-Connections	Proximity to Sensitive Waters	Total Score	Priority
Payson City Civic Building	439 W Utah Ave	2	2	1	1	0	1	2	9	Medium
Payson Library	66 S Main St	2	1	1	0	0	1	2	7	Medium
Payson Public Works/Electric	1040 N Main St	2	3	2	1	0	2	1	11	High
Electric Substation Nebo Switch Yard	1040 N Main St	1	0	0	2	0	0	3	6	Medium
Electric Substation Paco	745 N 500 E	1	0	0	2	0	0	3	6	Medium
Electric Substation Downtown	350 E Hwy 198	1	0	0	2	0	0	3	6	Medium
Electric Substation Industrial	213 S Temkin Way	1	0	0	2	0	0	3	6	Medium
Electric Substation Race Track	255 E Payson Canyon Rd	1	0	0	2	0	0	3	6	Medium
Payson Recreation Office	1050 S Main	2	1	1	0	0	1	2	7	Medium
Payson Landfill	6211 W 10400 S	1	3	2	1	0	1	3	11	High
Payson Waste Water Treatment Plant	1062 N Main St	1	2	1	1	0	1	2	8	Medium
Payson Streets and Fleets	1062 N Main St	2	3	2	1	0	2	1	11	High
Payson Ambulance Station	350 E Hwy 91	2	3	1	1	0	1	2	10	Medium
Payson Fire Station	100 E 100 S	2	3	1	1	0	1	2	10	Medium
Well #1	200 S Main St	1	0	0	2	0	0	3	6	Medium
Well #2	205 E Payson Canyon Rd	1	0	0	2	0	0	3	6	Medium
Well #4	760 S 800 W	1	0	0	2	0	0	3	6	Medium
Well#5	725 S Main St	1	0	0	2	0	0	3	6	Medium
Water Tanks	1500 S Canyon Rd	1	0	0	2	0	0	3	6	Medium

Facility (Parks)	Address	Older Infrastructure	Land Use Type	History of Illicit Discharges	Illegal Dumping History	Onsite Sewage Systems	Sewer Overflows / Cross-Connections	Proximity to Sensitive Waters	Total for Facility	Priority
Gladstan Golf Course	1 Gladstan Dr	1	0	0	1	0	0	1	3	Low
Payson Sports Complex	800 S Main St	1	0	0	1	0	0	1	3	Low
Payson Aquatic Center/Skate Park	655 S Main St	1	0	0	1	0	0	1	3	Low
Peteetneet	100 S 500 E	1	0	0	1	0	0	1	3	Low
Memorial Park	200 S Main St	2	0	1	1	0	0	3	7	Medium
Pioneer Park	100 N Main St	1	0	0	1	0	0	2	4	Low
McMullin Park	600 W 800 S	1	0	0	1	0	0	2	4	Low
Walker War Monument	700 S 100 W	1	0	0	1	0	0	2	4	Low
Dry Mountain Park	260 W 1400 S	1	0	0	1	0	0	2	4	Low
Hollow Park	800 S 400 E	1	0	0	1	0	0	1	3	Low
Payson City Cemetery	805 E 400 N	1	0	0	1	0	0	1	3	Low
Temple View Park	1600 S 930 W	1	0	0	1	0	0	2	4	Low

Scoring guide

Factor	What it measures	Score (0 to 3)
Older Infrastructure	Age/condition of storm or sanitary infrastructure	0 = New / Low risk; 1 = Moderate age; 2 = Old infrastructure; 3 = Very old / deteriorated
Land Use Type	Industrial, commercial, or mixed-use development	0 = Residential/Vacant; 1 = Commercial; 2 = Mixed-use; 3 = Industrial
History of Illicit Discharges	Past illicit discharges or cross-connections	0 = None; 1 = Suspected; 2 = Documented (resolved); 3 = Recurrent
Illegal Dumping History	Reports or evidence of dumping	0 = None; 1 = Occasional; 2 = Frequent; 3 = Chronic
Onsite Sewage Systems	Presence of septic systems	0 = None; 1 = Limited; 2 = Moderate; 3 = Widespread
Sewer Overflows / Cross-Connections	Upstream of impaired or sensitive waters	0 = No; 1 = Minor sensitivity; 2 = Moderate sensitivity; 3 = High sensitivity
Proximity to Sensitive Waters	Upstream of impaired or sensitive waters	0 = No; 1 = Minor sensitivity; 2 = Moderate sensitivity; 3 = High sensitivity

Total score: 11 or more = High; 6 to 10 = Medium; 5 or less = Low (sheet formula).

PAYSON
UTAH

Appendix I

High Priority Facility SWPPPs

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

MS4 High Priority Facility
SWPPP Template

This template has been developed to assist Municipal Separate Storm Sewer System (MS4) Operators in Utah comply with the requirements under Utah's MS4 Permits and the requirements for high priority facilities. This template is not a substitute for specific general permit requirements. A copy of the current MS4 Permits are available at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4s-permits-updes-permits

Depending on the facility's Standard Industrial Classification (SIC) Code, Industrial Storm Water Multi-Sector General Permit (MSGP) and the requirements for specific industrial sectors (Appendix I of the Permit) may also be required. If this is the case, the MS4 operator must follow requirements of the MSGP including any specific SWPPP requirements. A complete list of the SIC codes required to obtain permit coverage as well as the SIC specific requirements can be found on the Division of Water Quality's website at: https://deq.utah.gov/water-quality/general-multi-sector-industrial-storm-water-permit-updes-permits

Using the High Priority SWPPP Template

- **This template is designed for use by all high priority facilities. The template is NOT tailored to your individual high priority facility.**
- **Each section includes instructions and space for your facility's specific information. You should read the instructions for each section before you complete that section. The Template was designed so that you can add tables and additional text if necessary.**
- **To make it easier to complete, the Template generally uses blue text where the operator is expected to enter information.**
- **Your completed SWPPP should remain on site and be easily accessible if requested by an inspector. A copy of the SWPPP does not need to be submitted to the State.**

The Utah Division of Water Quality (DWQ) notes that while DWQ has made every effort to ensure the accuracy of all instructions and guidance contained in the Template, the actual obligations of regulated industrial facilities are determined by the relevant provisions of the permit, not by the Template. In the event of a conflict between the Template and any corresponding provision of the MS4 Permit(s), the permit controls. DWQ welcomes comments on the Template at any time and will consider those comments in any future revision of this document.

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

Storm Water Pollution Prevention Plan

for:

Payson Public Works & WRF Complex
1062 N. Main St.
Payson, UT, 84651

(801) 465-5278

SWPPP Contact(s):

Payson City
Dale Carter
1062 N. Main St.
Payson, UT, 84651
(385) 899-7250
dalec@paysonutah.gov

SWPPP Preparation Date:

10/ 08 / 2026

Contents

Table of Contents

SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION. 3
1.1 Facility Information. 3
1.2 Storm Water Pollution Prevention Team. 4
1.3 Site Description. 4
1.4 Site Map. 5
SECTION 2: POTENTIAL POLLUTANT SOURCES. 6
2.1 Risk Identification/ Potential Pollutant Sources/Exposed Materials. 6
2.2 Spills and Leaks. 7
2.3 Allowable Non-storm Water Discharges. 7
SECTION 3: NON-STRUCTURAL STORM WATER CONTROL MEASURES. 8
3.1 Good Housekeeping. 8
3.2 Maintenance. 9
3.3 Spill Prevention and Response. 9
3.4 Erosion and Sediment Controls. 10
3.5 Management of Runoff. 10
3.6 Employee Training. 10
SECTION 4: INSPECTIONS AND ASSESSMENTS. 11
4.1 Monthly Visual Inspections. 11
4.2 Semi-Annual Comprehensive Inspections. 11
4.3 Annual Visual Assessment of Storm Water Discharges. 12
SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS. 12
5.1 Other Laws. 12
5.2 EPCRA Section 313 Requirements. 12
SECTION 6: SWPPP CERTIFICATION. 13
SWPPP ATTACHMENTS 14

SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION.

1.1 Facility Information.

Instructions:

- Please fill out the following information for this facility

Facility Information

Name of Facility: Payson Public Works, Power Plant, & WRF Complex

Street: 1062 N. Main St

City: Payson State: UT ZIP Code: 84651

Primary Industrial Activity SIC code and Sector: 7999-51

Secondary Industrial Activity SIC code and Sector: _____

Estimated area of industrial activity at site exposed to storm water: 1.25 (acres)

Discharge Information

Does this facility discharge storm water to surface or ground water?

☐Yes ☒No

If discharging to an MS4, name of MS4 operator: _____

Name(s) of surface water(s) that receive storm water from your facility:

_____

_____

_____

Describe infiltration practices if storm water has the potential to discharge to ground water: In pervious areas, runoff that is not collected and added to the wastewater facility is allowed to infiltrate directly into the ground.

1.2 Storm Water Pollution Prevention Team.

Instructions:

The storm water pollution prevention team is responsible for overseeing development of and any modifications to the SWPPP, implementing and maintaining control measures/BMPs, conducting inspections and taking corrective actions when required. The activities and responsibilities of the team shall address all aspects of the facility's storm water pollution prevention plan.

- Identify the staff members (by name and/or title) that comprise the facility's storm water pollution prevention team as well as their individual responsibilities.

Staff Names	Individual Responsibilities
Dale Carter – MS4 Coordinator	Perform or delegate SWPPP actions & Manage SWPPP

1.3 Site Description.

Instructions:

Provide a general description of the "industrial activities" conducted at your facility. It is recommended that you differentiate activities that occur indoors from those that occur outdoors and could be exposed to storm water, or under cover but that could be exposed to run-on. Don't overlook processes that are vented and may contribute pollutants to the roof.

Industrial activities include:

- Wastewater treatment with clarifiers and other parts of the treatment train exposed to outside.
- Power plant distribution with generators, transformers and transmission lines exposed outside. All other industrial activity is contained inside.
- Public Works Dept Street and Fleets division cleaning and maintaining vehicles outside/inside.
- Public Works Dept. is storing materials on site.

1.4 Site Map.

Instructions:

Prepare a site map showing the following information. The site map will be included as **Attachment A** of the finished SWPPP.

- Property boundaries
- Buildings and impervious surfaces
- Directions of storm water flow (use arrows)
- Locations of structural control measures
- Facility BMPs (non-structural)
- Location and name of the nearest defined drainage(s) which could receive runoff from the facility, whether it contains water or not
- Locations of all storm water conveyances including ditches, pipes, basins, inlets, and swales
- Locations where on-site activities may be exposed to storm water, including, but limited to the following:
    - Fixed fueling operations
    - Vehicle and equipment maintenance and/or cleaning areas
    - Brine making areas
    - Loading/unloading areas
    - Waste storage or disposal areas
    - Liquid storage tanks
    - Process and equipment operating areas
    - Materials storage or disposal areas
- Locations where significant spills or leaks have occurred
- Locations of all visual storm water monitoring points
- Locations of storm water inlets and outfalls, with a unique identification code for each outfall and an approximate outline of the areas draining to each outfall;
- Locations of all non-storm water discharges
- Locations of sources of run-on to your site from adjacent properties.

The site map for this facility can be found in **Attachment A.**

SECTION 2: POTENTIAL POLLUTANT SOURCES.

Section 2 will describe all areas at your facility where industrial materials or activities are exposed to storm water or from which allowable non-storm water discharges originate. Industrial materials or activities include, but are not limited to: material handling equipment or activities; industrial machinery; raw materials; industrial production and processes; and intermediate products, by-products, final products, and waste products. Material handling activities include, but are not limited to: the storage, loading and unloading, transportation, disposal or conveyance of any raw material, intermediate product, final product or waste product. For structures located in areas of industrial activity, you must be aware that the structures themselves are potential sources of pollutants. This could occur, for example, when metals such as aluminum or copper are leached from the structures as a result of acid rain.

2.1 Risk Identification/ Potential Pollutant Sources/Exposed Materials.

Instructions:

Use the table below to create a comprehensive list of (1) industrial activities and (2) materials exposed to storm water and storm runoff.

For each item: name the pollutants or pollutant constituents (e.g., vactor decant water, compost pile, salt, motor oil, fuel, battery acid, and cleaning solvents) associated with these activities. Materials must include those handled within the past three years.

