

STORM WATER MANAGEMENT PROGRAM

CITY OF COTTONWOOD



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PREPARED FOR:
CITY OF COTTONWOOD
1490 West Mingus Ave
Cottonwood, AZ 86326

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ATTACHMENTS

- Attachment A AZPDES Phase II MS4 Permit
- Attachment B Revised NOI
- Attachment C City Maps
- Attachment D Storm Water Organizational Chart and SWMP Responsibilities
- Attachment E SWMP Implementation Schedule
- Attachment F SWMP Modification Log
- Attachment G IDDE SOP and IDDE Investigation Tracking Form
- Attachment H Storm Water Checklist for Plan Review
- Attachment I Construction and Post-Construction Site SOP and Inspection Tracking Form
- Attachment J Authorized Signer Signature Form



ABBREVIATIONS / ACRONYMS

AAC	Arizona Administrative Code
ABOP	Antifreeze, Batteries, Oil & Paint
ADEQ	Arizona Department of Environmental Quality's
ATD	Authorization to Discharge
AZPDES	Arizona Pollutant Discharge Elimination System
BMP	Best management practice
CFR	Code of Federal Regulations
CGP	AZPDES Construction General Permit
CWA	Clean Water Act
DCIA	Directly Connected Imperious Areas
EPA	Environmental Protection Agency
ERP	Enforcement Response Plan
GIS	Geographic Information System
HHW	Household Hazardous Waste
IDDE	Illicit Discharge Detection and Elimination
IC	Illicit Connection
ID	Illicit Discharge
LID	Low Impact Development
MCFCDD	Maricopa County Flood Control District
MCM	Minimum Control Measure
MEP	maximum extent practicable
MIS	Management Information System
MS4	municipal separate storm sewer system
NOI	Notice of Intent
NOT	Notice of Termination
NPDES	National Pollutant Discharge Elimination System
O&M	operation and maintenance
P2	Pollution Prevention
PHF	Pesticides, Herbicides and Fertilizers
SIC	Standard Industrial Classification
SOP	Standard Operating Procedure
SWMP	Storm Water Management Plan /Storm Water Management Program
SWPPP	Storm Water Pollution Prevention Plan
VWA	Verde Watershed Association



EXECUTIVE SUMMARY

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

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

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

The SWMP describes the City's best management practices (BMPs) and the overall approach to storm water pollution prevention planned by the City.

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

1.0 CERTIFICATION STATEMENT

Permittee Name: City of Cottonwood

Permit Number: AZG2002-002

Storm Water Management Program Contact:
Name: Deborah Breitreutz
Title: Storm Water Compliance Manager

Certifying Official:
Name: Doug Bartosh
Title: City Manager

Mailing Address:
City of Cottonwood
1480 W Mingus Ave
Cottonwood, AZ 86326
Telephone Number: (928) 634-3413
Email Address:
dbreitreutz@cottonwoodaz.gov

Mailing Address:
City of Cottonwood
827 N Main Street
Cottonwood, AZ 86326
Telephone Number: (928) 634-5526
Email Address:
dbartosh@ci.cottonwood.az.us

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



Doug Bartosh, City Manager

3-7-14

Date

2.0 INTRODUCTION

This Storm Water Management Plan (SWMP), also referred to as a Storm Water Management Program, is the primary document describing the City's programs and procedures for compliance with the Arizona Department of Environmental Quality's (ADEQ's) general permit (AZG2002-002) for the discharges of storm water from the City's Municipal Separate Storm Sewer System (MS4). A copy of the Permit is included in Attachment A. The City desires to discharge under that permit and has submitted the Notice of Intent (NOI) and prepared and implemented this SWMP in accordance with Part III and Part V of the permit. The City filed an initial NOI in 2003 and submitted a revised NOI in 2014. A copy of the 2014 revised NOI is included as Attachment B.

This SWMP addresses storm water runoff and discharges located within the City. It was developed to serve as a comprehensive management tool to improve storm water quality throughout the City. The goal of this SWMP is to ensure to the maximum extent practicable (MEP) that discharges from the MS4 do not cause or contribute to exceedances of surface water quality standards through compliance with the Arizona Pollutant Discharge Elimination System (AZPDES) MS4 program requirements.

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

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

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

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

2.1. REGULATORY BACKGROUND

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

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

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

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

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

2.2. GEOGRAPHIC SETTING

Cottonwood is located in Yavapai County and occupies an area of approximately 16.65 square miles (Preliminary Draft: Cottonwood General Plan 2025 Update). In 1999, Yavapai County was the fastest-growing rural county in the U.S., with populations projected to double by year 2050. Growth at these rates will require sound management to balance the needs of communities for recreation, domestic and industrial interests against the protection of natural resources, habitats and water supplies.

According to the University of Arizona Cooperative Extension, Cottonwood has a semi-desert climate with average annual rainfall of just over 12 inches. In Yavapai County, maximum precipitation occurs during the summer with a secondary maximum in the winter. Summer precipitation is associated with thunderstorms that form when moist tropical air moves into the area from the Gulf of Mexico. Winter precipitation events are generally of longer duration caused by large Pacific storms from the west. The most arid conditions occur in the spring.

2.3. RECEIVING WATERS

Cottonwood is located in the Verde River Watershed and the Verde River is the receiving water. Cottonwood is not in an Active Management Area. City maps (included in Attachment C) depict the general area and identify the receiving water. The Verde River is a significant resource and is

recognized by the Department of the Interior as one of the Nation's most significant free-flowing rivers. It is habitat to 31 special status species, critical habitat to razorback sucker, and has one of only 20 stands of Fremont Cottonwood in the world. Monitoring data from the 2002 Verde Watershed Assessment found the Reach from Sycamore Creek to Oak Creek as attaining all uses.

Five ephemeral/intermittent washes (Mescal Gulch, Del Monte, Railroad, Silver Springs and Little Oak) traverse the City from west to east, ending in the Verde River. These washes along with the Verde River experience flooding during heavy rainfall events.

Storm water runoff from the mountains to the southwest of Cottonwood occurs in volumes as high as 16,744 cubic feet per second during 100 year storm conditions. Stream terraces formed by the Verde River cross the City and include fan terraces formed by alluvial sediments coming from the Black Hills and outcrops of the Verde Valley Formation (draft General Plan 2002).

The Verde River has been identified as the receiving water of the United States for the City's storm water discharge. The Verde River is not listed as outstanding or impaired waters in the areas that receive City discharges.

2.4. SWMP IMPLEMENTATION

Overall responsibility for administering the Permit and SWMP rests with the City Manager; however, implementing the SWMP requires participation from multiple departments throughout the City. Key supporting departments include Public Works, Development Services, and Streets/Maintenance. A Storm Water Organizational Chart of the personnel involved in supporting the SWMP is included in Attachment D. Also included in Attachment D is a table of responsibilities for SWMP implementation. The department responsible for each BMP has been identified on the implementation schedule in Attachment E. This SWMP is meant to be a living document and as departments, responsibilities, personnel, and procedures/practices change within the City, this information will be updated accordingly. Changes to the SWMP are documented in the SWMP Modification Log provided in Attachment F.

2.5. CHANGES FROM 2008 SWMP

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

1. Purpose
2. SWMP Coordination
3. SWMP Review and Modification
4. Staffing and Resource Allocations
5. System Overview
6. Program Summary
7. Implementation Plan and Schedule
8. Chapter 1 – Public Education and Outreach
9. Chapter 2 – Public Involvement and Participation
10. Chapter 3 – Illicit Discharges and Improper Disposal

11. Chapter 4 – Construction Site Storm Water Runoff Control
12. Chapter 5 – Post-Construction Storm Water Management
13. Chapter 6 – Pollution Prevention & Good Housekeeping

In this 2014 update, new SWMP sections were added and existing sections were re-organized to clarify Permit requirements and to simplify the SWMP. New sections include: Training, Qualifying State or Local Program, Sharing Responsibility, Monitoring, SWMP Reporting, and Signature Requirements. The six MCMs (identified as Chapters 1-6) have been collected into a single section (Section 3) and the measureable goals to be reported in the Annual Report have been revised. Other changes had been made to reflect revised policies, practices, and personnel.

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

TABLE 2-1 SUMMARY OF BMP CHANGES

2008 SWMP	2014 MODIFICATION
	<ul style="list-style-type: none"> - Added Control Measure numbers - 2008 BMPs were presented in either in 2008 SWMP body text and/or the BMP tables. With 2014 SWMP Revision, modified body text to describe all CMs and provided a summary table in Attachment E.
Public Education/Outreach	
Storm Water Column in Newsletter	Replaced with 1-1 (Utility Bill Insert). The storm water column was only published in 2005 and was not a viable practice to re-institute.
Maintain updated information on Storm Water webpage on website	Replaced with 1-2 (Storm Water Webpage). The SWMP was added to the Cities website in 2008 however no updates were made since the original upload. When activated, the new website will contain additional relevant information.
	<ul style="list-style-type: none"> Added 1-3 (Storm Water Brochure For The General Public). The brochure will be distributed at local meetings and events and will be available on the website. Added 1-4 (Fact Sheets For Business Owners). Fact sheets will be distributed meetings and events and will be available on the website. Added 1-5 (Regional Public Sector Organization). City will attend meetings/events with the Verde Watershed Association.
Public Involvement/Participation	
Storm Water Webpage to present SWMP and solicit comments	Replaced with 1-2 (Storm Water Webpage) and 2-1 (providing access to SMWP). City will solicit public feedback through the storm water hotline.
Storm Water Utility or other funding mechanism/Fund the SWMP program	Removed - Researching and implementing a funding mechanism for the storm water program is no longer a relevant CM.
Solicit public involvement in Adopt-a-Street program.	Numbered 2-2 (Adopt-A-Street Program).
Public process relating to all aspects of SWMP	Numbered 2-3 (Public Process).
Provide access to the NOI and SWMP	Remove. Duplicative of 1-2 and not technically a participation activity.

