



# ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

1110 West Washington Street Phoenix, Arizona 85007  
(602) 771-2300 [www.azdeq.gov](http://www.azdeq.gov)



## Small MS4 Annual Report

**ID #: AZSM65737**

**MS4 Name: CITY OF COTTONWOOD MS4**

**Reporting Period: 01-Jul-2020 - 30-Jun-2021**

### Main Office

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# Annual Report Summary

## Company Information

**Name :** CITY OF COTTONWOOD  
827 N MAIN ST  
COTTONWOOD  
AZ , 86326

**Question:** During this reporting period, was additional land annexed into the regulated MS4 area?

Answer: Yes

**Total Area Annexed into the MS4 Since the Last Annual Report:** 7320 acres

**Were Best Management Practices (BMPs) fully implemented in the annexed area?** No

Total area includes 280 acres of private property for a proposed housing development and 11 square miles of undisturbed national forest land (7040 Acres). The private property is currently undisturbed and BMPs will be implemented as the property develops.

**Question:** Is stormwater sewer mapping 100 percent complete?

Answer: Yes

**Provide the description of the measurable goal:**

Complete

**Question:** Is outfall mapping 100 percent complete?

Answer: Yes

**Number of outfalls mapped:** 6

**Provide the description of the measurable goal:**

Complete

**Question:** Is identification of receiving waters information 100 percent complete?

Answer: Yes

**Provide the description of the measurable goal:**

Complete.

**Question:** Has an Illicit Discharge Detection and Elimination (IDDE) enforcement authority or other regulatory mechanism been established?

Answer: Yes

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Name	Title/Code/Citation	Effective Date	Inactive Date
Cottonwood Municipal Code	15.40	09/30/2018	

**Question: Has a Construction Site Stormwater Runoff enforcement authority or other regulatory mechanism been established?**

Answer: Yes

Name	Title/Code/Citation	Effective Date	Inactive Date
Cottonwood Municipal Code	15.44	09/30/2018	

**Question: Has a Post-Construction Stormwater Management enforcement authority or other regulatory mechanism been established?**

Answer: Yes

Name	Title/Code/Citation	Effective Date	Inactive Date
Cottonwood Municipal Code	15.44	09/30/2018	

**Question: For each BMP in the Minimum Control Measure 1: Public Education and Outreach, what was completed during this reporting period?**

Answer:

**BMP Name:** 1-1 Utility Bill Insert

**Category:** Utility Bill Insert

**Personnel Position/Department:** Utility Department

**BMP Description :**

The City will distribute information to residents using utility bill inserts and educate the public on storm-water related issues.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Targeted Audience:** Utility Customers **Frequency:** 1 Two times per year

**Milestone Description:**

The City reports the number of stormwater related inserts distributed with utility bills during each reporting period. (Inserts are distributed 2 times per year minimum.)

**Were milestones/measurable goals achieved for this reporting period?** No

**ADEQ Directed** No

**Change:**

**Provide a description of the reason(s) why milestones were not met and include measures that will be implemented to get back on schedule.**

COVID related remote worksites

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

The City reports the number of stormwater related inserts distributed with utility bills during each reporting period. (Inserts are distributed 2 times per year minimum.)

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**BMP Name:** 1-3 Printed Materials

**Category:** Printed Materials

**Personnel Position/Department:** Public Works

**BMP Description :**

The City will distribute printed materials geared towards the general public regarding stormwater at local meetings and events and will be made available on the website.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Targeted Audience:** General Public **Frequency:** 1 Two times per year

**Milestone Description:**

Record number of materials distributed. (Distribute materials at a minimum of 2 events per year.)

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Materials are available at City offices and on the website. However COVID related closures did not allow distribution at public events.

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***Provide a summary of activities planned for next reporting period***

***BMP does not apply for next reporting period:*** No

***Milestone Description:***

Record number of materials distributed. (Distribute materials at a minimum of 2 events per year.)

---

***BMP Name:*** 1-2 Webpage

***Category:*** Webpage

***Personnel Position/Department:*** Public Works

***BMP Description :***

The City will maintain and update the storm-water webpage with the most current SWMP and other applicable stormwater information.

***Is another government entity responsible for this BMP ?*** No

***Measurable Goals:***

***Start Date:*** 07/01/2018

***Targeted End Date:*** 09/29/2021

***Targeted Audience:*** General public ***Frequency:*** 1 Daily

***Milestone Description:***

The City will record the dates the site is updated and the number of visitors to the site each reporting period. (Website is available year-round.)

***Were milestones/measurable goals achieved for this reporting period?*** No

***ADEQ Directed*** No

***Change:***

***Provide a description of the reason(s) why milestones were not met and include measures that will be implemented to get back on schedule.***

City website is in the process of being completely overhauled. New website will include all of all updated stormwater information.

***Provide a summary of activities planned for next reporting period***

***BMP does not apply for next reporting period:*** No

***Milestone Description:***

The City will record the dates the site is updated and the number of visitors to the site each reporting period. (Website is available year-round.)

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***BMP Name:*** 1-4 Fact Sheets

***Category:*** Fact Sheets

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**Personnel Position/Department:** Utility Department

***BMP Description :***

The City will distribute fact sheets for business owners regarding stormwater at local meetings and events and will be made available on the website.

***Is another government entity responsible for this BMP ?*** No

***Measurable Goals:***

***Start Date:*** 07/01/2018

***Targeted End Date:*** 09/29/2021

***Targeted Audience:*** Business owners ***Frequency:*** 1 Two times per year

***Milestone Description:***

Document number of fact sheets distributed to business owners each year. (Distribute materials at a minimum of 2 events per year.)