Activities may include: vehicle washing, salt loading and unloading operations; outdoor storage activities; significant dust or particulate generating processes; and onsite waste disposal practices.

Description of Potential Pollutant Sources (activities/materials/ physical features)	**Pollutants**	**Location**	**BMPs Used to Minimize Contact with Storm Water Runoff** (Ex: cover with tarps, store materials outside of drainage pathways, scheduled sweeping, etc.)	**Control Measures Used to Reduce Pollutants in Storm Water Runoff** (Ex: oil-water separators, inlet protection, detention/retention ponds, sanitary sewer connection, etc.)
Vehicle Washing	Oils and grease	*see Attachment A	Per SOP 1.26 Vehicle Washing, washing shall occur only designated areas, minimize water use and detergents, wash water not discharged to storm drain, pre-clean vehicles w/ dry methods,	Drying Basin, Oil and Grease Separator
Wastewater treatment	Sewage	*see Attachment A	All spills shall be reported and cleaned up per SOP 1.21 Spill and Improper Disposal Response & Clean-up	Structural containment of sewage in treatment train
Salt Storage Pile	Salt	*see Attachment A	Per SOP 1.18 Salt and Sand/Aggregate Storage, cover piles when possible, keep piles well-groomed, keep pile away from storm water controls, regularly sweep loading areas and	N/A

			track-out areas, keep clean and free of general debris and potential hazards, cover pile	
Dumpsters	Trash	*see Attachment A	Per SOP 1.6 Dumpster maintenance, locate on stabilized surface away from storm drain inlets, ensure lids and doors are functional and closed when not in use, immediately clean up any spills or leaked material, dumpsters shall not be overfilled	N/A

2.2 Spills and Leaks.

Instructions:

Use the following table to provide a list of any significant (25 gallons or more) spills and leaks of oil or hazardous pollutants, that occurred in the prior 3 years. Significant spills and leaks are required to be reported to DEQ if discharged to a waterbody or MS4.

Note: Significant spills and leaks include, but are not limited to, releases of oil or hazardous substances in excess of quantities that are reportable under CWA Section 311 (see 40 CFR 110.6 and 40 CFR 117.21) or Section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 USC §9602.

Description of Past Spills/Leaks

Date	Description	Corrective Action
N/A	N/A	N/A

2.3 Allowable Non-storm Water Discharges.

Instructions:

Use the following table to summarize your non-storm water discharge evaluation results. The table contains the complete list of allowable non-storm water discharges from section 1.2.2. of the MS4 Permits.

Allowable Non-Storm Water Discharge	Locations	Controls
Water line flushing	N/A	N/A
Landscape irrigation	N/A	N/A
Diverted stream flows	N/A	N/A
Rising ground waters	N/A	N/A
Uncontaminated ground water infiltration	N/A	N/A
Uncontaminated pumped ground water	N/A	N/A

Discharges from potable water sources	N/A	N/A
Foundation drains	N/A	N/A
Air conditioning condensate	N/A	N/A
Irrigation water	N/A	N/A
Uncontaminated springs	N/A	N/A
Water from crawl space pumps	N/A	N/A
Footing drains	N/A	N/A
Lawn watering runoff	N/A	N/A
Individual residential car washing	N/A	N/A
Flows from riparian habitats and wetlands	N/A	N/A
Dechlorinated swimming pool discharges	N/A	N/A
Residual street wash water	N/A	N/A
Dechlorinated water reservoir discharges	N/A	N/A
Discharges or flows from emergency firefighting activity	N/A	N/A

SECTION 3: NON-STRUCTURAL STORM WATER CONTROL MEASURES.

Instructions:

Structural BMPs on site should have been addressed in Section 2.1. Use this section to describe any non-structural BMPs such as good housekeeping practices, preventative maintenance programs, spill prevention and response procedures, and inspections to prevent pollutants from entering the storm drain system

3.1 Good Housekeeping.

Instructions:

Describe any practices you are implementing to keep exposed areas of your site clean. Describe where each practice is being implemented at your site. Include here your schedule for: (1) regular pickup and disposal of waste materials, and (2) routine inspections for leaks and of the condition of drums, tanks and containers. Additional good housekeeping can include using dumpsters with closed lids and using sweeper trucks to clean paved surfaces. Include any relevant MS4 SOPs in **Attachment B**.

The following Good Housekeeping SOPs are being implemented on the site:

- SOP 1.6 Dumpster Maintenance – at all dumpster locations shown in Attachment A
- SOP 1.11 Parking Lot Maintenance – at all parking lots
- SOP 1.18 Salt Storage – at all salt pile
- SOP 1.20 Spill Prevention Plan – All facilities that are at risk of a spill or leak
- SOP 1.21 Spill and Improper Disposal Response & Clean-up – All facilities that are at risk of a spill or leak
- SOP 1.23 Snow Removal and De-icing – All drivable surfaces

- SOP 1.24 Vehicle and Equipment Fueling – all vehicles are fueled via mobile fueling with the fuel trucks stored at the Streets Dept. garage
- SOP 1.25 Vehicle and Equipment Storage – all garages, parking and equipment storage locations on site
- SOP 1.26 Vehicle Washing – all vehicle washing locations on site

3.2 Maintenance.

Instructions:
Describe procedures (1) to maintain industrial equipment so that spills/leaks are avoided and (2) to keep control measures in effective operating condition. Include the schedule you will follow for such maintenance activities. Describe where each applicable procedure is being implemented at the site. Include any relevant MS4 SOPs in **Attachment B**. Maintenance records for BMPs must be kept in **Attachment C**.

SOP 1.20 Spill Prevention Plan describes the procedures taken to minimize potential leaks, spills, or other releases. The schedule for these maintenance activities includes:

Per Payson SWMP, "Monthly visual inspections for high priority city facilities will be conducted per task calendar in Section 4.2.6.3 [of the Payson SWMP]. A monthly log will keep track of visual inspections. If there is evidence of spills or other potential pollutants, the pollutant must be immediately cleaned up and a report completed.

City Storm Water Inspectors will conduct semi-annual comprehensive inspections of "high priority" facilities, including all storm water controls. Inspections will be documented and recorded with the City's online inspection software.

Annual visual inspections during the wet season will be obtained once per year. Because of the work hours and other hindrances, if a rain event occurs during working hours, inspections will be done on the high priority sites to observe the discharge to the storm drain. If problems are observed, it will be documented within the report and a solution to fix the problem will be proposed. Inspection records will be kept with the City's online inspection software. SOPs for monthly, semi-annually, and discharge inspections will be located in Appendix D of this document."

3.3 Spill Prevention and Response.

Instructions:
Describe any structural controls or procedures used to minimize the potential for leaks, spills and other releases. Procedures for cleaning up spills shall also be identified. This may also be satisfied by having a reference to your Spill Pollution Prevention and Countermeasure Plan (SPCCP) if there is one in place.

Descriptions may include properly labeling containers, any procedures for material storage and handling (secondary containment or barriers to protect storage areas), training on spill response and proper notification, and strategically located spill kits. Include any relevant MS4 SOPs in **Attachment B**.

SOP 1.20 Spill Prevention Plan and SOP 1.21 Spill and Improper Disposal Response & Clean-up describe the procedures taken to minimize potential leaks, spills, or other releases.

3.4 Erosion and Sediment Controls.

Instructions:
Describe any areas that have a high potential for significant soil erosion and identify structural, vegetative, and/or stabilization measures used to limit erosion.

This site is very flat and does not have any soil erosion control concerns.

3.5 Management of Runoff.

Instructions:
Describe the appropriateness and use of controls at your site to divert, infiltrate, reuse or otherwise manage storm water runoff in a manner that reduces pollutants in storm water discharges (other than control of the generation of pollutant sources). Activities may include vegetative sales and practices, reuse of collected storm water, snow management activities, etc.

Runoff is contained on site, collected, and discharged into the Wastewater Reclamation Facility. Any runoff not collected infiltrates in pervious areas on site.

3.6 Employee Training.

Instructions
Provide the elements of your training plan, including:

- The content of the training (spill response, good housekeeping, material management practices, etc);
- The frequency/schedule of training for employees who work in areas where industrial materials or activities are exposed to storm water, or who are responsible for implementing activities necessary to meet the conditions of the permit.
- Training logs should be kept in **Attachment D**

Per Section 4.2.1.4 of the Payson SWMP, the Annual City Employee MS4 Training shall be provided to all city employees annually with topics including IDDE, construction oversight, post-construction, SOPs, and good housekeeping. Trainings shall be documented accordingly on the Training Record Form.

SECTION 4: INSPECTIONS AND ASSESSMENTS.

4.1 Monthly Visual Inspections.

Instructions:

Describe the procedures you will follow for conducting any monthly facility inspections and related storm water outfalls (this could reference the MS4 developed SOP). Include any relevant MS4 SOPs in **Attachment B**. Inspections must be documented and included in **Attachment C**.

Inspections must include:

- Visual check of all storm water related outfalls at the high-priority facility
- Verification of the performance of the BMPs and all other systems designed and placed to eliminate pollutant discharges (this should reference BMPs identified in Section 2.1)
- Documentation of any identified deficiencies and the corrective actions taken to fix the deficiencies (including dates) in an inspection log

SOP 1.27 Monthly Visual Inspection of High-Priority Facilities will be used for all monthly facility inspections related to storm water runoff.

4.2 Semi-Annual Comprehensive Inspections.

Instructions:

Describe the procedures you will follow for conducting any Semi-Annual Comprehensive facility inspections (this could reference the MS4 developed SOP). Include any relevant MS4 SOPs in **Attachment B**. Include locations to inspect and schedule. Document any findings of your facility inspections and maintain this report with your SWPPP. Inspections must be documented and included in **Attachment C**. The EPA has an industrial storm water inspection form that can be used: https://www.epa.gov/sites/production/files/2015-09/documents/msgp2008_appendixi.pdf

At a minimum, a comprehensive site compliance evaluation must be completed twice a year. This should include:

- Visual inspection of all storm water related outfalls at the high-priority facility
- Verification of the performance of the BMPs and all other systems designed and placed to eliminate pollutant discharges (this should reference BMPs identified in Section 2.1)
- Visual inspection of waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant- generating areas (must be identified in Section 2.1.)
- Documentation of any identified deficiencies and the corrective actions taken to fix the deficiencies (including dates) in an inspection report
- Review of monthly inspections to identify BMP effectiveness or ongoing maintenance concerns
- Any updates or modifications to the SWPPP including updated contact information, updated potential pollutant sources, or changes in pollution prevention measures.

SOP 1.28 Semi-Annual Comprehensive Inspection of High-Priority Facilities will be used for all semi-annual facility inspections related to storm water runoff.

4.3 Annual Visual Assessment of Storm Water Discharges.

Instructions:

Describe the procedures you will follow for conducting quarterly visual assessments of storm water discharges from each outfall (this could reference the MS4 developed SOP). Include any relevant MS4 SOPs in **Attachment B**.

The visual assessment should be made:

- On samples collected within the first 30 minutes (or as soon as practical, but not to exceed one hour) from when runoff or snow melt begins discharging. Observations shall include color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen and other pollution indicators; and
- For storm events, on discharges that occur at least 72 hours (3 days) from the previous discharge and that are greater than 0.1 inches in magnitude.

Document the results of your visual assessments and maintain this documentation onsite with your SWPPP in **Attachment C**. A monitoring report form is available on the DWQ website to record visual inspections.

SOP 1.29 Annual Visual Assessment of Storm Water Outfall Discharges for High-Priority Facilities will be used for all annual facility inspections related to storm water runoff.

SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS.

5.1 Other Laws.

Instructions:

If applicable, include any documentation you have that supports your compliance with other storm water requirements or laws. These could include local storm water requirements, and laws pertaining to threatened or endangered species or historic properties.

N/A

5.2 EPCRA Section 313 Requirements.

Instructions:

If the facility contains Section 313 water priority chemicals, describe practices such as covers or drainage control to prevent or minimize exposure of storm water and wind and discuss measures taken to conform with other Section 313 regulations.

N/A

SECTION 6: SWPPP CERTIFICATION.