2008 SWMP	2014 MODIFICATION
	Added 2-4 (IDDE Reporting Hotline). City will provide a phone number and email address for residents to report potential storm water issues.
IDDE	
Enforce existing Storm Water ordinances	Numbered to 3-6 (Enforce the Storm Water Ordinance).
Develop and distribute information to general public regarding illicit and illegal discharges	Replaced with 1-3 (Storm Water Brochure for the General Public).
Develop ordinance prohibiting non-storm water discharges	Incorporated in 3-6 (Enforce the Storm Water Ordinance).
Create/update storm water management map	Numbered 3-1 (Map Storm water System).
Develop program to screen outfalls	Replaced with 3-4 (Conduct Dry Weather Screening).
Evaluate significant contributors of non-storm water discharges	Replaced with 3-2 (Identify and Eliminate Existing Illicit Discharges & Connections).
	Added 3-3 (Perform MS4 Inspection and Maintenance). In addition to 3-2 and 3-4, City will perform regular maintenance of MS4 storm water structures.
	Added 3-5 (Investigate Illicit Discharges). City will investigate reports of illicit discharges within 15 days of detection.
	Added 3-7 (Conduct Employee Training). City will train appropriate staff annually.
Construction Sites	
Develop Ordinance for Construction Runoff Control Program	Replaced with 4-3 (Enforce Storm Water Ordinance).
Develop plan review and site inspection program.	Replaced with 4-1 (Construction Plan Review) and 4-2 (Perform Construction Site Inspections). City will review 100% of plans and will inspect each applicable construction site during active construction.
Provide training to building site inspectors and operators	Replaced with 4-4 (Contractor Education) and 4-5 (Conduct Employee Training). City will distribute pamphlets to contractors and will train appropriate staff annually.
N. Main St. post-Construction Stabilization	Removed. Activity was completed in 2010.
Post Construction Sites	
Post-Construction BMP program	Completed in 2005. Replaced with 5-2 (Post-Construction Site Inspections). City will inspect each site once within 12 months of completion of construction.
Develop regulatory mechanism for post-construction program	Replaced with 5-3 (Enforce Storm Water Ordinance).
Participate in Verde River Watershed Partnerships	Remove - Not a post-construction activity. Added 1-5 (Regional Public Sector Organization). City will attend meetings/events with the Verde Watershed Association.
Structural and Non-Structural BMPs	Relocated to Municipal Operations. Numbered 6-2 (Structural and Non-Structural Controls).

2008 SWMP	2014 MODIFICATION
Land Use Plan	Numbered 5-1 (Land Use Plan Update). City will review and update the Land Use Element of the General Plan.
	Added 5-3 (Post-Construction BMP Education Program). City will work with appropriate members of the development community and city planners to incorporate storm water controls.
Pollution Prevention and Good Housekeeping for Municipal Operations	
Street sweeping program	Numbered 6-4 (Municipal Street & Parking Area Sweeping Program). City will maintain current sweeping frequencies.
Public Lands Clean-ups	Remove - not a permit-required activity. City will continue practice but it will not be reported in the storm water annual report.
Reduction in floatables and other pollutants – clean up washes	Replaced with 3-3 (Perform MS4 Inspection and Maintenance).
Reduction in floatables and other pollutants – electronics collection	Remove - not a permit-required activity. City will continue practice but it will not be reported in the storm water annual report.
Conduct audits of City facilities	Numbered 6-1 (Inspect Municipal Facilities). City will inspect 20% of municipal facilities each year.
Conduct annual training for employees	Numbered 6-3 (Municipal Training Program). City will train appropriate staff annually.
	Added 6-1 (Inspect Municipal Facilities). City will inventory and inspect municipal facilities.
	Added 6-2 (Structural and Non-Structural Controls). City will evaluate municipal facilities for potential capital improvement projects where additional BMPs are needed.

3.0 CONTROL MEASURES

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

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

3.1. PUBLIC EDUCATION AND OUTREACH (MCM-1)

This section describes how the City disseminates information on the importance of preventing storm water pollution to the general public. The requirements for this section are outlined in Permit Section V.B.1. The objective of this MCM is to educate the public about the impact of storm water discharges on water bodies and the steps that can be taken to reduce pollutants.

The target audience for this MCM is the general public. The target pollutants for the public education and outreach campaign consist of: pet waste; litter; household hazardous waste (HHW); pesticides, herbicides and fungicides (PHF); waste automotive fluids; nutrients; and sediment.

This MCM is intended to ensure greater public support for the storm water program and greater compliance through education. An informed and engaged public can significantly contribute to the success of the program. To have the greatest effect, some publications developed under this MCM are bi-lingual.

In general, the City emphasizes education in the SWMP as a cost-effective and proactive means to reduce storm water pollutants rather than implement reactive methods to remove storm water pollutants. The City has selected five BMPs that will provide the greatest benefit in meeting the Public Education and Outreach MCM.

- Publish Utility Bill Insert (BMP 1-1)
- Maintain Webpage for Storm Water Education (BMP 1-2)
- Distribute Outreach Materials (BMP 1-3)
- Distribute Informational Fact Sheets to Business Owners (BMP 1-4)
- Participate in a Regional Public Sector Organization (BMP 1-5)

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

BMP 1-1 Utility Bill Insert

The City distributes information to City residents using utility bill inserts. The City will develop materials for inclusion in utility bills to educate the public on storm water related issues. Topics may include pet wastes, culvert maintenance, storm drain identification, household pollutants, etc.

As measureable goals for this BMP, the City reports the number of storm water related inserts distributed with utility bills during each reporting period.

BMP 1-2 Storm Water Webpage

The City has a storm water webpage to disseminate information about the storm water pollution prevention program to the public. The website provides access to previous storm water articles published in the newsletter as well as other relevant information such as:

- Storm water informational fact sheets and brochures for businesses and the general public
- Most recent SWMP
- Information pertaining to the City's AZPDES permit requirements
- Links to applicable ADEQ and EPA websites

The measurable goals for this BMP are to report significant content changes to the website and the number of web page hits in the annual report.

BMP 1-3 Storm Water Brochure for the General Public

The City will develop a Storm Water Pollution Prevention Brochure and business cards for distribution to the general public. The brochure will include the City's storm water hotline and the types of discharges to report. It will also provide control measures for pet waste, litter, HHW, PHF, waste automotive fluids, nutrients, and sediment. It will also provide educational information on illegal discharges and improper disposal of waste. Brochures will be distributed at select City department customer counters, public meetings, and events and will be available for download on the City's storm water website.

The measurable goals for this BMP are to develop the brochure, update the brochure as needed, and document the number of brochures distributed each reporting period.

BMP 1-4 Fact Sheets for Business Owners

The City will develop fact sheets for business owners for the following types of businesses: home repair and general contractors, automotive repair shops, vehicle body repair and washing, nurseries and landscapers, retail and food service; and residential and office cleaners. The fact sheets will also provide educational information on illegal discharges and improper disposal of waste.

The measurable goals for this BMP are to develop fact sheets and document the number of fact sheets distributed at meetings and events.

BMP 1-5 Regional Public Sector Organization

The City participates in the Verde Watershed Association (VWA), a regional coalition of watershed communities. The VWA was organized in 1993 to bring community representatives together to preserve and protect the Verde River and its watershed.

The measurable goal for this BMP is to report the number of events attended each reporting period.

3.2. PUBLIC INVOLVEMENT AND PARTICIPATION (MCM-2)

This section describes the City's on-going and planned processes for the public to play an active role in the development and implementation of the SWMP. The requirements for this section are outlined in permit section V.B.2. The objective of this MCM is to increase public awareness of

problems and solutions to storm water pollutant control and encourage participation in education and clean-up activities. Community participation provides for broader public support, shorter implementation schedules, a broader base of expertise and the development of important relationships with other community and government programs.

This program will be integrated with MCM-1 activities to incorporate education with hands-on programs. The target audience for this MCM is the general public. The target pollutants are the same as for MCM-1 (pet wastes, litter, HHW, PHF, waste automotive fluids, nutrients, and sediment).

The following BMPs provide opportunities for public involvement in the implementation of the SWMP; provide public access to the SWMP, NOI and a comment form for the public to provide input; and provide involvement opportunities in the Adopt-A-Street program. The City has selected four BMPs that provide the greatest benefit in meeting the Public Involvement and Participation MCM.

- Provide Access to the SWMP (BMP 2-1)
- Solicit Public Involvement in the Adopt-A-Street Program (2-2)
- Involve the Public in the Process Relating to All Aspects of the SWMP (2-3)
- Publicize an IDDE Reporting Hotline (BMP 2-4)

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

BMP 2-1 Provide Access to SWMP

The City will provide residents and businesses the opportunity to comment on the SWMP. The SWMP will be made available on the storm water website and upon request at the public library. When the SWMP is finalized, the City will send out a press release and will solicit feedback through the storm water hotline.

The measurable goal associated with this BMP is to record the number of comments received during each reporting period.

BMP 2-2 Adopt-A-Street Program

The City will solicit public involvement in the Adopt-A-Street Program. The program provides residents with the opportunity to directly participate in the reduction of pollutants that may impact storm water quality.

The measurable goals for this BMP are to track and report the number of clean-up events, number of participants, and the number of man-hours logged during the reporting period.

BMP 2-3 Public Process

The City will provide the public with an opportunity to review and comment on the SWMP and new ordinances. As storm water-related ordinances are finalized, the City will send out a press release and will solicit feedback through the storm water hotline.

The measurable goal for this BMP is to document the number of public comments received concerning storm water topics.

BMP 2-4 IDDE Reporting Hotline

The storm water hotline (**928-340-2775**) provides a method for City residents to report illegal dumping to the storm water system, dry weather discharges from storm water outfalls, or other instances of storm water pollution. Residents are encouraged to report the following types of information on the storm water hotline:

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

There is also an email account (stormwater@cottonwoodaz.gov) that allows reporting via the internet. This option may be more suitable to some of the City's residents and allows reporting 24 hours a day.

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

The measurable goal for this BMP is to document the number of reports received each year through the hotline and e-mail address.

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

The City is responsible for implementing an Illicit Discharge Detection and Elimination (IDDE) program designed to eliminate illicit discharges (IDs), illicit connections (ICs), and improper disposal (wildcat dumping) to the MS4. An ID is any discharge to a MS4 that is not composed entirely of storm water except discharges pursuant to an AZPDES permit and certain allowable non-discharges listed in the SWMP (section 3.3.1.). An IC is any man-made structure connecting an ID directly to an MS4. This section outlines the City's methods for detecting and eliminating non-storm water discharges. The requirements for this section are outlined in permit section V.B.3. The objective of this MCM is to identify and eliminate IDs into the storm drain system thereby reducing the discharge of pollutants into storm water runoff. This program combined with MCM-1 and MCM-6 to promote awareness of the importance of protecting the surface water quality by eliminating IDs to the storm water system.

3.3.1. Allowable Non-Storm Water Discharges

The City Code includes provision for allowable non-storm water discharges. According to City Code Section 5813.24.080, the following non-storm water discharges are not prohibited by the City when conducted in accordance with 40 CFR 122.26(d)(2)(iv)(B)(1):

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated ground water infiltration

- Uncontaminated pumped groundwater
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering
- Individual residential car washing
- Non-commercial, charity car washes
- Discharges from riparian habitats and wetlands
- De-chlorinated swimming pool and spa discharges
- Street wash water
- Discharges of flows from fire-fighting activities
- Building washing without added cleaning products
- Auto rinsing without added cleaning products

Individuals producing such discharges must be able to demonstrate through testing, records, plans, and other documents that their discharge is allowable. The City may require such demonstration for any facility connected to the MS4 directly or indirectly. All other non-storm water discharges to the MS4 are prohibited.

3.3.2. IDDE BMPs

BMPs within this section are intended to detect and eliminate IDs, identify sources of non-storm water discharges, build awareness of hazards from illegal discharges, and field screen for non-storm water flows. The City has selected seven BMPs that provide the greatest benefit in meeting the IDDE MCM.

- Map Storm Water System (BMP 3-1)
- Identify and Eliminate Existing IDs & ICs (BMP 3-2)
- Perform MS4 Inspection And Maintenance (BMP 3-3)
- Conduct Dry Weather Screening (BMP 3-4)
- Investigate IDs (BMP 3-5)
- Enforce the Storm Water Ordinance (BMP 3-6)
- Conduct Employee Training (BMP 3-7)

BMP 3-1 Map Storm Water System

The City will create a map layer using the City GIS for system operations and maintenance. This map will be used for MS4 inspection and maintenance, the dry weather screening, and IDDE programs. The map will show the Waters of the United States that receive runoff from the storm water system, outfalls, and catch basins. The mapping will be conducted on the following schedule:

- 36 inches and larger in 2014

- 24 inches and larger in 2015
- Less than 24 inches in 2016

The measurable goals for this BMP are to complete the storm water system map according to the above schedule through 2016 and to perform annual updates as needed thereafter.

BMP 3-2 Identify and eliminate existing IDs and ICs

The City will address known, existing IDs using the Standard Operating Procedures (SOP) for IDDE provided in Attachment G. The general procedures are:

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

The measurable goals for this BMP are to identify and eliminate existing illicit discharges within 1 year of detection.

BMP 3-3 Perform MS4 Inspection and Maintenance

The City conducts culvert and catch basin inspection on a regular schedule to identify maintenance needs and remove accumulated debris. Any dry weather flows or IDs encountered are reported for IDDE investigation. Cleaning is conducted once per quarter and after notable storm events. If maintenance is needed that cannot be conducted at the time of inspection, the inspector submits a notification to the storm water hotline or email. Inspection results are recorded in the MS4 Front Software.

The measurable goal for this BMP is to document the number of structures inspected and cleaned each year.

BMP 3-4 Conduct Dry Weather Screening

The City conducts Dry Weather Screening to identify non-storm water discharges to the MS4. Using the new maps as a base, the City inspects outfalls on a regular basis. Inspections follow the IDDE SOP and findings are documented on the IDDE Investigation Tracking Form and/or in the MS4 Front Software. If maintenance is needed, the inspector submits a notification to the storm water hotline or email.

The measurable goal for this BMP is to inspect 20% of all outfalls once each year.

BMP 3-5 Investigate IDs

Potential IDs and ICs are identified several ways: MS4 inspection, dry weather screening, and reports from the public and municipal employees. The City follows the IDDE SOP to investigate illicit discharges within 15 days of detection or notification. Investigations will be documented on

the IDDE Investigation Tracking Form (included in Attachment G) and/or in the MS4 Front Software.

The measurable goal for this BMP is to report the number of IDDE investigations conducted during the reporting period.

BMP 3-6 Enforce Storm Water Ordinance

If an ID is discovered or reported, the City investigates within 15 days of its detection (per BMP 3-3). Whenever possible, IDs are corrected at the time of discovery working with the responsible party. If necessary, enforcement is handled according to the Enforcement Response Plan (ERP).

The measurable goals for this BMP are to adopt and implement an ERP and track and report the number of IDDE enforcement actions during each reporting period.

BMP 3-7 Training

See Section 4.

3.4. CONSTRUCTION SITES (MCM-4)

This section describes the City's procedures for plan review, site inspection, and storm water enforcement at construction sites. The requirements for this section are outlined in Permit section V.B.4. The objective of this MCM is to reduce transport of sediment and other pollutants from construction sites greater than or equal to one acre. Polluted storm water runoff from construction sites often flows to storm drains and into receiving waters.

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

Target pollutants from construction sites include but are not limited to: sediment, motor oil, trash, and landscape debris.

BMPs within this section are intended to reduce runoff pollution from construction related activities through education, ordinance, and site plan review and inspection. The City has selected five BMPs that provide the greatest benefit in meeting the Construction Site MCM.

- Review Construction Plans (BMP 4-1)
- Enforce Storm Water Ordinance (BMP 4-2)
- Perform Construction Site Inspections (BMP 4-3)
- Educate Contractors (BMP 4-4)
- Conduct Employee Training (BMP 4-5)

BMP 4-1 Review Construction Plans

As a routine part of development review, the City reviews construction site plans, including the construction SWPPP. The Storm Water Checklist (see Attachment H) is used to verify the BMPs for the site are appropriate.

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

In addition to the SWPPP Site Plan and requirements of the CGP, the City also requires that construction sites follow the specifications contained in the Yavapai County, Drainage Criteria Manual (revised August 2005).

The measurable goal for this BMP is to review 100% of plans for construction sites with more than 1 acre disturbance and report the number of plans reviewed during the reporting period.

BMP 4-2 Perform Construction Site Inspections

To verify construction site operator(s) are operating in compliance with the City Code, the City conducts construction site inspections using the inspection form provided in Attachment I. City inspectors target construction projects to verify compliance and confirm storm water perimeter controls are installed, maintained, and functioning properly. The City has the authority to cite operators of construction sites found to be out of compliance in accordance with the provisions of the ERP.

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

The measurable goals for this BMP are to finalize procedures for performing construction site inspections, train employees to conduct inspections (see Section 4), implement a tracking system to track the number of construction sites, and inspect each construction project at least once during the active construction period.

BMP 4-3 Enforce Storm Water Ordinance

Violations of the City Ordinance may be identified through construction site inspections or through reports from the public. The City will address violations according to the procedures in the ERP. The measurable goal for this BMP is to track and report the number of enforcement actions at construction sites during each reporting period.

BMP 4-4 Contractor Education

The City will prepare training pamphlets for contractors. The best storm water education opportunities for the development community are their interaction with the City staff during the review process; however, training pamphlets will be distributed with new permits.

The measurable goal for this BMP is to track the number of pamphlets distributed to contractors.

BMP 4-5 Conduct Employee Training

See Section 4.

3.5. POST-CONSTRUCTION SITES (MCM 5)

This section identifies programs the City carries out to address the importance of storm water runoff management following construction. The requirements for this section are outlined in permit section V.B.5. Substantial impacts of post-construction runoff are caused by an increase in the type and quantity of pollutants in storm water runoff. The objectives of this MCM are to reduce the discharge of pollutants to storm water runoff from areas of new development and redevelopment after construction is completed and to provide for long term BMPs and inspection programs to improve storm water quality.

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

The primary target pollutant from post-construction is sediment.

BMPs within this section are intended to reduce pollutant discharge from post construction sites using available materials and updating, incorporating storm water quality into the land use planning element of the City General Plan and through guidance and education. The City has selected four BMPs that provide the greatest benefit in meeting the Post-Construction Site MCM.

- Update Land Use Plan (BMP 5-1)
- Inspect Post-Construction Sites (BMP 5-2)
- Conduct Post-Construction Site Education (BMP 5-3)
- Enforce Storm Water Ordinance (BMP 5-4)

BMP 5-1 Land Use Plan Update

Water quality impacts of new and significant redevelopment are addressed in the Land Use Element of the General Plan. Structural and/or non- structural BMPs (ie. setbacks, swales, etc.) help to prevent many storm water quality problems. Coordination with the Planning Department to incorporate storm water controls is an important element to this program. Overlay storm systems in open spaces to identify locations to target for protection.

The measurable goal for this BMP is to report on document revisions during the reporting period.

BMP 5-2 Post-Construction Site Inspections

To verify post-construction BMPs were constructed and are operating as planned and that temporary construction BMPs have been removed, the City conducts post-construction site inspections of private and municipal construction sites. Inspection results are recorded using the inspection form provided in Attachment I. Target post-construction projects are inspected by City staff for compliance with City Ordinance(s). The inspector has the authority to cite any owner or operator of a site if storm water control measures are not constructed as planned or operating as designed. The City inspectors are trained on the City's post-construction storm water requirements as described in section 4. Enforcement actions are tracked and reported under BMP 5-4.

The measurable goals for this BMP are to finalize procedures for performing post-construction site inspections, train employees to conduct inspections (see Section 4), implement a tracking system to

track the number of post-construction sites, and inspect each post-construction site within 12 months of completion of construction.

BMP 5-3 Post-Construction BMP Education Program

A one-on-one educational program for developers, architects and engineers will be combined with the City's Code Review Board (preplan review coordination) to minimizing storm water impacts caused by new development and redevelopment. This program requires coordination with the development community and city planners to incorporate storm water controls and to minimize directly connected impervious areas (DCIAs). Minimizing DCIAs include various methods designed to reduce the volume of runoff.