Instructions:
The following certification statement must be signed and dated by a person who meets the requirements of the MS4 Permit Part 6.8.

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.

Name: David Tuckett Title: City Manager

Signature: _____ Date: _____

SWPPP ATTACHMENTS

Attach the following documentation to the SWPPP:

Attachment A – Site Map

Include a copy of your site map(s).

Attachment B – MS4 SOPs

Attach copies of relevant pollution prevention and good housekeeping SOPs

Attachment C – Inspection and Maintenance Reports

Attach copies of completed inspection and maintenance reports.

Attachment D – Training Records

Attach copies of completed training records.

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

MS4 High Priority Facility
SWPPP Template

This template has been developed to assist Municipal Separate Storm Sewer System (MS4) Operators in Utah comply with the requirements under Utah's MS4 Permits and the requirements for high priority facilities. This template is not a substitute for specific general permit requirements. A copy of the current MS4 Permits are available at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4s-permits-updes-permits

Depending on the facility's Standard Industrial Classification (SIC) Code, Industrial Storm Water Multi-Sector General Permit (MSGP) and the requirements for specific industrial sectors (Appendix I of the Permit) may also be required. If this is the case, the MS4 operator must follow requirements of the MSGP including any specific SWPPP requirements. A complete list of the SIC codes required to obtain permit coverage as well as the SIC specific requirements can be found on the Division of Water Quality's website at: https://deq.utah.gov/water-quality/general-multi-sector-industrial-storm-water-permit-updes-permits

Using the High Priority SWPPP Template

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UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

Storm Water Pollution Prevention Plan

for:

Spring Lake

12319 S Spring Lake Rd.

Payson UT, 84651

SWPPP Contact(s):

Payson City
Dale Carter
1062 N. Main St.
Payson, UT, 84651
(385) 899-7250
dalec@paysonutah.gov

SWPPP Preparation Date:

10/ 08 / 2026

Contents

Table of Contents

SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION. 3
1.1 Facility Information. 3
1.2 Storm Water Pollution Prevention Team. 4
1.3 Site Description. 4
1.4 Site Map. 5
SECTION 2: POTENTIAL POLLUTANT SOURCES. 6
2.1 Risk Identification/ Potential Pollutant Sources/Exposed Materials. 6
2.2 Spills and Leaks. 7
2.3 Allowable Non-storm Water Discharges. 7
SECTION 3: NON-STRUCTURAL STORM WATER CONTROL MEASURES. 8
3.1 Good Housekeeping. 8
3.2 Maintenance. 9
3.3 Spill Prevention and Response. 9
3.4 Erosion and Sediment Controls. 10
3.5 Management of Runoff. 10
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SECTION 4: INSPECTIONS AND ASSESSMENTS. 11
4.1 Monthly Visual Inspections. 11
4.2 Semi-Annual Comprehensive Inspections. 11
4.3 Annual Visual Assessment of Storm Water Discharges. 12
SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS. 12
5.1 Other Laws. 12
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City: Payson State: UT ZIP Code: 84651

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Estimated area of industrial activity at site exposed to storm water: 1.25 (acres)

Discharge Information

Does this facility discharge storm water to surface or ground water?

☐Yes ☒No

If discharging to an MS4, name of MS4 operator: _____

Name(s) of surface water(s) that receive storm water from your facility:

_____

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Staff Names	Individual Responsibilities
Dale Carter – MS4 Coordinator	Perform or delegate SWPPP actions & Manage SWPPP

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Instructions:

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Industrial activities include:

- Wastewater treatment with clarifiers and other parts of the treatment train exposed to outside.
- Power plant distribution with generators, transformers and transmission lines exposed outside. All other industrial activity is contained inside.
- Public Works Dept Street and Fleets division cleaning and maintaining vehicles outside/inside.
- Public Works Dept. is storing materials on site.

1.4 Site Map.

Instructions:

Prepare a site map showing the following information. The site map will be included as **Attachment A** of the finished SWPPP.

- Property boundaries
- Buildings and impervious surfaces
- Directions of storm water flow (use arrows)
- Locations of structural control measures
- Facility BMPs (non-structural)
- Location and name of the nearest defined drainage(s) which could receive runoff from the facility, whether it contains water or not
- Locations of all storm water conveyances including ditches, pipes, basins, inlets, and swales
- Locations where on-site activities may be exposed to storm water, including, but limited to the following:
    - Fixed fueling operations
    - Vehicle and equipment maintenance and/or cleaning areas
    - Brine making areas
    - Loading/unloading areas
    - Waste storage or disposal areas
    - Liquid storage tanks
    - Process and equipment operating areas
    - Materials storage or disposal areas
- Locations where significant spills or leaks have occurred
- Locations of all visual storm water monitoring points
- Locations of storm water inlets and outfalls, with a unique identification code for each outfall and an approximate outline of the areas draining to each outfall;
- Locations of all non-storm water discharges
- Locations of sources of run-on to your site from adjacent properties.

The site map for this facility can be found in **Attachment A.**

SECTION 2: POTENTIAL POLLUTANT SOURCES.

Section 2 will describe all areas at your facility where industrial materials or activities are exposed to storm water or from which allowable non-storm water discharges originate. Industrial materials or activities include, but are not limited to: material handling equipment or activities; industrial machinery; raw materials; industrial production and processes; and intermediate products, by-products, final products, and waste products. Material handling activities include, but are not limited to: the storage, loading and unloading, transportation, disposal or conveyance of any raw material, intermediate product, final product or waste product. For structures located in areas of industrial activity, you must be aware that the structures themselves are potential sources of pollutants. This could occur, for example, when metals such as aluminum or copper are leached from the structures as a result of acid rain.

2.1 Risk Identification/ Potential Pollutant Sources/Exposed Materials.

Instructions:

Use the table below to create a comprehensive list of (1) industrial activities and (2) materials exposed to storm water and storm runoff.

For each item: name the pollutants or pollutant constituents (e.g., vactor decant water, compost pile, salt, motor oil, fuel, battery acid, and cleaning solvents) associated with these activities. Materials must include those handled within the past three years.

Activities may include: vehicle washing, salt loading and unloading operations; outdoor storage activities; significant dust or particulate generating processes; and onsite waste disposal practices.

Description of Potential Pollutant Sources (activities/materials/ physical features)	**Pollutants**	**Location**	**BMPs Used to Minimize Contact with Storm Water Runoff** (Ex: cover with tarps, store materials outside of drainage pathways, scheduled sweeping, etc.)	**Control Measures Used to Reduce Pollutants in Storm Water Runoff** (Ex: oil-water separators, inlet protection, detention/retention ponds, sanitary sewer connection, etc.)
Vehicle Washing	Oils and grease	*see Attachment A	Per SOP 1.26 Vehicle Washing, washing shall occur only designated areas, minimize water use and detergents, wash water not discharged to storm drain, pre-clean vehicles w/ dry methods,	Drying Basin, Oil and Grease Separator
Wastewater treatment	Sewage	*see Attachment A	All spills shall be reported and cleaned up per SOP 1.21 Spill and Improper Disposal Response & Clean-up	Structural containment of sewage in treatment train
Salt Storage Pile	Salt	*see Attachment A	Per SOP 1.18 Salt and Sand/Aggregate Storage, cover piles when possible, keep piles well-groomed, keep pile away from storm water controls, regularly sweep loading areas and	N/A

			track-out areas, keep clean and free of general debris and potential hazards, cover pile	
Dumpsters	Trash	*see Attachment A	Per SOP 1.6 Dumpster maintenance, locate on stabilized surface away from storm drain inlets, ensure lids and doors are functional and closed when not in use, immediately clean up any spills or leaked material, dumpsters shall not be overfilled	N/A

2.2 Spills and Leaks.

Instructions:

Use the following table to provide a list of any significant (25 gallons or more) spills and leaks of oil or hazardous pollutants, that occurred in the prior 3 years. Significant spills and leaks are required to be reported to DEQ if discharged to a waterbody or MS4.

Note: Significant spills and leaks include, but are not limited to, releases of oil or hazardous substances in excess of quantities that are reportable under CWA Section 311 (see 40 CFR 110.6 and 40 CFR 117.21) or Section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 USC §9602.

Description of Past Spills/Leaks

Date	Description	Corrective Action
N/A	N/A	N/A

2.3 Allowable Non-storm Water Discharges.

Instructions:

Use the following table to summarize your non-storm water discharge evaluation results. The table contains the complete list of allowable non-storm water discharges from section 1.2.2. of the MS4 Permits.

Allowable Non-Storm Water Discharge	Locations	Controls
Water line flushing	N/A	N/A
Landscape irrigation	N/A	N/A
Diverted stream flows	N/A	N/A
Rising ground waters	N/A	N/A
Uncontaminated ground water infiltration	N/A	N/A
Uncontaminated pumped ground water	N/A	N/A

Discharges from potable water sources	N/A	N/A
Foundation drains	N/A	N/A
Air conditioning condensate	N/A	N/A
Irrigation water	N/A	N/A
Uncontaminated springs	N/A	N/A
Water from crawl space pumps	N/A	N/A
Footing drains	N/A	N/A
Lawn watering runoff	N/A	N/A
Individual residential car washing	N/A	N/A
Flows from riparian habitats and wetlands	N/A	N/A
Dechlorinated swimming pool discharges	N/A	N/A
Residual street wash water	N/A	N/A
Dechlorinated water reservoir discharges	N/A	N/A
Discharges or flows from emergency firefighting activity	N/A	N/A

SECTION 3: NON-STRUCTURAL STORM WATER CONTROL MEASURES.

Instructions:

Structural BMPs on site should have been addressed in Section 2.1. Use this section to describe any non-structural BMPs such as good housekeeping practices, preventative maintenance programs, spill prevention and response procedures, and inspections to prevent pollutants from entering the storm drain system

3.1 Good Housekeeping.

Instructions:

Describe any practices you are implementing to keep exposed areas of your site clean. Describe where each practice is being implemented at your site. Include here your schedule for: (1) regular pickup and disposal of waste materials, and (2) routine inspections for leaks and of the condition of drums, tanks and containers. Additional good housekeeping can include using dumpsters with closed lids and using sweeper trucks to clean paved surfaces. Include any relevant MS4 SOPs in **Attachment B**.

The following Good Housekeeping SOPs are being implemented on the site:

- SOP 1.6 Dumpster Maintenance – at all dumpster locations shown in Attachment A
- SOP 1.11 Parking Lot Maintenance – at all parking lots
- SOP 1.18 Salt Storage – at all salt pile
- SOP 1.20 Spill Prevention Plan – All facilities that are at risk of a spill or leak
- SOP 1.21 Spill and Improper Disposal Response & Clean-up – All facilities that are at risk of a spill or leak
- SOP 1.23 Snow Removal and De-icing – All drivable surfaces

- SOP 1.24 Vehicle and Equipment Fueling – all vehicles are fueled via mobile fueling with the fuel trucks stored at the Streets Dept. garage
- SOP 1.25 Vehicle and Equipment Storage – all garages, parking and equipment storage locations on site
- SOP 1.26 Vehicle Washing – all vehicle washing locations on site

3.2 Maintenance.

Instructions:
Describe procedures (1) to maintain industrial equipment so that spills/leaks are avoided and (2) to keep control measures in effective operating condition. Include the schedule you will follow for such maintenance activities. Describe where each applicable procedure is being implemented at the site. Include any relevant MS4 SOPs in **Attachment B**. Maintenance records for BMPs must be kept in **Attachment C**.

SOP 1.20 Spill Prevention Plan describes the procedures taken to minimize potential leaks, spills, or other releases. The schedule for these maintenance activities includes:

Per Payson SWMP, "Monthly visual inspections for high priority city facilities will be conducted per task calendar in Section 4.2.6.3 [of the Payson SWMP]. A monthly log will keep track of visual inspections. If there is evidence of spills or other potential pollutants, the pollutant must be immediately cleaned up and a report completed.

City Storm Water Inspectors will conduct semi-annual comprehensive inspections of "high priority" facilities, including all storm water controls. Inspections will be documented and recorded with the City's online inspection software.