Ordinances are reviewed and revised as needed to allow for open space design within residential zones. Conservation easements for open spaces and buffers are also be evaluated as part of the program considering maintenance (weed control), recording and notification obligations, and approval process for regulating activities in these areas.

Long term maintenance responsibilities for structural BMPs like retention basins and drywells shall be the responsibility of the property owners. The City will take action to notify and cause private owners of structural BMPs correct maintenance deficiencies that hinder the proper performance of those BMPs in accordance with the plans originally approved by the City.

The measurable goal for this BMP is to track and report the number of meetings held and number of attendees during the reporting period.

BMP 5-4 Enforce Storm Water Ordinance

The City will reference the Storm Water Ordinance, Grading, and Retention Ordinances to regulate discharges from construction sites. This is not withstanding the controls of the ADEQ CGP. Enforcement is handled according to the ERP.

The measurable goal for this BMP is to track and report the number of enforcement actions at post-construction sites during each reporting period.

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

This section outlines the City's O&M program for preventing and/or reducing pollutant runoff from municipal operations. The requirements for this section are outlined in permit section V.B.6. Training components are discussed in section 4. The BMPs within this MCM address routine activities in the operation and maintenance of drainage systems, roadways, parks and open spaces, and other municipal operations to help ensure a reduction in pollutants entering the storm drain system. The objective associated with this MCM is to reduce the exposure of potential pollutants to watersheds by limiting/controlling the pollutants at the source. This program will be integrated with MCMs 1, 2, and 3 to promote awareness of water quality concerns in performing routine roadway maintenance and operation, municipal yard operations, wastewater treatment plant operations, and other practices.

Target activities/operations for municipal operations include primarily:

- Building Maintenance
- Vehicle and Equipment Maintenance and Operation
- Wastewater Treatment Plant Maintenance
- Outdoor Maintenance and Storage Areas
- Street and Parking Area Cleaning and Repair
- Storm Water Infrastructure Maintenance and Repair

The BMPs in this program include source controls and materials management practices. Source controls are BMPs designed to prevent or reduce pollutants at the source and include BMPs such as storm drainage system maintenance and flood control projects. Materials management BMPs are designed to reduce pollutants with non-structural controls through programs.

Target pollutants for municipal operations are PHFs, litter, pet waste, HHW, waste automotive fluids, nutrients, and sediment.

BMPs within this section are intended to control pollutants in runoff from City operations and maintenance activities including parks and open spaces, fleet and building maintenance, street sweeping operations, and storm water system maintenance. The City has selected four BMPs that provide the greatest benefit in meeting the Pollution Prevention/Good Housekeeping for Municipal Operations MCM.

- Inspect Municipal Facilities (BMP 6-1)
- Structural and Non-Structural Controls (BMP 6-2)
- Conduct Training for City employees (BMP 6-3)
- Conduct a Municipal Street & Parking Area Sweeping (BMP 6-4)

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

BMP 6-1 Inspect Municipal Facilities

The City inspects all municipally-owned and operated facilities for compliance with the BMPs selected for applicable MCMs. Annual inspections are conducted on wastewater treatment plants and maintenance and public works facilities for compliance with regulations. Inspectors inspect 20% of municipal facilities with potential for significant storm water issues each year.

The measurable goals for this BMP are to review the inventory of municipal facilities, finalize procedures for conducting facility inspections, train employees to conduct inspections (see Section 4), implement a tracking system to track municipal facility inspections, and report the number of municipal facilities inspected each year.

BMP 6-2 Evaluate Structural and Non-Structural Controls at Municipal Facilities

The City will evaluate current municipal facilities to identify areas that require additional control measures. A list of potential capital improvements will be created through the inspection process. Capital improvements are budgeted for construction through the City's Capital Improvement Process (CIP).

The measurable goals for this BMP are to update the inventory of municipal facilities that require additional controls and to report the number of facilities that implemented improved controls during the reporting period.

BMP 6-3 Training

See Section 4.

BMP 6-4 Street Sweeping

The City reviews street sweeping practices and procedures and update procedures as development occurs. The City sweeps major collector streets on a monthly basis and other streets as needed. Waste removed from street sweepings is disposed in a roll-off container that is hauled to the landfill. Floatables are disposed in trash containers that are hauled to the landfill.

The measurable goal for this BMP is to document the miles of streets swept and the tons of debris removed during the reporting period.

4.0 MUNICIPAL EMPLOYEE TRAINING

The City has a training program to address the training requirements for municipal employees outlined in permit sections V.3 (IDDE) and V.6 (Pollution Prevention/Good Housekeeping for Municipal Operators). In addition to this permit-required training, the City also trains construction and post-construction inspectors (permit sections V.4 and V.5, respectively). This BMP is identified as BMP 6-2 (see section 3.6); however, it is presented as its own section in this SWMP to consolidate all required municipal training in one location.

Target employees are: building site inspectors, construction plan reviewers, construction and post-construction inspectors, code enforcement officers, public safety personnel, and those employees who are involved in target operations and/or their supervisors. Training can also be provided to certain City contractors at the discretion of the Storm Water Compliance Manager. The training program is based on the identified needs of the municipal employees.

4.1. TYPES OF TRAINING

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

4.1.1. IDDE

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

4.1.2. Municipal Facilities

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

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

4.1.3. Construction Inspection

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

4.1.4. Post-Construction Inspection

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

4.2. TRAINING FREQUENCY

The City conducts annual training for new employees and biennial refresher training to existing employees on the topics identified in section 4.1. Training is also provided when employees are assigned new operations, tasks, equipment, or protocols.

4.3. TRAINING METHOD

Training may be provided by one or more of the following methods:

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

4.4. TRAINING MEASUREABLE GOALS

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

5.0 QUALIFYING STATE OR LOCAL PROGRAM

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

6.0 SHARING RESPONSIBILITY

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

7.0 MONITORING

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

8.0 SWMP EVALUATION AND REVISION

The City will review the SWMP in August of each year starting in August 2015 and evaluate the implementation status of the SWMP components as well as the effectiveness of each component or combination of components.

The annual review will include the following components:

- A review of the status of program implementation and compliance
- A review of monitoring data, any changes in monitoring methods and parameters, and an assessment of the overall monitoring program.
- A review of any revision or change of BMPs during the year and an assessment of the effectiveness of such revision
- An overall assessment of the goals and direction of the SWMP and effectiveness of BMPs
- Updated implementation schedule
- Annexed areas located within the permit boundaries and associated BMPs

During the annual review, the City will determine if the SWMP needs to be revised. If SWMP revisions are needed, the City will notify ADEQ of any additions. If components of the SWMP need to be replaced, the City will submit the proposed revisions to ADEQ with an explanation of why the original practice was ineffective and how the replacement will better address the goals of the management practice.

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

9.0 SWMP REPORTING

9.1. ANNUAL REPORT

To comply with Permit Section V.G, the City will submit annual reports by September 30th of each year for the preceding period of July 1 through June 30. The annual report will summarize the following:

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

The annual report is submitted to:

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

9.2. OTHER REPORTING

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

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

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

10.0 SIGNATURE REQUIREMENTS

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

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

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

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

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

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

Attachment A

AZPDES Phase II MS4 Permit



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

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

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

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

This general permit becomes effective on December 19, 2002.

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

Issued this 19th day of DEC. 2002.

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

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

Karen Smith, Director
Water Quality Division

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PART I. COVERAGE UNDER THIS GENERAL PERMIT

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

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

PART II. AUTHORIZATION UNDER THIS GENERAL PERMIT

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

Section B.

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

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

B. Terminating Coverage.

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

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

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

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

PART III. NOTICE OF INTENT REQUIREMENTS

A. Deadlines for Notification.

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

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

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

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

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

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

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

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

- D. Co-Permittees Under a Single NOI.

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

PART IV. SPECIAL CONDITIONS

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

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

PART V. STORMWATER MANAGEMENT PROGRAM (SWMP)

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

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

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

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

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

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

- b. Include the following information in the SWMP:
 - i. A list of the municipal operations impacted by this operation and maintenance program;
 - ii. A description of the training program for municipal employees
 - iii. A list of measurable goals for the municipal pollution prevention program;
 - iv. Dates, in terms of months and years, by which the permittee will achieve specific measurable goals; and
 - v. The name(s) and title(s) of the person(s) responsible for implementing and coordinating employee training and pollution prevention activities.

- C. Qualifying State or Local Program. The permittee may substitute the BMPs and measurable goals of an existing stormwater pollution control program to qualify for compliance with one or more of the minimum control measures if the existing measure meets the requirements of the minimum control measure as established in Part V, Section B.

- D. Sharing Responsibility. Implementation of one or more of the minimum measures may be shared with another entity, or the entity may fully take over the measure. A permittee may rely on another entity only if:
 - 1 The other entity, in fact, implements the control measure;
 - 2. The control measure, or component of that measure, is at least as stringent as the corresponding permit requirement;
 - 3. The other entity agrees to implement the control measure on the permittee's behalf. Written acceptance of this obligation is expected. The permittee shall maintain this obligation as part of the SWMP description. If the other entity agrees to report on the minimum measure, the permittee shall supply the other entity with the reporting requirements in Part V, Section G of this general permit. The permittee remains responsible for compliance with the permit obligations if the other entity fails to implement the control measure component.

- E. Reviewing and Updating SWMPs.
 - 1. The permittee shall annually review the SWMP in conjunction with preparation of the annual report required under Part V, Section G.
 - 2. The permittee may change the SWMP during the life of the permit according to the following procedures:
 - a. Changes adding (but not subtracting) components, controls, or requirements to the SWMP may be made at any time upon written notification to the Department;
 - b. Changes replacing an ineffective or infeasible management practice specifically identified in the SWMP with an alternate management practice may be made at any time, as long as the permittee submits a written analysis to the Department explaining why the management practice is ineffective or infeasible (including cost prohibitive), and why the replacement management practice is expected to achieve the goals of the management practice to be replaced;
 - c. Change notifications must be signed in accordance with Part VI, Section L;

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

F. Monitoring.

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

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

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

G. Annual Reports.

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

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

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

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

PART VI. STANDARD PERMIT CONDITIONS

A. Duty to Comply.

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

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

C. Continuation of an Expired General Permit.

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

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

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

K. Recordkeeping.

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

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

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

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

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

M. Reporting.

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

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

O. Requiring Coverage Under an Individual Permit.

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

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

PART VII. PENALTIES FOR VIOLATIONS OF PERMIT CONDITIONS

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

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

PART VIII. DEFINITIONS

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

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

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

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

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

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

Discharge of a Pollutant means

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

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

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

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

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

Indian country means:

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

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

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

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

MS4 means municipal separate storm sewer system.