Annual visual inspections during the wet season will be obtained once per year. Because of the work hours and other hindrances, if a rain event occurs during working hours, inspections will be done on the high priority sites to observe the discharge to the storm drain. If problems are observed, it will be documented within the report and a solution to fix the problem will be proposed. Inspection records will be kept with the City's online inspection software. SOPs for monthly, semi-annually, and discharge inspections will be located in Appendix D of this document."

3.3 Spill Prevention and Response.

Instructions:
Describe any structural controls or procedures used to minimize the potential for leaks, spills and other releases. Procedures for cleaning up spills shall also be identified. This may also be satisfied by having a reference to your Spill Pollution Prevention and Countermeasure Plan (SPCCP) if there is one in place.

Descriptions may include properly labeling containers, any procedures for material storage and handling (secondary containment or barriers to protect storage areas), training on spill response and proper notification, and strategically located spill kits. Include any relevant MS4 SOPs in **Attachment B**.

SOP 1.20 Spill Prevention Plan and SOP 1.21 Spill and Improper Disposal Response & Clean-up describe the procedures taken to minimize potential leaks, spills, or other releases.

3.4 Erosion and Sediment Controls.

Instructions:
Describe any areas that have a high potential for significant soil erosion and identify structural, vegetative, and/or stabilization measures used to limit erosion.

This site is very flat and does not have any soil erosion control concerns.

3.5 Management of Runoff.

Instructions:
Describe the appropriateness and use of controls at your site to divert, infiltrate, reuse or otherwise manage storm water runoff in a manner that reduces pollutants in storm water discharges (other than control of the generation of pollutant sources). Activities may include vegetative sales and practices, reuse of collected storm water, snow management activities, etc.

Runoff is contained on site, collected, and discharged into the Wastewater Reclamation Facility. Any runoff not collected infiltrates in pervious areas on site.

3.6 Employee Training.

Instructions
Provide the elements of your training plan, including:

- The content of the training (spill response, good housekeeping, material management practices, etc);
- The frequency/schedule of training for employees who work in areas where industrial materials or activities are exposed to storm water, or who are responsible for implementing activities necessary to meet the conditions of the permit.
- Training logs should be kept in **Attachment D**

Per Section 4.2.1.4 of the Payson SWMP, the Annual City Employee MS4 Training shall be provided to all city employees annually with topics including IDDE, construction oversight, post-construction, SOPs, and good housekeeping. Trainings shall be documented accordingly on the Training Record Form.

SECTION 4: INSPECTIONS AND ASSESSMENTS.

4.1 Monthly Visual Inspections.

Instructions:

Describe the procedures you will follow for conducting any monthly facility inspections and related storm water outfalls (this could reference the MS4 developed SOP). Include any relevant MS4 SOPs in **Attachment B**. Inspections must be documented and included in **Attachment C**.

Inspections must include:

- Visual check of all storm water related outfalls at the high-priority facility
- Verification of the performance of the BMPs and all other systems designed and placed to eliminate pollutant discharges (this should reference BMPs identified in Section 2.1)
- Documentation of any identified deficiencies and the corrective actions taken to fix the deficiencies (including dates) in an inspection log

SOP 1.27 Monthly Visual Inspection of High-Priority Facilities will be used for all monthly facility inspections related to storm water runoff.

4.2 Semi-Annual Comprehensive Inspections.

Instructions:

Describe the procedures you will follow for conducting any Semi-Annual Comprehensive facility inspections (this could reference the MS4 developed SOP). Include any relevant MS4 SOPs in **Attachment B**. Include locations to inspect and schedule. Document any findings of your facility inspections and maintain this report with your SWPPP. Inspections must be documented and included in **Attachment C**. The EPA has an industrial storm water inspection form that can be used: https://www.epa.gov/sites/production/files/2015-09/documents/msgp2008_appendixi.pdf

At a minimum, a comprehensive site compliance evaluation must be completed twice a year. This should include:

- Visual inspection of all storm water related outfalls at the high-priority facility
- Verification of the performance of the BMPs and all other systems designed and placed to eliminate pollutant discharges (this should reference BMPs identified in Section 2.1)
- Visual inspection of waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant- generating areas (must be identified in Section 2.1.)
- Documentation of any identified deficiencies and the corrective actions taken to fix the deficiencies (including dates) in an inspection report
- Review of monthly inspections to identify BMP effectiveness or ongoing maintenance concerns
- Any updates or modifications to the SWPPP including updated contact information, updated potential pollutant sources, or changes in pollution prevention measures.

SOP 1.28 Semi-Annual Comprehensive Inspection of High-Priority Facilities will be used for all semi-annual facility inspections related to storm water runoff.

4.3 Annual Visual Assessment of Storm Water Discharges.

Instructions:

Describe the procedures you will follow for conducting quarterly visual assessments of storm water discharges from each outfall (this could reference the MS4 developed SOP). Include any relevant MS4 SOPs in **Attachment B**.

The visual assessment should be made:

- On samples collected within the first 30 minutes (or as soon as practical, but not to exceed one hour) from when runoff or snow melt begins discharging. Observations shall include color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen and other pollution indicators; and
- For storm events, on discharges that occur at least 72 hours (3 days) from the previous discharge and that are greater than 0.1 inches in magnitude.

Document the results of your visual assessments and maintain this documentation onsite with your SWPPP in **Attachment C**. A monitoring report form is available on the DWQ website to record visual inspections.

SOP 1.29 Annual Visual Assessment of Storm Water Outfall Discharges for High-Priority Facilities will be used for all annual facility inspections related to storm water runoff.

SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS.

5.1 Other Laws.

Instructions:

If applicable, include any documentation you have that supports your compliance with other storm water requirements or laws. These could include local storm water requirements, and laws pertaining to threatened or endangered species or historic properties.

N/A

5.2 EPCRA Section 313 Requirements.

Instructions:

If the facility contains Section 313 water priority chemicals, describe practices such as covers or drainage control to prevent or minimize exposure of storm water and wind and discuss measures taken to conform with other Section 313 regulations.

N/A

SECTION 6: SWPPP CERTIFICATION.

Instructions:
The following certification statement must be signed and dated by a person who meets the requirements of the MS4 Permit Part 6.8.

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.

Name: David Tuckett Title: City Manager

Signature: _____ Date: _____

SWPPP ATTACHMENTS

Attach the following documentation to the SWPPP:

Attachment A – Site Map

Include a copy of your site map(s).

Attachment B – MS4 SOPs

Attach copies of relevant pollution prevention and good housekeeping SOPs

Attachment C – Inspection and Maintenance Reports

Attach copies of completed inspection and maintenance reports.

Attachment D – Training Records

Attach copies of completed training records.

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

MS4 High Priority Facility
SWPPP Template

This template has been developed to assist Municipal Separate Storm Sewer System (MS4) Operators in Utah comply with the requirements under Utah's MS4 Permits and the requirements for high priority facilities. This template is not a substitute for specific general permit requirements. A copy of the current MS4 Permits are available at: https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4s-permits-updes-permits

Depending on the facility's Standard Industrial Classification (SIC) Code, Industrial Storm Water Multi-Sector General Permit (MSGP) and the requirements for specific industrial sectors (Appendix I of the Permit) may also be required. If this is the case, the MS4 operator must follow requirements of the MSGP including any specific SWPPP requirements. A complete list of the SIC codes required to obtain permit coverage as well as the SIC specific requirements can be found on the Division of Water Quality's website at: https://deq.utah.gov/water-quality/general-multi-sector-industrial-storm-water-permit-updes-permits

Using the High Priority SWPPP Template

- **This template is designed for use by all high priority facilities. The template is NOT tailored to your individual high priority facility.**
- **Each section includes instructions and space for your facility's specific information. You should read the instructions for each section before you complete that section. The Template was designed so that you can add tables and additional text if necessary.**
- **To make it easier to complete, the Template generally uses blue text where the operator is expected to enter information.**
- **Your completed SWPPP should remain on site and be easily accessible if requested by an inspector. A copy of the SWPPP does not need to be submitted to the State.**

The Utah Division of Water Quality (DWQ) notes that while DWQ has made every effort to ensure the accuracy of all instructions and guidance contained in the Template, the actual obligations of regulated industrial facilities are determined by the relevant provisions of the permit, not by the Template. In the event of a conflict between the Template and any corresponding provision of the MS4 Permit(s), the permit controls. DWQ welcomes comments on the Template at any time and will consider those comments in any future revision of this document.

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

Storm Water Pollution Prevention Plan

for:

Payson Public Works & WRF Complex
1062 N. Main St.
Payson, UT, 84651

(801) 465-5278

SWPPP Contact(s):

Payson City
Dale Carter
1062 N. Main St.
Payson, UT, 84651
(385) 899-7250
dalec@paysonutah.gov

SWPPP Preparation Date:

10/ 08 / 2026

Contents

Table of Contents

SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION. 3
1.1 Facility Information. 3
1.2 Storm Water Pollution Prevention Team. 4
1.3 Site Description. 4
1.4 Site Map. 5
SECTION 2: POTENTIAL POLLUTANT SOURCES. 6
2.1 Risk Identification/ Potential Pollutant Sources/Exposed Materials. 6
2.2 Spills and Leaks. 7
2.3 Allowable Non-storm Water Discharges. 7
SECTION 3: NON-STRUCTURAL STORM WATER CONTROL MEASURES. 8
3.1 Good Housekeeping. 8
3.2 Maintenance. 9
3.3 Spill Prevention and Response. 9
3.4 Erosion and Sediment Controls. 10
3.5 Management of Runoff. 10
3.6 Employee Training. 10
SECTION 4: INSPECTIONS AND ASSESSMENTS. 11
4.1 Monthly Visual Inspections. 11
4.2 Semi-Annual Comprehensive Inspections. 11
4.3 Annual Visual Assessment of Storm Water Discharges. 12
SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS. 12
5.1 Other Laws. 12
5.2 EPCRA Section 313 Requirements. 12
SECTION 6: SWPPP CERTIFICATION. 13
SWPPP ATTACHMENTS 14

SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION.

1.1 Facility Information.

Instructions:

- Please fill out the following information for this facility

Facility Information

Name of Facility: Payson Public Works, Power Plant, & WRF Complex

Street: 1062 N. Main St

City: Payson State: UT ZIP Code: 84651

Primary Industrial Activity SIC code and Sector: 7999-51

Secondary Industrial Activity SIC code and Sector: _____

Estimated area of industrial activity at site exposed to storm water: 1.25 (acres)

Discharge Information

Does this facility discharge storm water to surface or ground water?

☐Yes ☒No

If discharging to an MS4, name of MS4 operator: _____

Name(s) of surface water(s) that receive storm water from your facility:

_____

_____

_____

Describe infiltration practices if storm water has the potential to discharge to ground water: In pervious areas, runoff that is not collected and added to the wastewater facility is allowed to infiltrate directly into the ground.

1.2 Storm Water Pollution Prevention Team.

Instructions:

The storm water pollution prevention team is responsible for overseeing development of and any modifications to the SWPPP, implementing and maintaining control measures/BMPs, conducting inspections and taking corrective actions when required. The activities and responsibilities of the team shall address all aspects of the facility's storm water pollution prevention plan.

- Identify the staff members (by name and/or title) that comprise the facility's storm water pollution prevention team as well as their individual responsibilities.

Staff Names	Individual Responsibilities
Dale Carter – MS4 Coordinator	Perform or delegate SWPPP actions & Manage SWPPP

1.3 Site Description.

Instructions:

Provide a general description of the "industrial activities" conducted at your facility. It is recommended that you differentiate activities that occur indoors from those that occur outdoors and could be exposed to storm water, or under cover but that could be exposed to run-on. Don't overlook processes that are vented and may contribute pollutants to the roof.

Industrial activities include:

- Wastewater treatment with clarifiers and other parts of the treatment train exposed to outside.
- Power plant distribution with generators, transformers and transmission lines exposed outside. All other industrial activity is contained inside.
- Public Works Dept Street and Fleets division cleaning and maintaining vehicles outside/inside.
- Public Works Dept. is storing materials on site.

1.4 Site Map.

Instructions:

Prepare a site map showing the following information. The site map will be included as **Attachment A** of the finished SWPPP.