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

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

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

NOT means Notice of Termination.

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

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

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

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

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

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

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

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

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

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

Waters of the United States which is interchangeable with the term "navigable waters" means:

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

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

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

Attachment B

Revised NOI

ALL REQUESTED
INFORMATION MUST
BE PROVIDED ON
THIS FORM



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

CHECK AS APPLICABLE: NEW NOI _____ REVISED NOI _____
IF A REVISION, PROVIDE PRIOR AUTHORIZATION NO.

Applicant is:
_____ Federal _____ State
_____ Other _____ City _____

PERMITTEE (Agency Responsible for the Discharge)

Applicant's Name: City of Cottonwood Phone: (928) 634-8033
Applicant's Mailing Address: 1490 W. Mingus Avenue
City: Cottonwood, Arizona Zip Code: 86326

CONTACT PERSON

Name: Debbie Breitreutz Phone: (928) 634-3413
E-mail Address: dbreitreutz@cottonwoodaz.gov Fax: (928) 649-9193
Contact Person's Agency and Title: Cottonwood Utilities Dept - Wastewater Superintendent

LOCATION INFORMATION

Name of Urbanized Area where the MS4 is located: City of Cottonwood
Name of county(ies) where the MS4 is located: Yavapai

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

Latitude: 34 ° 43 ' 41.5" Longitude: 112 ° 00 ' 36.1"
Township: 15N Range: 3E Section: 3

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

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

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

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

<u>Town of Clarkdale</u>	_____	_____
<u>Yavapai County</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WATERSHED INFORMATION

Name of Watershed: Verde

Name of Receiving Water(s):

Verde River

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

Yes No

Yes No

Yes No

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

IMPAIRED WATERS INFORMATION

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

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

Yes Proceed to Part A

No Proceed to Part B

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

Yes Check the box below

No Proceed to Part B

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

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

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

ADDITIONAL INFORMATION

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

A description of your Stormwater Management Program.

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

Yes If yes, check the boxes below

No

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

Written documentation of your agreement is included as an attachment.

CERTIFICATION

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

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

Printed Name of Applicant's Representative: Douglas Bartosh Title: CITY MANAGER

Signature of Applicant's Representative: [Signature] Date: 3-7-14

Attachment C

City Maps

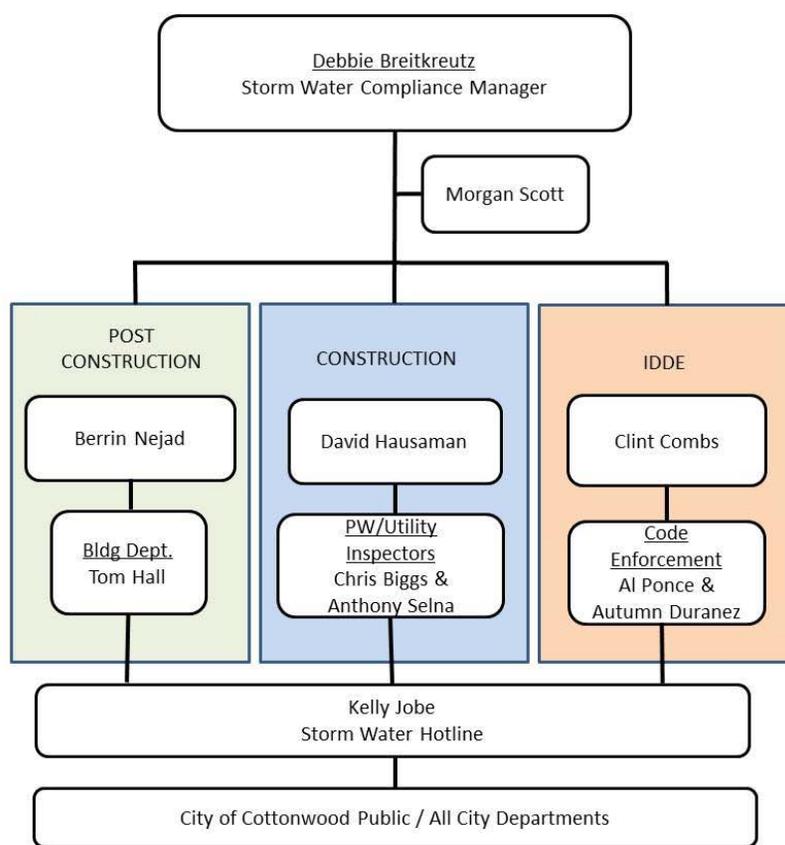
Attachment D

Storm Water Organizational Chart and SWMP Implementation Responsibilities

ATTACHMENT D SWMP RESPONSIBILITIES		
DEPARTMENT	NAME / POSITION	RESPONSIBILITIES
Program Management	<p>Deborah Breitreutz Storm Water Compliance Manager</p> <p>Morgan Scott Development Services Operations Manager</p> <p>Kelly Jobe Administrative Assistant</p>	<p>The Storm Water Compliance Manager is responsible for the delegation of all duties and responsibilities pertaining to this SWMP and the operation and maintenance of the City's storm water infrastructure. Program Management is responsible for the following:</p> <ol style="list-style-type: none"> 1. Administering the City's MS4 permit and other storm water related permits. 2. Implementing the SWMP. 3. Coordinating the internal and external activities associated with the SWMP. 4. Necessary regulatory reporting related to the SWMP and any such requirements pertaining to the operation and maintenance of the City storm water infrastructure. 5. Operating and maintaining that portion of the City's storm water system that does not pertain directly to transportation infrastructure. 6. Routing reports received via the storm water hotline and storm water e-mail address to the appropriate department for follow-up. 7. Any items identifying Administration as the "Responsible Party" in the BMP tables included in Attachment E.
Code Enforcement	<p>Al Ponce and Autumn Duranez Code Enforcement Officers Manager</p> <p>Clint Combs Police Officer and TLO</p>	<p>Code Enforcement is responsible for the following IDDE related activities:</p> <ol style="list-style-type: none"> 1. Investigating and eliminating non-storm water discharges. 2. Supporting other City departments in administering storm water related enforcement actions. 3. Any items identifying Code Enforcement as the "Responsible Party" in the BMP tables included in Attachment E.
Public Works	<p>David Hausaman Public Works Project Manager</p>	<p>Public Works is responsible for the following construction related activities:</p> <ol style="list-style-type: none"> 1. Inspecting active construction sites for conformance with regulatory requirements. 2. Applying enforcement actions at construction sites. 3. Any items identifying Public Works as the "Responsible Party" in the BMP tables included in Attachment E.

ATTACHMENT D SWMP RESPONSIBILITIES		
DEPARTMENT	NAME / POSITION	RESPONSIBILITIES
Building Department	Berrin Nejad Community Development Manager	Building Department is responsible for the following post-construction related activities: <ol style="list-style-type: none"> 1. Inspecting post-construction sites for conformance with regulatory requirements. 2. Applying enforcement actions at post-construction sites. 3. Operating and maintaining that portion of the City's storm water system that is associated with or pertains to the Streets Division, specifically, that which is commonly associated with transportation infrastructure. 4. Any items identifying the Building Department as the "Responsible Party" in the BMP tables included in Attachment E.
Community Development Parks & Recreation Public Works Utilities	Various Representatives at the direction of the Storm Water Compliance Manager	Representatives from each department are responsible for the following municipal facility related activities: <ol style="list-style-type: none"> 1. Inventorying and inspecting their departments' municipal facilities. 2. Operating and maintaining their departments' municipal facilities and associated infrastructure that may impact storm water quality. 3. Coordinating with Storm Water Compliance Manager on the status of their facilities.

City of Cottonwood Storm Water Protection Additional Duty Organizational Chart



Administration of the Storm Water Protection Program is executed by senior City staff.

Storm Water inspections and enforcement is executed by the appropriate section: Post-Construction, Construction, or IDDE.

Calls to the Stormwater Hotline are fielded to the appropriate department based on the reported observation.

Observation and verbal reporting is conducted by the public and City employees. All reports are made to the Storm Water Hotline.

Attachment E

SWMP Implementation Schedule

Table 1 - Public Education & Outreach (MCM-1) BMPs & Measurable Goal Implementation Schedule						
BMP Name	MCM-BMP-Meas. Goal	Responsible Department	Measurable Goals	Audience	Start Date	Frequency
Utility Bill Insert	1-1	Admin	Provide inserts in utility bills to residents.	General Public / City Employees	2/14	Annual
Storm Water Webpage	1-2a	Admin	Report significant updates to the webpage as necessary	General Public / City Employees	2/14	As needed
	1-2b		Track the number of page views each year	City Employees	2/14	Annual
Storm Water Brochure for the General Public	1-3a	Admin	Develop a storm water brochure for distribution at local events.	General Public / City Employees	4/14	Once
	1-3b		Update the storm water brochure as needed	General Public / City Employees	4/14	Annual
	1-3c		Track number of brochures distributed each year	City Employees	4/14	Annual
Fact Sheets for Business Owners	1-4a	Admin	Develop fact sheets for distribution to business owners	Business Owners / City Employees	4/14	Once
	1-4b		Track number of materials distributed each year	City Employees	4/14	Annual
Regional Public Sector Organization	1-5	Admin	Report participation and number of events attended each year.	City Employees	2/14	Annual