- Property boundaries
- Buildings and impervious surfaces
- Directions of storm water flow (use arrows)
- Locations of structural control measures
- Facility BMPs (non-structural)
- Location and name of the nearest defined drainage(s) which could receive runoff from the facility, whether it contains water or not
- Locations of all storm water conveyances including ditches, pipes, basins, inlets, and swales
- Locations where on-site activities may be exposed to storm water, including, but limited to the following:
    - Fixed fueling operations
    - Vehicle and equipment maintenance and/or cleaning areas
    - Brine making areas
    - Loading/unloading areas
    - Waste storage or disposal areas
    - Liquid storage tanks
    - Process and equipment operating areas
    - Materials storage or disposal areas
- Locations where significant spills or leaks have occurred
- Locations of all visual storm water monitoring points
- Locations of storm water inlets and outfalls, with a unique identification code for each outfall and an approximate outline of the areas draining to each outfall;
- Locations of all non-storm water discharges
- Locations of sources of run-on to your site from adjacent properties.

The site map for this facility can be found in **Attachment A.**

SECTION 2: POTENTIAL POLLUTANT SOURCES.

Section 2 will describe all areas at your facility where industrial materials or activities are exposed to storm water or from which allowable non-storm water discharges originate. Industrial materials or activities include, but are not limited to: material handling equipment or activities; industrial machinery; raw materials; industrial production and processes; and intermediate products, by-products, final products, and waste products. Material handling activities include, but are not limited to: the storage, loading and unloading, transportation, disposal or conveyance of any raw material, intermediate product, final product or waste product. For structures located in areas of industrial activity, you must be aware that the structures themselves are potential sources of pollutants. This could occur, for example, when metals such as aluminum or copper are leached from the structures as a result of acid rain.

2.1 Risk Identification/ Potential Pollutant Sources/Exposed Materials.

Instructions:

Use the table below to create a comprehensive list of (1) industrial activities and (2) materials exposed to storm water and storm runoff.

For each item: name the pollutants or pollutant constituents (e.g., vactor decant water, compost pile, salt, motor oil, fuel, battery acid, and cleaning solvents) associated with these activities. Materials must include those handled within the past three years.

Activities may include: vehicle washing, salt loading and unloading operations; outdoor storage activities; significant dust or particulate generating processes; and onsite waste disposal practices.

Description of Potential Pollutant Sources (activities/materials/ physical features)	**Pollutants**	**Location**	**BMPs Used to Minimize Contact with Storm Water Runoff** (Ex: cover with tarps, store materials outside of drainage pathways, scheduled sweeping, etc.)	**Control Measures Used to Reduce Pollutants in Storm Water Runoff** (Ex: oil-water separators, inlet protection, detention/retention ponds, sanitary sewer connection, etc.)
Vehicle Washing	Oils and grease	*see Attachment A	Per SOP 1.26 Vehicle Washing, washing shall occur only designated areas, minimize water use and detergents, wash water not discharged to storm drain, pre-clean vehicles w/ dry methods,	Drying Basin, Oil and Grease Separator
Wastewater treatment	Sewage	*see Attachment A	All spills shall be reported and cleaned up per SOP 1.21 Spill and Improper Disposal Response & Clean-up	Structural containment of sewage in treatment train
Salt Storage Pile	Salt	*see Attachment A	Per SOP 1.18 Salt and Sand/Aggregate Storage, cover piles when possible, keep piles well-groomed, keep pile away from storm water controls, regularly sweep loading areas and	N/A

			track-out areas, keep clean and free of general debris and potential hazards, cover pile	
Dumpsters	Trash	*see Attachment A	Per SOP 1.6 Dumpster maintenance, locate on stabilized surface away from storm drain inlets, ensure lids and doors are functional and closed when not in use, immediately clean up any spills or leaked material, dumpsters shall not be overfilled	N/A

2.2 Spills and Leaks.

Instructions:

Use the following table to provide a list of any significant (25 gallons or more) spills and leaks of oil or hazardous pollutants, that occurred in the prior 3 years. Significant spills and leaks are required to be reported to DEQ if discharged to a waterbody or MS4.

Note: Significant spills and leaks include, but are not limited to, releases of oil or hazardous substances in excess of quantities that are reportable under CWA Section 311 (see 40 CFR 110.6 and 40 CFR 117.21) or Section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 USC §9602.

Description of Past Spills/Leaks

Date	Description	Corrective Action
N/A	N/A	N/A

2.3 Allowable Non-storm Water Discharges.

Instructions:

Use the following table to summarize your non-storm water discharge evaluation results. The table contains the complete list of allowable non-storm water discharges from section 1.2.2. of the MS4 Permits.

Allowable Non-Storm Water Discharge	Locations	Controls
Water line flushing	N/A	N/A
Landscape irrigation	N/A	N/A
Diverted stream flows	N/A	N/A
Rising ground waters	N/A	N/A
Uncontaminated ground water infiltration	N/A	N/A
Uncontaminated pumped ground water	N/A	N/A

Discharges from potable water sources	N/A	N/A
Foundation drains	N/A	N/A
Air conditioning condensate	N/A	N/A
Irrigation water	N/A	N/A
Uncontaminated springs	N/A	N/A
Water from crawl space pumps	N/A	N/A
Footing drains	N/A	N/A
Lawn watering runoff	N/A	N/A
Individual residential car washing	N/A	N/A
Flows from riparian habitats and wetlands	N/A	N/A
Dechlorinated swimming pool discharges	N/A	N/A
Residual street wash water	N/A	N/A
Dechlorinated water reservoir discharges	N/A	N/A
Discharges or flows from emergency firefighting activity	N/A	N/A

SECTION 3: NON-STRUCTURAL STORM WATER CONTROL MEASURES.

Instructions:

Structural BMPs on site should have been addressed in Section 2.1. Use this section to describe any non-structural BMPs such as good housekeeping practices, preventative maintenance programs, spill prevention and response procedures, and inspections to prevent pollutants from entering the storm drain system

3.1 Good Housekeeping.

Instructions:

Describe any practices you are implementing to keep exposed areas of your site clean. Describe where each practice is being implemented at your site. Include here your schedule for: (1) regular pickup and disposal of waste materials, and (2) routine inspections for leaks and of the condition of drums, tanks and containers. Additional good housekeeping can include using dumpsters with closed lids and using sweeper trucks to clean paved surfaces. Include any relevant MS4 SOPs in **Attachment B**.

The following Good Housekeeping SOPs are being implemented on the site:

- SOP 1.6 Dumpster Maintenance – at all dumpster locations shown in Attachment A
- SOP 1.11 Parking Lot Maintenance – at all parking lots
- SOP 1.18 Salt Storage – at all salt pile
- SOP 1.20 Spill Prevention Plan – All facilities that are at risk of a spill or leak
- SOP 1.21 Spill and Improper Disposal Response & Clean-up – All facilities that are at risk of a spill or leak
- SOP 1.23 Snow Removal and De-icing – All drivable surfaces

- SOP 1.24 Vehicle and Equipment Fueling – all vehicles are fueled via mobile fueling with the fuel trucks stored at the Streets Dept. garage
- SOP 1.25 Vehicle and Equipment Storage – all garages, parking and equipment storage locations on site
- SOP 1.26 Vehicle Washing – all vehicle washing locations on site

3.2 Maintenance.

Instructions:
Describe procedures (1) to maintain industrial equipment so that spills/leaks are avoided and (2) to keep control measures in effective operating condition. Include the schedule you will follow for such maintenance activities. Describe where each applicable procedure is being implemented at the site. Include any relevant MS4 SOPs in **Attachment B**. Maintenance records for BMPs must be kept in **Attachment C**.

SOP 1.20 Spill Prevention Plan describes the procedures taken to minimize potential leaks, spills, or other releases. The schedule for these maintenance activities includes:

Per Payson SWMP, "Monthly visual inspections for high priority city facilities will be conducted per task calendar in Section 4.2.6.3 [of the Payson SWMP]. A monthly log will keep track of visual inspections. If there is evidence of spills or other potential pollutants, the pollutant must be immediately cleaned up and a report completed.

City Storm Water Inspectors will conduct semi-annual comprehensive inspections of "high priority" facilities, including all storm water controls. Inspections will be documented and recorded with the City's online inspection software.

Annual visual inspections during the wet season will be obtained once per year. Because of the work hours and other hindrances, if a rain event occurs during working hours, inspections will be done on the high priority sites to observe the discharge to the storm drain. If problems are observed, it will be documented within the report and a solution to fix the problem will be proposed. Inspection records will be kept with the City's online inspection software. SOPs for monthly, semi-annually, and discharge inspections will be located in Appendix D of this document."

3.3 Spill Prevention and Response.

Instructions:
Describe any structural controls or procedures used to minimize the potential for leaks, spills and other releases. Procedures for cleaning up spills shall also be identified. This may also be satisfied by having a reference to your Spill Pollution Prevention and Countermeasure Plan (SPCCP) if there is one in place.

Descriptions may include properly labeling containers, any procedures for material storage and handling (secondary containment or barriers to protect storage areas), training on spill response and proper notification, and strategically located spill kits. Include any relevant MS4 SOPs in **Attachment B**.

SOP 1.20 Spill Prevention Plan and SOP 1.21 Spill and Improper Disposal Response & Clean-up describe the procedures taken to minimize potential leaks, spills, or other releases.

3.4 Erosion and Sediment Controls.

Instructions:
Describe any areas that have a high potential for significant soil erosion and identify structural, vegetative, and/or stabilization measures used to limit erosion.

This site is very flat and does not have any soil erosion control concerns.

3.5 Management of Runoff.

Instructions:
Describe the appropriateness and use of controls at your site to divert, infiltrate, reuse or otherwise manage storm water runoff in a manner that reduces pollutants in storm water discharges (other than control of the generation of pollutant sources). Activities may include vegetative sales and practices, reuse of collected storm water, snow management activities, etc.

Runoff is contained on site, collected, and discharged into the Wastewater Reclamation Facility. Any runoff not collected infiltrates in pervious areas on site.

3.6 Employee Training.

Instructions
Provide the elements of your training plan, including:

- The content of the training (spill response, good housekeeping, material management practices, etc);
- The frequency/schedule of training for employees who work in areas where industrial materials or activities are exposed to storm water, or who are responsible for implementing activities necessary to meet the conditions of the permit.
- Training logs should be kept in **Attachment D**

Per Section 4.2.1.4 of the Payson SWMP, the Annual City Employee MS4 Training shall be provided to all city employees annually with topics including IDDE, construction oversight, post-construction, SOPs, and good housekeeping. Trainings shall be documented accordingly on the Training Record Form.

SECTION 4: INSPECTIONS AND ASSESSMENTS.

4.1 Monthly Visual Inspections.

Instructions:

Describe the procedures you will follow for conducting any monthly facility inspections and related storm water outfalls (this could reference the MS4 developed SOP). Include any relevant MS4 SOPs in **Attachment B**. Inspections must be documented and included in **Attachment C**.

Inspections must include:

- Visual check of all storm water related outfalls at the high-priority facility
- Verification of the performance of the BMPs and all other systems designed and placed to eliminate pollutant discharges (this should reference BMPs identified in Section 2.1)
- Documentation of any identified deficiencies and the corrective actions taken to fix the deficiencies (including dates) in an inspection log

SOP 1.27 Monthly Visual Inspection of High-Priority Facilities will be used for all monthly facility inspections related to storm water runoff.

4.2 Semi-Annual Comprehensive Inspections.

Instructions:

Describe the procedures you will follow for conducting any Semi-Annual Comprehensive facility inspections (this could reference the MS4 developed SOP). Include any relevant MS4 SOPs in **Attachment B**. Include locations to inspect and schedule. Document any findings of your facility inspections and maintain this report with your SWPPP. Inspections must be documented and included in **Attachment C**. The EPA has an industrial storm water inspection form that can be used: https://www.epa.gov/sites/production/files/2015-09/documents/msgp2008_appendixi.pdf

At a minimum, a comprehensive site compliance evaluation must be completed twice a year. This should include:

- Visual inspection of all storm water related outfalls at the high-priority facility
- Verification of the performance of the BMPs and all other systems designed and placed to eliminate pollutant discharges (this should reference BMPs identified in Section 2.1)
- Visual inspection of waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant- generating areas (must be identified in Section 2.1.)
- Documentation of any identified deficiencies and the corrective actions taken to fix the deficiencies (including dates) in an inspection report
- Review of monthly inspections to identify BMP effectiveness or ongoing maintenance concerns
- Any updates or modifications to the SWPPP including updated contact information, updated potential pollutant sources, or changes in pollution prevention measures.