Table 2 - Public Participation & Involvement (MCM-2) BMP & Measurable Goal Implementation Schedule						
BMP	MCM-BMP-Meas. Goal	Responsible Department	Measurable Goals	Audience	Start Date	Frequency
Provide Access to the SWMP	2-1	Admin	Report the number of comments received from the public.	General Public	2/14	Annual
Adopt-A-Street	2-2	Admin	Track number of clean-up events, number of persons participating, and the number of man-hours logged.	General Public	2/14	Annual
Public Process	2-3	Admin	Document the number of storm water related comments received.	General Public	2/14	Annual
IDDE Reporting Hotline	2-4	Admin	Track the number of reports received through the hotline and e-mail address.	General Public	2/14	Annual

Table 3 - Illicit Discharge Detection & Elimination (MCM-3) BMP & Measurable Goal Implementation Schedule						
BMP	MCM-BMP-Meas. Goal	Responsible Department	Measurable Goals	Audience	Start Date	Frequency
Map Storm Water System	3-1a	Admin	Map storm drain system outfalls and associated catch basins 36" and larger	City Employees	2/14	Annual
	3-1b		Map storm drain system outfalls and associated catch basins 24" and larger	City Employees	2/15	Annual
	3-1c		Map storm drain system outfalls and associated catch basins under 24"	City Employees	2/16	Annual
	3-1c		Update stormwater system map as needed. Report revisions in annual report.	City Employees	2/17	As needed
Identify and Eliminate Existing Illicit Discharges & Connections	3-2a	Code	Identify known and existing illicit discharges and connections.	City Employees	06/14	Once
	3-2b		Eliminate existing illicit discharges and connections within 1 year of detection.	City Employees	06/15	Once
Perform MS4 Inspection and Maintenance	3-3	Code & Bldg	Inspect culverts once per quarter for debris and once after notable storm events. Record the number of structures inspected and cleaned during the reporting period.	City Employees	2/14	Annual
Conduct Dry Weather Screening	3-4	Code	Inspect 20% of all outfalls once each year. Report the number of outfalls inspected.	City Employees	06/14	Annual
Investigate Illicit Discharges	3-5a	Code	Initiate investigation of illicit discharges within 15 days of detection.	City Employees	06/14	Annual
	3-5b		Record investigations of illicit discharges on the IDDE Investigation Tracking Form and/or into the MS4 Front Software	City Employees	06/14	Annual
Enforce the Storm Water Ordinance	3-6a	Code	Adopt and implement an Enforcement Response Plan.	City Employees	06/14	Once
	3-6b		Track the number of IDDE enforcement actions initiated during the reporting period.	City Employees	06/15	Annual
Conduct Employee Training	3-7	Admin	Train appropriate staff in IDDE activities. Document number of employees trained annually.	City Employees	2/14	Annual

Table 4 - Construction Site Runoff Control (MCM-4) BMP & Measurable Goal Implementation Schedule						
BMP	MCM-BMP-Meas. Goal	Responsible Department	Measurable Goals	Audience	Start Date	Frequency
Construction Plan Review	4-1	DSD	Review 100% of Plans for construction sites with more than 1 acre disturbance. Report the number of construction plans reviewed.	City Employees	2/14	Annual
Perform Construction Site Inspections	4-2a	DSD	Finalize procedures for construction site inspections	City Employees	2/14	Once
	4-2b		Train appropriate staff in construction site inspections	City Employees	2/14	Once
	4-2c		Inspect each construction project at least once during the active construction period. Report the number of sites inspected.	Developers / Contractors / City Employees	2/14	Annual
Enforce Storm Water Ordinance	4-3	DSD & Code	Track the number of construction site enforcement actions initiated during the reporting period.	Developers / Contractors / City Employees	06/15	Annual
Contractor Education	4-4	DSD & Admin	Report the number of pamphlets distributed to contractors.	Developers / Contractors / City Employees	2/14	Annual
Conduct Employee Training	4-5	Admin	Document number of employees trained annually.	Developers / Contractors / City Employees	2/14	Annual

Table 5 - Post-Construction Runoff Control (MCM-5) BMP & Measurable Goal Implementation Schedule						
BMP	MCM-BMP-Meas. Goal	Responsible Department	Measurable Goals	Audience	Start Date	Frequency
Land Use Plan Update	5-1	Admin	Review the Land Use Element of the General Plan and report on document revisions in the annual report.	General Public	2/14	Annual
Post-Construction Site Inspections	5-2a	Bldg	Finalize procedures for post-construction site inspections	City Employees	2/14	Once
	5-2b		Train appropriate staff in post-construction site inspections	City Employees	2/14	Annual
	5-2c		Track the number of post-construction inspections conducted during the reporting period. Report the number of sites inspected.	Developers / Contractors / City Employees	2/14	Annual
Post- Construction BMP Education Program	5-3	Bldg & Admin	Track and report the number of meetings held and the average number of attendees per meeting in the annual report.	Developers / Contractors / City Employees	2/14	Annual
Enforce Storm Water Ordinance	5-4	Bldg & Code	Track and report the number of post-construction site enforcement actions initiated during the reporting period.	Developers / Contractors / City Employees	06/15	Annual

Table 6 - Pollution Prevention & Good Housekeeping for Municipal Operations (MCM-6) BMP & Measurable Goal Implementation Schedule						
BMP	MCM-BMP-Meas. Goal	Responsible Department	Measurable Goals	Audience	Start Date	Frequency
Inspect Municipal Facilities	6-1a	Varies & Admin	Review inventory of municipal facilities. Report updates in the annual report.	City Employees	2/14	Annual
	6-1b		Finalize procedures for municipal facility inspections.	City Employees	2/14	Once
	6-1c		Train appropriate staff in municipal facility inspections.	City Employees	2/14	Once
	6-1d		Implement a tracking system to track municipal facility inspections.	City Employees	2/14	Once
	6-1f		Inspect 20% of municipal facilities with potential for significant stormwater issues each year. Report the number of facilities inspected in the annual report.	City Employees / Facility Owners	2/14	Annual
Structural and Non-Structural Controls	6-2a	Varies & Admin	Evaluate municipal facilities for potential capital improvement projects where additional BMPs are required.	City Employees	2/14	Annual
	6-2b		Report the number of facilities that implemented improved controls.	City Employees	12/14	Annual
Municipal Training Program	6-3	Admin	Track the training conducted during the reporting period and report in the annual report.	City Employees	2/14	Annual
Municipal Street & Parking Area Sweeping Program	6-4	Bldg	Maintain current street sweeping frequencies and update the program as needed to incorporate new development. Report the number of miles of streets swept and tons of debris removed in the annual report.	City Employees	2/14	Annual

Attachment F

SWMP Modification Log

Log entry # ___ of ___

City of Cottonwood SWMP Modification Log

Modification Made By:

Purpose for Modification:

Description of Modification:

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

Signed: _____

Date: _____

Printed: _____

Attachment G

Illicit Discharge Detection and Elimination Standard Operating Procedure

And

IDDE Investigation Tracking Form

Instructions for completing the DRY WEATHER INSPECTION/IDDE INVESTIGATION FORM

General Directions:

Complete form in ink. Strike out incorrect entries with a single line; write correct values or descriptions above or near the struck-out entries.

At the completion of each outfall inspection, the inspector/investigator is responsible for ensuring that the Dry Weather Inspection/IDDE Investigation Form has been completely and correctly filled out and that all data and remarks are legible. The completed form should be scanned to PDF or the data transferred to a Word version of the form. Information from the form should be entered into the IDDE Investigation Tracking Table.

Section 1: Background Data

Outfall ID: Enter the outfall identification number from the stormwater outfall inventory.

Date: Enter date including day month and year.

Time: Use a.m. or p.m. designation (for example - 8:30 a.m., or 1:30 p.m.).

Inspector: Enter the name of the person or persons conducting the inspection/investigation.

Type of investigation: Check the appropriate box for the type of assessment being conducted: dry weather inspection, investigation of a reported illicit discharge, or 3-day follow-up inspection.

Photos? (Yes/No): Document observations with photographs whenever possible. Cameras that automatically date and time stamp photographs are preferred. Photographs should be appended to the final copy of the form and included in the electronic version of the form as well.

Precipitation within last 48 hours: Note weather there has been measureable rainfall in the investigation area within the last 48 hours.

Weather: A concise description of the weather conditions at the time of the assessment including approximate temperature.

Land Use: Check all known land uses that occur within the investigation area. If the industrial box is checked, any known industries should be listed to facilitate potential tracing efforts.

Section 2: Outfall Description

Outfall Description: Indicate whether outfall is closed pipe or open drainage and provide the appropriate details in the area provided.

Section 3: Physical Indicators

This section provides a description of the condition of the outfall. These physical indicators

**INSTRUCTIONS FOR DRY WEATHER INSPECTION/ IDDE INVESTIGATION FORM
CITY OF COTTONWOOD**

may provide evidence that illicit discharges have occurred when there is no flow at the time of the investigation. **This section is to be completed whether or not there is flow.**

Complete the table, adding comments when there are positive findings under the descriptions of physical indicators.

Do physical indicators suggest an illicit discharge has occurred? (Yes/No): Answer yes if there is physical evidence of past or current illicit discharges.

Flow Present (Yes/No): A *Yes* or *No* is entered here to indicate the presence or absence of dry-weather flow or illicit discharge. If the outfall is submerged or inaccessible, "See Notes" is entered and an explanation provided in the "Notes" section.

Flow Chart Procedure:

- If *No* is entered for flow and physical indicators, close the investigation and complete Section 7 of the form.
- If *No* is entered for flow but physical indicators are present, schedule a 3-Day Follow-Up inspection and complete Section 7.
- If *Yes* is entered for flow (regardless of the presence of physical indicators), complete proceed to Section 4.

Section 4: Discharge Description (Flowing Outfalls Only)

Complete table describing outfall characteristics (odor, color, turbidity, floatables). This section is filled out for flowing outfalls only.

Odor: The presence of an odor is assessed by fanning the hand toward the nose over a wide-mouth container of the sample, keeping the sample about 6 to 8 inches from the face. Be careful not to be distracted by odors in the air. Provide a description of the odor, if present.

Color: The presence of color in the discharge is to be assessed by filling a clean glass sample container with a portion of the grab sample and assessing the color, if color is present. If a color chart is used, the number corresponding to the color matching the sample is to be entered in this blank.