SOP 1.28 Semi-Annual Comprehensive Inspection of High-Priority Facilities will be used for all semi-annual facility inspections related to storm water runoff.

4.3 Annual Visual Assessment of Storm Water Discharges.

Instructions:

Describe the procedures you will follow for conducting quarterly visual assessments of storm water discharges from each outfall (this could reference the MS4 developed SOP). Include any relevant MS4 SOPs in **Attachment B**.

The visual assessment should be made:

- On samples collected within the first 30 minutes (or as soon as practical, but not to exceed one hour) from when runoff or snow melt begins discharging. Observations shall include color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen and other pollution indicators; and
- For storm events, on discharges that occur at least 72 hours (3 days) from the previous discharge and that are greater than 0.1 inches in magnitude.

Document the results of your visual assessments and maintain this documentation onsite with your SWPPP in **Attachment C**. A monitoring report form is available on the DWQ website to record visual inspections.

SOP 1.29 Annual Visual Assessment of Storm Water Outfall Discharges for High-Priority Facilities will be used for all annual facility inspections related to storm water runoff.

SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS.

5.1 Other Laws.

Instructions:

If applicable, include any documentation you have that supports your compliance with other storm water requirements or laws. These could include local storm water requirements, and laws pertaining to threatened or endangered species or historic properties.

N/A

5.2 EPCRA Section 313 Requirements.

Instructions:

If the facility contains Section 313 water priority chemicals, describe practices such as covers or drainage control to prevent or minimize exposure of storm water and wind and discuss measures taken to conform with other Section 313 regulations.

N/A

SECTION 6: SWPPP CERTIFICATION.

Instructions:
The following certification statement must be signed and dated by a person who meets the requirements of the MS4 Permit Part 6.8.

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.

Name: David Tuckett Title: City Manager

Signature: _____ Date: _____

SWPPP ATTACHMENTS

Attach the following documentation to the SWPPP:

Attachment A – Site Map

Include a copy of your site map(s).

Attachment B – MS4 SOPs

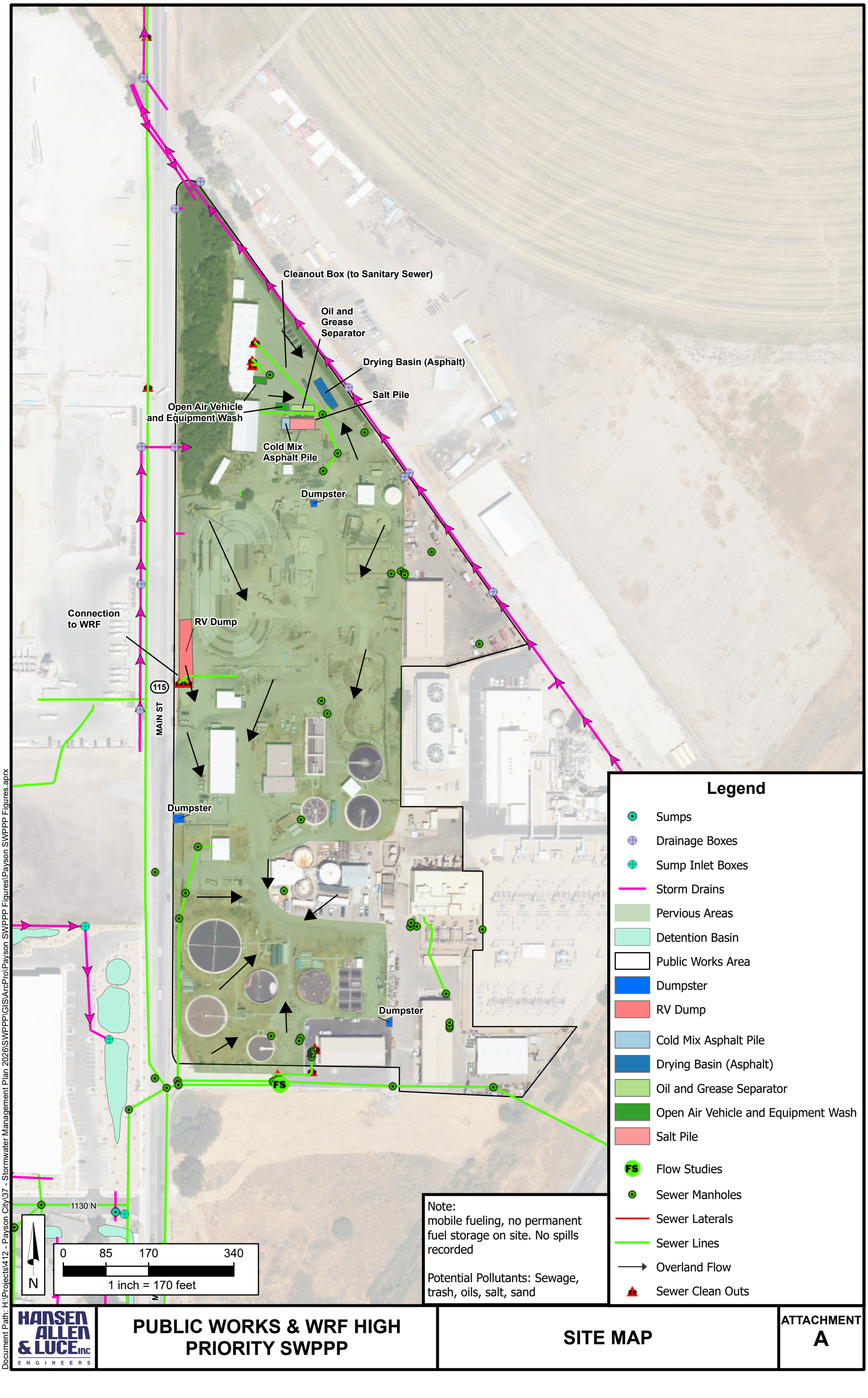
Attach copies of relevant pollution prevention and good housekeeping SOPs

Attachment C – Inspection and Maintenance Reports

Attach copies of completed inspection and maintenance reports.

Attachment D – Training Records

Attach copies of completed training records.



Date: 10/6/2026
Document Path: H:\Projects\412 - Payson City\37 - Stormwater Management Plan 2026\SWPPP\GIS\ArcPro\Payson SWPPP Figures\Payson SWPPP Figures.aprx

HANSEN ALLEN & LUCE inc ENGINEERS

PUBLIC WORKS & WRF HIGH PRIORITY SWPPP

SITE MAP

ATTACHMENT
A

Industrial Stormwater Pollution Prevention Plan Template

This template has been developed to assist facilities in Utah to comply with the requirements of Utah's Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activities (MSGP) and the requirements for specific industrial sectors (*Appendix I of the Permit*).

This template is not a substitute for the general permit or specific *Appendix I* requirements. When developing the Stormwater Pollution Prevention Plan, the permittee should ensure all required components have been included by referencing *Part VII* of the MSGP and all applicable *Appendix I* sections. A copy of the MSGP is available at: https://deq.utah.gov/water-quality/general-multi-sector-industrial-storm-water-permit-updes-permits

Using the Industrial Stormwater Pollution Prevention Plan Template

- **This Template is designed for use by all facilities eligible for coverage under the MSGP. The Template is NOT tailored to your individual industrial sector. Depending upon your industrial sector (*see Appendix I of the MSGP*), you may need to address additional requirements.**
- **Complete a Stormwater Pollution Prevention Plan *before* submitting your Notice of Intent (NOI) for permit coverage.**
- **Each section includes instructions and space for your facility's specific information. You should read the instructions for each section before you complete that section. The Template was designed so that you can add tables and additional text if necessary.**
- **To make it easier to complete, the Template generally uses blue text where the operator is expected to enter information.**
- **Your completed Stormwater Pollution Prevention Plan should remain on site in an accessible format and be able to be made available if requested by an inspector. A copy does not need to be submitted to the State when the NOI is submitted.**

The Utah Division of Water Quality (DWQ) notes that while DWQ has made every effort to ensure the accuracy of all instructions and guidance contained in the Template, the actual obligations of regulated industrial facilities are determined by the relevant provisions of the permit, not by the Template. In the event of a conflict between the Template and any corresponding provision of the MSGP, the permit controls. DWQ welcomes comments on the Template at any time and will consider those comments in any future revision of this document.

Storm Water Pollution Prevention Plan

for:

Payson Landfill
6211 W 10400 S
Payson, UT 84651
(801) 404-6503

Storm Water Pollution Prevention Plan Contact(s):

Payson City
Dale Carter
1062 N. Main St.
Payson, UT, 84651
(385) 899-7250
dalec@paysonutah.gov

Storm Water Pollution Prevention Plan Preparation Date:

10/ 08/ 2026

Contents

1.0 CERTIFICATION. 2
2.0 KEEPING PLANS CURRENT. 2
3.0 CONTENTS OF THE PLAN. 3
3.1 Pollution Prevention Team. 3
3.2 Description of Activities at the Facility. 3
3.3 Site Map. 4
3.4 Summary of Potential Pollutant Sources. 5
3.5 Measures and Controls. 7
3.5.1 Good Housekeeping. 7
3.5.2 Preventative Maintenance. 7
3.5.3 Employee Training. 8
3.5.4 Spill Prevention and Response Procedures. 9
3.6 Non-Stormwater Discharge Evaluation. 11
3.7 Inspections, Assessments, and Evaluations. 11
3.8 Monitoring and Reporting. 12
3.9 Additional Plan Documentation. 12
3.10 Modification Log. 13
ATTACHMENT 1: Site Map 14
ATTACHMENT 2: Employee Training 15
ATTACHMENT 3: Significant Spills of Toxic or Hazardous Pollutants 17
ATTACHMENT 4: Non-Stormwater Discharge Evaluation 19
ATTACHMENT 5: Routine Facility Inspections 21
ATTACHMENT 6: Visual Stormwater Quality Assessments 23
ATTACHMENT 7: Comprehensive Site Compliance Evaluations 25
ATTACHMENT 8: Additional Plan Documents 27

1.0 CERTIFICATION.

***MSGP Part VII.B.1*:**

The Plan shall be signed and dated in accordance with *Part VIII.K* of the MSGP.

This includes being signed by a person who is authorized to sign (see *MSGP Part VIII.K.1*).

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 gather and evaluate 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.

Name: Dave Tuckett Title: City Manager

Signature: Date:

2.0 KEEPING PLANS CURRENT.

***MSGP Part VII.C*:**

The Plan should be reviewed by the permittee at least annually to ensure it reflects existing operations and site conditions.

Date of Review	Name of Reviewer	To the best of my knowledge, this Plan is accurate and up-to-date.	Reviewer Signature
10/8/2026	Dale Carter	Yes ☐ No ☐	

3.0 CONTENTS OF THE PLAN.

3.1 Pollution Prevention Team.

***MSGP Part VII.D.1*:**

The storm water pollution prevention team is responsible for developing the Plan and assisting in its implementation, review, and modification. The activities and responsibilities of the team shall address all aspects of the facility's Plan.

- Identify individuals, by name or title, who are members of the storm water pollution prevention team as well as their individual responsibilities.

Name and/or Title	Individual Responsibilities
Dale Carter	MS4 Coordinator – Implementing and enforcing the SWPPP

3.2 Description of Activities at the Facility.

***MSGP Part VII.D.2*:**

The Plan shall provide a brief description of the nature of industrial activities at the facility.

- It is recommended that you differentiate activities that occur indoors from those that occur outdoors and could be exposed to stormwater, or under cover but that could be exposed to run-on. Don't overlook processes that are vented and may contribute pollutants to the roof.

Municipal landfill activities, including green waste, are conducted here. All activities are outdoors. No hazardous waste, liquids of any kind, freezers, batteries or refrigerators are accepted at this site.

3.3 Site Map.

***MSGP Part VII.D.3*:**

The Plan shall include a site map showing the location of the following, if applicable.

- Boundaries of the facility property;
- Significant structures and impervious surfaces;
- Directions of stormwater flow (indicated by arrows);
- Areas with high soil erosion potential due to activities, topography, or other factors;
- Stormwater control measures;
- Receiving waters, including wetlands, in the immediate vicinity of the facility;
- Stormwater conveyances, including ditches, pipes, and swales;
- Potential pollutant sources identified in *Part VII.D.4* of the MSGP;
- Where significant spills or leaks, as discussed in *Part VII.D.5.d* of the MSGP have occurred for three years prior to the submission of the NOI and up to the present day;
- Stormwater monitoring points;
- Stormwater discharge points, numbered or labeled, and an outline of the portion of the drainage area located within facility boundaries that drains to the discharge point;
- Where stormwater discharges to the MS4, if applicable;
- Run-on to the site from adjacent properties that may contain significant quantities of pollutants; and
- All other potential pollutant generating activities exposed to precipitation, including but not limited to:
    - Fueling stations;
    - Vehicle and equipment maintenance and cleaning areas;
    - Loading and unloading areas;
    - Locations used for the treatment, storage, or disposal of wastes;
    - Liquid storage tanks;
    - Salt storage used for deicing or industrial purposes as described in Part III.M.
    - Processing and storage areas; and
    - Activities included in Appendix I for the applicable sector(s).

The site map for this facility can be found in Attachment 1.

3.4 Summary of Potential Pollutant Sources.

***MSGP Part VII.D.4*:**

Use the table below to create an inventory of all potential pollutants the industrial activities, materials, and processes at the facility may pose to stormwater quality, including those listed in Part D of Appendix I of the MSGP, if any. The inventory shall specifically list:

- The activities, materials, and processes located at the facility that may be exposed to precipitation. This includes potential exposure that may occur during any handling, treating, storage, or disposal operations;
- Any significant potential pollutant sources located at the site, to include any water priority chemicals, required to be reported as part of the EPCRA, in Appendix II;
- What the pollutants or pollutant parameters of concern are;
- The location at the facility where these industrial materials or activities are being exposed to stormwater;
- The methods or best management practices (BMPs) being used to reduce or eliminate the pollutants in stormwater runoff; and
- A description of any treatment that is being done to the stormwater prior to discharging, if applicable.

Note: A useful reference to find this information is the Industrial Stormwater Fact Sheet Series at https://www.epa.gov/npdes/industrial-stormwater-fact-sheet-series. This includes a list of typical activities and processes that take place for each sector, along with associated pollutants, pollutant parameters, and methods and BMPs that can be used to reduce or eliminate the pollutants.

Activity	Pollutant Source	Pollutant(s)	Location	BMPs	Treatment (if any)
Landfill Operations	Vehicles	Oils	Vehicle and Equipment Storage, see Attachment 1	Cutoff ditches and retention ponds	Retention ponds
Landfill Operations	Trash	Litter, Microplastics	Mixed Solid Waste Area, see Attachment 1	Cutoff ditches, retention ponds, wind screens	Retention ponds
Landfill Operations	Trash	Heavy Metals	Mixed Solid Waste Area, see Attachment 1	Cutoff ditches, retention ponds, wind screens	Retention ponds
Landfill Operations	Eroded Soil	Sediment	Variable	Cutoff ditches, retention ponds, wind screens	Retention ponds
Landfill Operations	Green Waste	Nitrogen	Green Waste & Mulching Area, see Attachment 1	Cutoff ditches, retention ponds, wind screens	Retention ponds
Landfill Operations	Green Waste	Ammonia	Green Waste & Mulching Area, see Attachment 1	Cutoff ditches, retention ponds, wind screens	Retention ponds
Landfill Operations	Green Waste	Phosphorous	Green Waste & Mulching Area, see Attachment 1	Cutoff ditches, retention ponds, wind screens	Retention ponds

3.5 Measures and Controls.

MSGP Part VII.D.5:

In addition to any sector-specific requirements in *Part D of Appendix I*, the Plan shall indicate how the following components will be implemented at the facility.

- Good Housekeeping (*see 3.5.1*)
- Preventative Maintenance (*see 3.5.2*)
- Employee Training (*see 3.5.3*)
- Spill Prevention and Response Procedures (*see 3.5.4*)

3.5.1 Good Housekeeping.

MSGP Part VII.D.5.a:

The Plan shall include, at a minimum:

- A list of good housekeeping practices implemented at the facility;
- A schedule or convention that will be used for determining when housekeeping practices will occur (i.e. weekly, when identified, as needed, etc.); and
- A schedule for routine inspections for leaks and conditions of drums, tanks, and containers.

See MSGP Part III.C for some required good housekeeping practices.

Good Housekeeping Practices	Schedule or Convention (i.e. weekly, when identified, as needed, etc.)
Garbage Storage/Scrap Metal/Trash Piles Management	Daily
Snow Disposal	After each snow event
Snow removal and de-icing	After each snow event
Vehicle and equipment storage in designated area	Daily
Dust Control	Daily
Spill Prevention Plan	Daily
Spill and Improper Disposal Response & Clean-up	As needed

3.5.2 Preventative Maintenance.

MSGP Part VII.D.5.b:

Preventative maintenance procedures shall involve timely inspection, maintenance, and repair of storm water management devices (i.e. cleaning oil/water separators, catch basins, etc.) as well as inspecting and testing facility equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters, and ensuring appropriate maintenance of such equipment and systems. The Plan shall include at a minimum:

- A list of all selected control measures at the facility that need to be inspected or maintained; and
- The schedule or frequency for inspecting and/or maintaining the selected control measures.

See MSGP Part III.D for some required maintenance of control measures.

Measures or Equipment Requiring Routine Maintenance	Schedule or Frequency (i.e. weekly, monthly, as needed, etc.)
Cleaning ditches, inlet boxes, and retention ponds	Annually
Cleaning wind screens	Weekly

3.5.3 Employee Training.

MSGP Part VII.D.5.c:

Employee training programs shall inform personnel responsible for implementing activities identified in the Plan or otherwise responsible for stormwater management, of the components and goals identified in the Plan. The Plan shall identify at a minimum:

- The frequency of training for employees who work in areas where industrial materials or activities are exposed to stormwater, or who are responsible for implementing any part of the Plan;
- A log of the dates on which specific employees received training; and
- The topic(s) or content discussed during the training

See MSGP Part III.J for more employee training information. Employee training logs may be maintained separate from the Plan (i.e. as part of new employee on-boarding documentation or another facility specific electronic training program), but they must be maintained in an accessible format and be made available upon request.

Employee training for required personnel will be conducted Annually

Blank Employee Training Logs can be found in Attachment 2, if needed.

3.5.4 Spill Prevention and Response Procedures.

***MSGP Part VII.D.5.d*:**

To prevent and respond appropriately to spills, the Plan shall identify:

- Areas where potential spills could contribute pollutants to storm water discharges;
- Discharge points where potential spills would discharge to waters of the State;
- Procedures for how material handling and storage are to be conducted;
- Location of necessary equipment, such as spill kits, to be implemented to clean or contain a spill;
- Personnel to contact in the event a spill is discovered, both on site and in accordance with *Part II.A*;
- A response schedule to limit tracking of spilled materials to other areas of the facility; and
- A list of significant spills of toxic or hazardous pollutants, as identified in *Part II.A*, that have occurred at areas exposed to precipitation or that drain to a storm water conveyance at the facility for three years prior to the submission of the NOI and up to the present day.

The Plan may reference the existence of other plans, such as a Spill Prevention, Control and Countermeasure (SPCC) plan, plans developed for the facility under *Section 311* of the *Clean Water Act*, or BMP Programs otherwise required by a *UPDES* permit for the facility, so long as it meets all of the requirements under this Part. Any other plan referenced to under this Part must be maintained with the Plan and made available for review at the time of inspection.

See MSGP Part III.E for more Spill Prevention and Response Procedures.

Area or Material Where Potential Spill Could Occur	Discharge Point if a Spill Occurs	Nearest Spill Clean or Containment Control Measure
Vehicle and Equipment Storage Area	Retention pond	Retention pond

Material Handling and Storage Procedures: All materials on site that could create a spill would be from the equipment storage location. SOP 1.20 Spill Prevention Plan will be followed including sorting materials in labeled clear containers, keeping containers closed when not in use, keeping spill kits stocked, and training employees on spill prevention and response practices. In the event of a spill, SOP 1.21 Spill and Improper Disposal Response & Clean-up will be taken, including containment measures such as spill kits, temporary barriers, or absorbent materials.

Facility Personnel to Contact	Kent Fowden	Phone:	801-404-6511
	Jed Lowe	Phone:	801-404-6462
State Contact	Utah DWQ, 24-hour Environmental Incident Line [1,2]	Phone:	(801) 536-4123
National Contact	National Response Center [2]	Phone:	(800) 424-8802

[1] Used oil releases exceeding 25 gallons, or smaller releases that pose a potential threat to human health or the environment.
[2] Where a leak, spill or other release containing a hazardous substance in an amount equal to or in excess of a reporting quantity established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302, occurs during a 24-hour period.

Response Schedule (timeline for when response to spills should occur):
Immediate Response and Containment:

- If safe to do so, staff shall take immediate actions to contain the spill and prevent the material from entering storm drains or waterways.
- Containment measures may include absorbent materials, spill kits, temporary barriers, or blocking nearby storm drain inlets.
- Follow USWAC BMP #22 – Chemical/Hazardous Materials Management

A list of significant spills of toxic of hazardous pollutants that have occurred at areas exposed to precipitation or that drain to a stormwater conveyance at the facility for three years prior to submission of the NOI up to the present day are included in Attachment 3.

3.6 Non-Stormwater Discharge Evaluation.

***MSGP Part VII.D.6*:**
During the first year of this permit, or within the first year of submittal of the NOI for new permittees, all discharge points at the facility shall be evaluated for the presence of non-stormwater discharges. The evaluation shall include:

- The date of the evaluation;
- Identification of any authorized non-stormwater discharges as listed *in Part I.D.2.b*;
- A description of the evaluation criteria or testing method used (visual observation, sampling, etc.) as well as the results of the evaluation or testing;
- A list of the onsite discharge points or onsite drainage points that were directly observed during the evaluation; and
- A certification that is signed in accordance with *Part VIII.K*.

A Blank Non-Stormwater Discharge Evaluation form can be found in Attachment 4.

Explanation of why certification is not feasible, if applicable: If applicable, describe why certification is not feasible.]

3.7 Inspections, Assessments, and Evaluations.

***MSGP Part VII.D.7*:**
The Plan shall document procedures and personnel for performing inspections, assessments, and evaluations to include:

- Person(s) or position(s) responsible for conducting inspections;
- Schedule for inspections; and
- Identification of specific areas, materials, and activities to be inspected.

	Routine Facility Inspections	Visual Stormwater Quality Assessments	Comprehensive Site Compliance Evaluations
Inspector or Position	MS4 Coordinator	MS4 Coordinator	MS4 Coordinator
Other Inspector or Position	N/A	N/A	N/A
Frequency	Quarterly	Monthly	Semi-annually

Areas, Materials, and Activities to be Inspected (*see Part III and Appendix I*): Ditches, retention ponds, waste piles, equipment storage

Blank routine facility inspection forms can be found in Attachment 5. Blank visual stormwater quality assessment forms can be found in Attachment 6. Blank comprehensive site compliance evaluation forms can be found in Attachment 7.

3.8 Monitoring and Reporting.

***MSGP Part VII.D.8*:**
The Plan shall include the procedures and locations for all types of required monitoring conducted at the site in accordance with *Part V* to include:

- The location(s) at the facility where samples are to be collected;
- The parameters that need to be sampled for based on the industrial sector as found in Part E of Appendix I;
- The parameter concentration requirements as found in *Part E of Appendix I*; and
- The frequency in which the parameters need to be sampled.

Parameter (see Part E of Appendix I)	Sample Location (i.e. Outfall 001)	Benchmark/Numeric Effluent Concentration	Sample Frequency	Sample Year(s)
N/A	N/A	N/A	N/A	N/A

3.9 Additional Plan Documentation.

***MSGP Part VII.D.7*:**
The following documents shall also be maintained with the Plan in an accessible format and made available for review at the time of inspection.