Turbidity: Turbidity is a measure of the clarity or cloudiness of water. Turbidity may be caused by many factors, including suspended matter such as clay, silt, or finely divided organic and inorganic matter.

Floatables: The presence of floating scum, foam, oil sheen, plant debris or other materials on the surface of the discharge are to be noted. Describe of any floatables present that are attributable to discharges from the outfall. Do not include trash originating from areas adjacent to the outfall in this observation. Refer to Figure 5 and Table 4 of the SMPP.

After documenting the physical properties of the discharge, the field crew should attempt to trace the flow to its source. If the flow originates underground and access to manholes in roadways is required for tracking, the process may need to be delayed until proper safety procedures (traffic control, confined space entry, etc.) can be arranged.

**INSTRUCTIONS FOR DRY WEATHER INSPECTION/ IDDE INVESTIGATION FORM
CITY OF COTTONWOOD**

Flow Chart Procedure:

- If the discharge can be tracked, implement tracking procedures and identify the source.
- If the discharge cannot be tracked and shows signs of significant contamination, conduct field screening according to Section 5.

Section 5: On-Site Sampling/Testing (Flowing Outfalls Only)

Discharge samples are collected from the middle, both vertically and horizontally, of discharge in a clean glass container. Samples can be collected by manually dipping a sample container into the flow or with a long-handled dipper, if needed.

Conduct field screening of the sample according to the manufacturer's instruction included in the field test kit. Document findings on the form.

Dispose of the sample as follows:

- If no chemical or reagents have been added to the sample, the water can be poured on the ground.
- If any chemical or reagent is added to the sample, pour the water into a container marked "Liquid Waste" for proper disposal to a sanitary sewer system at the end of the day.

Flow Chart Procedure:

- If tracing indicates that laboratory analysis is necessary to link the illicit discharge to a specific source or to document source for enforcement purposes, proceed to Section 6.
- If such documentation is not necessary, proceed to Section 7 and close the investigation.

Section 6: Data Collection for Lab Testing

Contact laboratory and procure appropriate sample bottles for the requested analyses. Follow proper water quality sampling analytes.

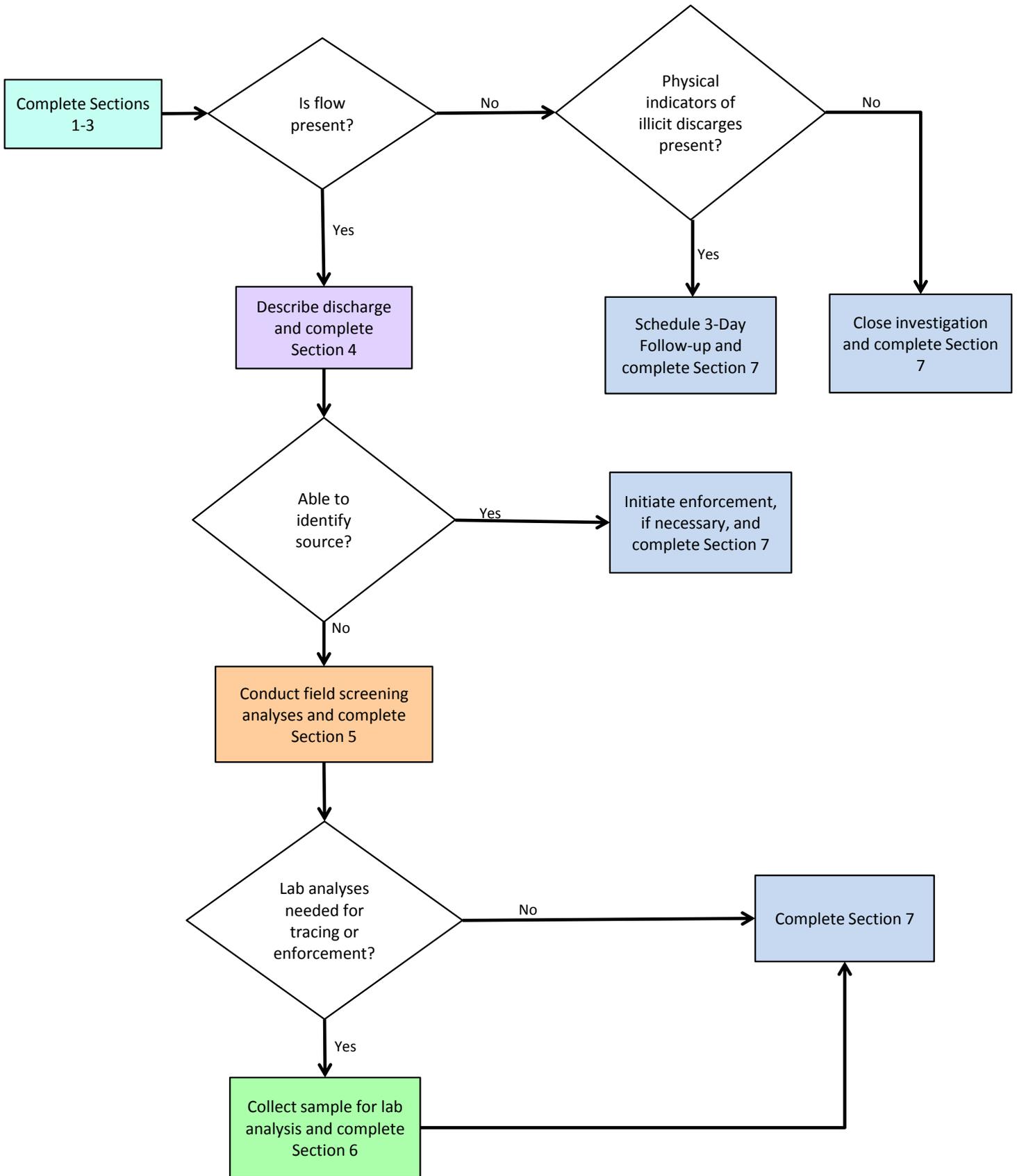
Section 7: Enforcement and Resolution

Check the appropriate box for the resolution of the investigation: Source Identified, 3-Day Follow-up Inspection, or Investigation Closed.

Enforcement Action: Identify whether enforcement action was taken. Describe the action: verbal notice, written notice, etc.

Source/Resolution: Describe the source if found and final resolution. For example: "Source was broken irrigation system. Owner repaired the system after receiving verbal notice."

FLOW CHART FOR DRY WEATHER INSPECTION/ IDDE INVESTIGATION FORM
CITY OF COTTONWOOD



**DRY WEATHER INSPECTION/ IDDE INVESTIGATION FORM
CITY OF COTTONWOOD**

Section 1: Background Data

Outfall ID:	Date:	Time:
Inspector/Investigator:		
<input type="checkbox"/> Dry Weather Inspection <input type="checkbox"/> IDDE Investigation <input type="checkbox"/> 3-Day Follow-up Inspection		
Photos? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, append photos to this report.		
Precipitation w/in last 48 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	Weather (approx. temp, etc.):	
Land Use in Drainage Area (check all that apply): <input type="checkbox"/> Industrial <input type="checkbox"/> Open Space <input type="checkbox"/> Residential Other: _____ <input type="checkbox"/> Commercial Known Industries: _____		

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
Storm Sewer (Closed Pipe)	<input type="checkbox"/> RCP <input type="checkbox"/> PVC <input type="checkbox"/> Steel <input type="checkbox"/> CMP <input type="checkbox"/> HDPE <input type="checkbox"/> Clay/drain tile <input type="checkbox"/> Other: _____	<input type="checkbox"/> Circular <input type="checkbox"/> Elliptical <input type="checkbox"/> Box <input type="checkbox"/> Other: _____	<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Other: _____	Diameter / Dimensions: _____ X _____	In Water: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully In Sediment: <input type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/> Fully
Open drainage (swale / ditch)	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other: _____	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other: _____		Depth: _____ Top Width: _____ Bottom Width: _____	

Section 3: Physical Indicators

INDICATOR	DESCRIPTION	COMMENTS
Outfall Damage	<input type="checkbox"/> None <input type="checkbox"/> Spalling, Cracking or Chipping <input type="checkbox"/> Peeling Paint <input type="checkbox"/> Corrosion <input type="checkbox"/> Other: _____	
Deposits / Stains	<input type="checkbox"/> None <input type="checkbox"/> Oily <input type="checkbox"/> Flow Line <input type="checkbox"/> Paint <input type="checkbox"/> Other: _____	
Abnormal Vegetation	<input type="checkbox"/> None <input type="checkbox"/> Excessive <input type="checkbox"/> Inhibited	
Poor Water Quality	<input type="checkbox"/> None <input type="checkbox"/> Odors <input type="checkbox"/> Colors <input type="checkbox"/> Floatables <input type="checkbox"/> Oil Sheen <input type="checkbox"/> Suds <input type="checkbox"/> Excessive Algae <input type="checkbox"/> Other: _____	
Pipe Algae Growth	<input type="checkbox"/> None <input type="checkbox"/> Brown <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Other: _____	
Do physical indicators suggest an illicit discharge has occurred? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Flow Present?	<input type="checkbox"/> Yes If yes, describe: <input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial And go to Section 4. <input type="checkbox"/> No If no flow and no physical indicators, skip to Section 7 and close investigation. If no flow but physical indicators are present, skip to Section 7 and schedule 3-Day Follow-Up.	

**DRY WEATHER INSPECTION/ IDDE INVESTIGATION FORM
CITY OF COTTONWOOD**

Section 4: Discharge Description (flowing outfalls only)

INDICATOR	CHECK if Absent	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
			1-Faint	2-Easily detected	3-noticeable from a distance
Odor	<input type="checkbox"/> (No odor)	<input type="checkbox"/> Sewage <input type="checkbox"/> Rancid/Sour <input type="checkbox"/> Sulfide <input type="checkbox"/> Laundry <input type="checkbox"/> Petro/gas <input type="checkbox"/> Other: _____	<input type="checkbox"/> 1-Faint	<input type="checkbox"/> 2-Easily detected	<input type="checkbox"/> 3-noticeable from a distance
Color	<input type="checkbox"/> (Colorless)	<input type="checkbox"/> Gray <input type="checkbox"/> Brown <input type="checkbox"/> Yellow <input type="checkbox"/> Green <input type="checkbox"/> Red/Orange <input type="checkbox"/> Multicolor <input type="checkbox"/> Other: _____	<input type="checkbox"/> 1-Faint color visible in sample bottle	<input type="checkbox"/> 2-Color clearly visible in sample bottle	<input type="checkbox"/> 3-Clearly visible in outfall flow
Turbidity	<input type="checkbox"/> (Clear)	See severity	<input type="checkbox"/> 1-Slightly cloudy	<input type="checkbox"/> 2-Cloudy	<input type="checkbox"/> 3-Opaque
Floatables – does not include trash!	<input type="checkbox"/> (Clean)	<input type="checkbox"/> Sewage <input type="checkbox"/> Suds/Foam <input type="checkbox"/> Oil sheen <input type="checkbox"/> Plant Debris <input type="checkbox"/> Other: _____	<input type="checkbox"/> 1-Few/slight; origin not obvious	<input type="checkbox"/> 2-Some indications of origin	<input type="checkbox"/> 3-Some; origin obvious
Do physical indicators suggest an illicit discharge is present? (Y/N)					
Able to trace flow to source? <input type="checkbox"/> Yes If yes, proceed to Section 7. <input type="checkbox"/> No If no, proceed to Section 5.					

Section 5: Field Screening Analyses (flowing outfalls only)

Parameter	Results	Comments	Equipment
Temperature			
pH			
Total Residual Chlorine			
Phenols			
Detergents			
Total Copper			

Section 6: Sample Collected for Lab Testing (see flow chart) (flowing outfalls only)

1. Sample for the lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain (source identified, or other): _____
2. Chain of Custody (COC) completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	COC Information (Date, Time, Lab Name): _____
3. Analyses requested:	<input type="checkbox"/> <i>E. coli</i> <input type="checkbox"/> Metals <input type="checkbox"/> Oil & Grease <input type="checkbox"/> Total Petroleum Hydrocarbons <input type="checkbox"/> VOCs <input type="checkbox"/> SVOCs <input type="checkbox"/> Pesticides <input type="checkbox"/> PCBs <input type="checkbox"/> Other _____	

Section 7: Enforcement and Resolution

<input type="checkbox"/> Source identified (describe below) <input type="checkbox"/> 3-Day Follow-up Inspection required (describe reason why below) <input type="checkbox"/> No flow and no sign of illicit discharge, investigation closed.
Enforcement action taken? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:
Source/Resolution:

**IDDE INVESTIGATION TRACKING TABLE
CITY OF COTTONWOOD**

<i>Incident #</i>	<i>Date Reported</i>	<i>Date Inspected</i>	<i>Inspector</i>	<i>Description/ Location</i>	<i>Enforcement Actions Taken</i>	<i>Date Resolved</i>	<i>Resolution</i>
1							
2							
3							
4							
5							
6							
7							
8							
9							

Attachment H

Storm Water Checklist for Plan Review

Cottonwood Stormwater Checklist

Plan Review

Project Name: _____ Project # _____

Reviewed By: _____ Phone: _____ Date: _____

Engineer: _____ Phone: _____

Construction sites over 1 acre (or those sites that will disturb less than one acre, but are part of a common plan of development or sale that will ultimately disturb one acre or more) are subject to the Arizona Department of Environmental Quality (ADEQ) Arizona Pollution Discharge Elimination System (AZPDES) requirements for construction sites under Construction General Permit (CGP) AZG2013-001. Owners, developers, engineers, and/or contractors are required to prepare all documents required by this regulation, including but not limited to a Stormwater Pollution Prevention Plan (SWPPP), Notice of Intent (NOI), and Notice of Termination (NOT). This checklist is for use by City employees when reviewing construction site plans to comply with provisions of the Phase 2 Municipal Separate Storm Sewer System (MS4) General Permit Number AZG2002-002.

GENERAL REQUIREMENTS

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is a copy of the Notice of Intent (NOI) and certified delivery receipt (delivery receipt required unless submitting via SMART NOI in which case delivery receipt is not required) OR a copy of ADEQs Authorization to Discharge (ATD) included? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the appropriate resources referenced? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the nearest receiving water(s) (including ephemeral and intermittent streams, dry washes, and arroyos) identified? |

PROPOSED CONTROL MEASURES

Verify whether control measures are present (Pres) and appropriate (App) for each category of control measure.

Erosion & Sediment Control

- | Pres | App | |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Run-On Management |
| <input type="checkbox"/> | <input type="checkbox"/> | Sediment Basins and Traps |
| <input type="checkbox"/> | <input type="checkbox"/> | Culvert Stabilization |
| <input type="checkbox"/> | <input type="checkbox"/> | Velocity Dissipation Devices |
| <input type="checkbox"/> | <input type="checkbox"/> | Preserve Natural Vegetation |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase/Sequence Const. Activities |
| <input type="checkbox"/> | <input type="checkbox"/> | Stabilize Steep Slopes |
| <input type="checkbox"/> | <input type="checkbox"/> | Perimeter Control |
| <input type="checkbox"/> | <input type="checkbox"/> | Stockpile Protection |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm Drain Inlet Protection |
| <input type="checkbox"/> | <input type="checkbox"/> | Natural Buffers (or alternatives) |

Site Stabilization

- | Pres | App | |
|--------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary Stabilization |

Pollution Prevention

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Concrete Washout |
| <input type="checkbox"/> | <input type="checkbox"/> | Run-On Management |
| <input type="checkbox"/> | <input type="checkbox"/> | Provisions for: washing equipment, vehicles, applicators, and containers |
| <input type="checkbox"/> | <input type="checkbox"/> | Fueling and Maintenance of Equipment and/or Vehicles |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Egress controls |
| <input type="checkbox"/> | <input type="checkbox"/> | Good Housekeeping |
| <input type="checkbox"/> | <input type="checkbox"/> | Material Storage, Handling, and Disposal Considerations (containment, cover) |

Determination

Date notification provided to applicant that BMPs for the site are appropriate _____

Date plans returned to applicant for revision: _____

Attachment I

Construction and Post-Construction Site SOP and Inspection Tracking Form

**CONSTRUCTION SITE STORMWATER INSPECTION FORM
CITY OF COTTONWOOD**

Section 1: General Information

Inspector:	Date:	Time:
Project #:	AZCON #:	
Site Location:	Onsite Rep:	
Site Owner:	Reps phone #:	
Precipitation w/in last 24 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	Weather (Approx. temp, etc.):	
Phase of construction (check all that apply):		
<input type="checkbox"/> Clearing/Grubbing	<input type="checkbox"/> Infrastructure or Building Construction	<input type="checkbox"/> Abandoned/Inactive
<input type="checkbox"/> Rough Grading	<input type="checkbox"/> Demolition	
<input type="checkbox"/> Final Grading	<input type="checkbox"/> Final Stabilization	<input type="checkbox"/> Post-Construction

Section 2: Permit Status

NOI Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Self-inspection reports on file: <input type="checkbox"/> Yes <input type="checkbox"/> No
SWPPP onsite: <input type="checkbox"/> Yes <input type="checkbox"/> No	All discharges composed of stormwater: <input type="checkbox"/> Yes <input type="checkbox"/> No
SWPPP up-to-date: <input type="checkbox"/> Yes <input type="checkbox"/> No	Non-stormwater discharges present: <input type="checkbox"/> Yes <input type="checkbox"/> No
NOT Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 3: Active Sites

Inspect the following areas to determine if the condition is not applicable (NA), poor (P), fair (F), or good (G). If the condition is poor – follow-up is required. If the condition is fair – follow-up may be required. Areas in good condition do not require follow-up.

Area	Condition?	Repair Needed?	Localized or Widespread?	Comments/Observations
General Cleanliness	P F G		L W	
Construction Site Entrance/Exit	NA P F G		L W	
Surrounding Streets	NA P F G		L W	
Perimeter controls (silt fences, wattles)	NA P F G		L W	
Inlet protection	NA P F G		L W	
Concrete washout area	NA P F G		L W	
Material storage areas	NA P F G		L W	
Onsite fueling areas	NA P F G		L W	
Refuse areas	NA P F G		L W	
Other:	NA P F G		L W	
Other:	NA P F G		L W	
Other:	NA P F G		L W	

**CONSTRUCTION SITE STORMWATER INSPECTION FORM
CITY OF COTTONWOOD**

Section 4: Post-Construction Sites

Have all temporary stabilization measures been removed? **YES** **NO**

Area	Required Per Plan?		Installed?		Operating as Intended?		Comments/Observations
	Y	N	Y	N	Y	N	
Check dams	Y	N	Y	N	Y	N	
Embankment Protection	Y	N	Y	N	Y	N	
Rip Rap	Y	N	Y	N	Y	N	
Retention / Detention Pond	Y	N	Y	N	Y	N	
Vegetation	Y	N	Y	N	Y	N	
Soil Retention Blankets	Y	N	Y	N	Y	N	
Inlet Protection	Y	N	Y	N	Y	N	
Outlet Protection	Y	N	Y	N	Y	N	
Headwalls	Y	N	Y	N	Y	N	
Other:	Y	N	Y	N	Y	N	
Other:	Y	N	Y	N	Y	N	
Other:	Y	N	Y	N	Y	N	

Section 5: Enforcement and Resolution

<input type="checkbox"/> Site IN Compliance	Evidence Collected (choose all that apply) <input type="checkbox"/> Photographs <input type="checkbox"/> Documents <input type="checkbox"/> Samples
<input type="checkbox"/> Site NOT in Compliance (choose option below and describe) <input type="checkbox"/> Follow-up Inspection required <input type="checkbox"/> Enforcement Action applied <input type="checkbox"/> Stop Work Order	
Enforcement action taken? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <input type="checkbox"/> Verbal Notice <input type="checkbox"/> Written Notice <input type="checkbox"/> Fines <input type="checkbox"/> Injunctive Relief	
Resolution:	

Section 6: Inspector Signature

Inspector Signature:
Inspector Name:
Date and Time Completed:

Attachment J

Authorized Representative Signature Form

City of Cottonwood Authorized Representative

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

Doug Bartosh
City Manager, Cottonwood

Date