- A copy of the Multi-Sector General Permit (MSGP) Authorization email assigning the UPDES permit number, and the effective date and expiration date of coverage.
- A copy of this permit as a hard copy or in an easily accessible electronic format for facility personnel;
- A copy of any other existing UPDES permits authorizing discharges of anything other than stormwater as a hard copy or in an easily accessible electronic format; and
- A copy of the electronic submittal waiver letter from the Director, if applicable.

3.10 Modification Log.

Date	Modification or Correction	Reasoning for Modification	Modifier Signature [1]
N/A	N/A	N/A	

[1] Those signing in this column is making the following certification:

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

ATTACHMENT 1: Site Map

Include a copy of your site map(s).

ATTACHMENT 2: Employee Training

Included is a blank Employee Training log and completed forms.

Employee Training Log

Date of Training	[Date]
Topic(s) of Training	[Training Topic]
Name of Person Conducting Training	[Instructor Name]

Name of Trained Employee	***Signature of Trained Employee***
[Name]	
[Name]	
[Name]	
[Name]	
[Name]	
[Name]	
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[Name]	
[Name]	
[Name]	
[Name]	
[Name]	

ATTACHMENT 3: Significant Spills of Toxic or Hazardous Pollutants

Include a list of all significant spills or hazardous pollutants within three years of the date of submittal of the NOI to the present day.

Significant Spills of Toxic or Hazardous Pollutants

Date of Significant Spill	*Location of the Spill*	*Description of Spill*	*Description of Clean-up*
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

ATTACHMENT 4: Non-Stormwater Discharge Evaluation

Included is a blank Non-Stormwater Discharge Evaluation form and completed forms.

Non-Stormwater Discharge Evaluation

The permittee shall eliminate all non-stormwater discharges not authorized under *Part I.D.2* of the MSGP. If not covered under a separate UPDES permit, wastewater, wash water, and any other unauthorized non-stormwater shall be discharged to a sanitary sewer, in accordance with applicable industrial pretreatment requirements, or otherwise disposed of appropriately (i.e. hauled off site to an appropriate disposal facility, allowed to evaporate, etc.). This permit does not authorize the permittee to discharge to the sanitary sewer. If the facility does connect to the sanitary sewer, the permittee shall be responsible for obtaining the approval and/or permitting from the sanitary sewer operator prior to discharging. (*MSGP Part III.K*)			
Date	Identification of Authorized Non-Stormwater Discharge (*see MSGP Part I.D.2.b*)	Evaluation Criteria or Testing Method (visual observation, sampling, etc.)	Discharge Point for Identified Non-Stormwater Discharge

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 gather and evaluate 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.

Name: _____ Title: _____

Signature: _____ Date: _____

ATTACHMENT 5: Routine Facility Inspections

Included is a blank Routine Facility Inspection form and completed forms.

Routine Facility Inspection Form

Inspection Date:	Inspection Time:	Inspector Name:

Is there a discharge occurring at the facility?	If yes, what is the location of the discharge?
Yes ☐ No ☐	

Inspected Areas	The inspected area needs (include comments below):				
	Maintenance	Repair	Replacement	No Action	Not Applicable
Areas where materials, residues, or trash are come in contact with stormwater	☐	☐	☐	☐	☐
Areas where activities or materials are exposed to stormwater at the facility	☐	☐	☐	☐	☐
Areas where equipment, drums, tanks, or other containers are being stored	☐	☐	☐	☐	☐
Areas where tracking from vehicles entering and exiting the facility occurs	☐	☐	☐	☐	☐
Areas where soil erosion has occurred or has the potential to occur	☐	☐	☐	☐	☐
Areas where unauthorized non-stormwater discharges may be occurring	☐	☐	☐	☐	☐
All discharge points	☐	☐	☐	☐	☐
All control measures installed at the facility to control stormwater	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

Comments on any maintenance, repairs, or replacements identified above:

Any other incidents of non-compliance with the permit:

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Name _____ Title _____

Signature _____ Date _____

ATTACHMENT 6: Visual Stormwater Quality Assessments

Included is a blank Visual Stormwater Quality Assessments and completed forms.

Visual Stormwater Quality Assessment Form

Assessment Date:	Assessment Time:	Name of the individual(s) conducting the assessment:

Was the sample taken within the first 30 minutes of when runoff from a storm event began at the facility? (if no, explain why)		Was the assessment conducted during daylight hours and during normal operating business hours?
Yes ☐ No ☐	If no, explain:	Yes ☐ No ☐

Type of Stormwater Sampled	If yes, what is the location of the discharge?
Rain ☐ Snowmelt ☐ Other ☐	

	Comments
Color (i.e. clear, brown, gray, etc.)	
Odor (i.e. no smell, sewage, gasoline, bleach, etc.)	
Clarity (i.e. clear, murky, etc.)	
Floating solids at the top of the sample	
Settled solids at the bottom of the sample	
Suspended solids floating within the sample	
Foam (i.e. none, thick, thin, etc.)	
Oil sheen (i.e. no sheen, rainbow, etc.)	
Any other obvious indicators of stormwater pollution	

If any potential source(s) of pollutants were identified above, identify the probable source(s):

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 gather and evaluate 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.

Name _____ Title _____

Signature _____ Date _____

ATTACHMENT 7: Comprehensive Site Compliance Evaluations

Included is a blank Comprehensive Site Compliance Evaluation form and completed forms.

Comprehensive Site Compliance Evaluation Form

Evaluation Date:	Name of the individual(s) conducting the evaluation:

The evaluation shall include at least the following:

- *All industrial activities taking place at the facility and all materials that are located at the facility to ensure they have been identified in the Storm Water Pollution Prevention Plan;*
- *The control measures that have been installed at the facility to determine if they are adequate, properly designed, and correctly implemented;*
- *All stormwater management measures, sediment and erosion control measures, and other pollution prevention measures to ensure they are operating correctly;*
- *The equipment needed to implement the Storm Water Pollution Prevention Plan, such as spill response equipment, to ensure it is adequate and located appropriately throughout the facility as needed;*
- *The Storm Water Pollution Prevention Plan to ensure it is current with existing facility operations; and*
- *All associated documents, such as sampling results, inspection reports, and additional permit documents, to ensure they are accurate and are being maintained with the Storm Water Pollution Prevention Plan in an accessible format.*

Describe any corrections needed to be made in the Storm Water Pollution Prevention Plan in relation to changes or updates to stormwater management, sediment and erosion control, and other pollution prevention measures?

Are there any known incidents of noncompliance with the permit?

If there were any corrections needed or known incidents of noncompliance identified above, complete these corrections before continuing this evaluation.

Is the Stormwater Pollution Prevention Plan up-to-date and current with existing facility operations?	Is the facility in compliance with the Stormwater Pollution Prevention Plan and the permit?
Yes ☐ No ☐	Yes ☐ No ☐

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 gather and evaluate 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.

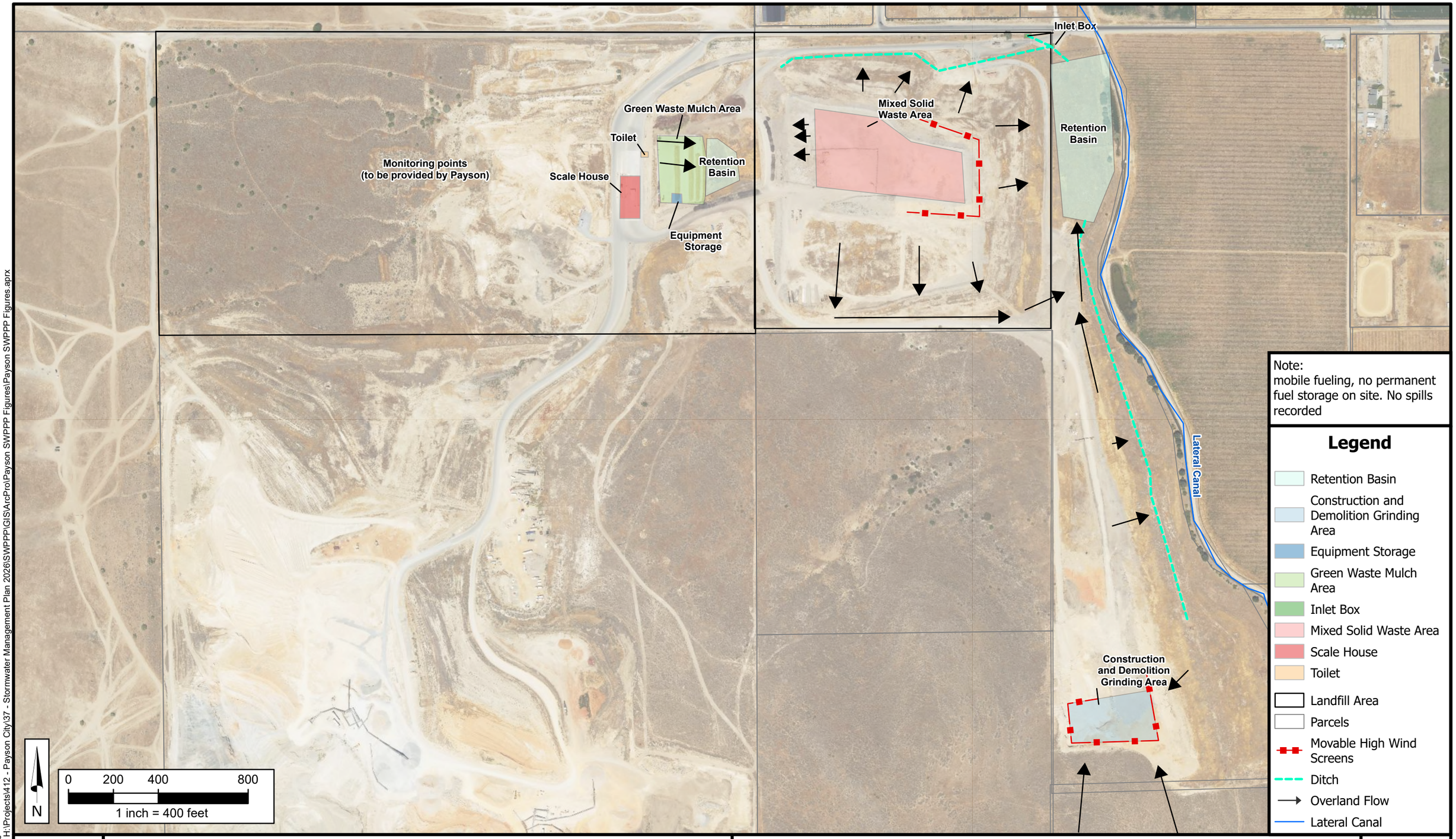
Name _____ Title _____

Signature _____ Date _____

ATTACHMENT 8: Additional Plan Documents

Attach copies of all applicable documents:

- *A copy of the Multi-Sector General Permit (MSGP) Authorization email assigning the UPDES permit number, and the effective date and expiration date of coverage.*
- *A copy of the permit as a hard copy or in an easily accessible electronic format for facility personnel.*
- *If applicable, a copy of any other existing UPDES permits authorizing discharges of anything other than stormwater as a hard copy or in an easily accessible electronic format.*
- *If applicable, a copy of the electronic submittal waiver letter from the Director (MSGP Part I.I.2)*



Note:
mobile fueling, no permanent fuel storage on site. No spills recorded

Legend

- Retention Basin
- Construction and Demolition Grinding Area
- Equipment Storage
- Green Waste Mulch Area
- Inlet Box
- Mixed Solid Waste Area
- Scale House
- Toilet
- Landfill Area
- Parcels
- Movable High Wind Screens
- Ditch
- Overland Flow
- Lateral Canal

HANSEN ALLEN & LUCE INC ENGINEERS

LANDFILL
HIGH PRIORITY SWPPP

SITE MAP

ATTACHMENT
A

Date: 10/13/2026
Document Path: H:\Projects\412 - Payson City\37 - Stormwater Management Plan 2026\SWPPP\GIS\ArcPro\Payson SWPPP Figures.aprx