***Were milestones/measurable goals achieved for this reporting period?*** Yes

***Actual BMP Start Date:*** 07/01/2018

***Provide a description of BMP effectiveness, including metrics used to determine effectiveness.***

Local meetings and events did not take place due to COVID. Materials are available on the website.

***Provide a summary of activities planned for next reporting period***

***BMP does not apply for next reporting period:*** No

***Milestone Description:***

The City will distribute fact sheets for business owners regarding stormwater at local meetings and events and will be made available on the website.

**Question: Minimum Control Measure 1: Public Education and Outreach, Did the program implement any additional BMPs during this reporting period?**

Answer:

***Did the program implement any additional BMPs during this reporting period?*** No

***Provide a summary of compliance with the requirements for Minimum Control Measure1.***

Materials are available at all City offices and on the City Website. City offices were closed to the public and public meetings were not held due to COVID.

**Question: For each BMP in the Minimum Control Measure 2: Public Involvement and Participation, what was completed during this reporting period?**

Answer:

***BMP Name:*** 2-1 Implement Public Notice

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**Category:** Public Involvement

**Personnel Position/Department:** Public Works

***BMP Description :***

The City will provide the most current SWMP and NOI on their webpage and solicit public feedback through the stormwater hotline.

***Is another government entity responsible for this BMP ?*** No

**Measurable Goals:**

***Start Date:*** 07/01/2018

***Targeted End Date:*** 09/29/2021

***Frequency:*** 1 One time event

***Milestone Description:***

City will record the feedback received from residents. (Once per permit term)

***Were milestones/measurable goals achieved for this reporting period?*** Yes

***Actual BMP Start Date:*** 07/01/2018

***Provide a description of BMP effectiveness, including metrics used to determine effectiveness.***

No feedback was received from residents. Website does have capability of receiving feedback.

***Provide a summary of activities planned for next reporting period***

***BMP does not apply for next reporting period:*** No

***Milestone Description:***

City will record the feedback received from residents. (Once per permit term)

---

***BMP Name:*** 2-2 Adopt-a-Street Program

***Category:*** Public Participation

***Personnel Position/Department:*** Streets Division

***BMP Description :***

The City will implement and solicit an Adopt-A-Street Program where residents can directly participate in the reduction of pollutants that may impact stormwater quality.

***Is another government entity responsible for this BMP ?*** No

**Measurable Goals:**

***Start Date:*** 07/01/2018

***Targeted End Date:*** 09/29/2021

***Frequency:*** 1 Annually

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**Milestone Description:**

City will report the number of clean-up events, number of participants, and the pounds of trash removed during the reporting period. (Annually)

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2020

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Clean up events and removed trash are all documented in a database.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

City will report the number of clean-up events, number of participants, and the pounds of trash removed during the reporting period. (Annually)

---

**BMP Name:** 2-3 Procedure for Receiving Public Comment

**Category:** Procedure for Receiving Public Comment

**Personnel Position/Department:** Public Works

**BMP Description :**

The City will provide the public with an opportunity to report storm-water violations. Residents can call a hotline, or submit complaints via email.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

City will record the number of complaints received and the resolution reached for each complaint. (Annually)

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Complaints and resolutions were logged in a database.

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**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

City will record the number of complaints received and the resolution reached for each complaint.  
(Annually)

**Question: For Minimum Control Measure 2: Public Involvement and Participation, Did the program implement any additional BMPs during this reporting period?**

Answer:

**Did the program implement any additional BMPs during this reporting period?** No

**Provide a summary of compliance with the requirements for Minimum Control Measure2.**

Public meetings did not take place due to COVID but all website information and functions are active and available.

**Question: For each BMP in the Minimum Control Measure 3: Illicit Discharge Detection and Elimination Program, what was completed during this reporting period?**

Answer:

**BMP Name:** 3-5 Follow-Up Screening Procedures

**Category:** Follow-Up Screening Procedures

**Personnel Position/Department:** Public Works

**BMP Description :**

Eliminated ID's will be inspected to ensure they have been.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 10/01/2017

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Locations of original IDs shall be revisited to ensure they are still in compliance. (ID sites revisited within 1 year of discovery.)

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2020

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Illicit discharge sites are revisited regularly to ensure compliance.

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***Provide a summary of activities planned for next reporting period***

***BMP does not apply for next reporting period:*** No

***Milestone Description:***

Locations of original IDs shall be revisited to ensure they are still in compliance. (ID sites revisited within 1 year of discovery.)

---

***BMP Name:*** 3-4 Wet Weather Monitoring

***Category:*** Wet Weather Monitoring

***Personnel Position/Department:*** Public Works

***BMP Description :***

Visually monitor outfalls and/or screening points in response to a rain event to identify potential illicit discharges.

***Is another government entity responsible for this BMP ?*** No

***Measurable Goals:***

***Start Date:*** 07/01/2018

***Targeted End Date:*** 09/29/2021

***Frequency:*** 1 Two times per year

***Milestone Description:***

Record number of wet weather visual monitoring inspections performed each year. (2 per wet season per year for each outfall or screening point.)

***Were milestones/measurable goals achieved for this reporting period?*** No

***ADEQ Directed*** No

***Change:***

***Provide a description of the reason(s) why milestones were not met and include measures that will be implemented to get back on schedule.***

Minimal rainfall was received during this reporting period resulting in no discharge at screening point.

***Provide a summary of activities planned for next reporting period***

***BMP does not apply for next reporting period:*** No

***Milestone Description:***

Record number of wet weather visual monitoring inspections performed each year. (2 per wet season per year for each outfall or screening point.)

---

***BMP Name:*** 3-7 Employee Training

***Category:*** Staff Training

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**Personnel Position/Department:** Public Works

**BMP Description :**

Yearly training of staff on IDDE procedures.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

City will record number of employees who received stormwater training each year. (Training occurs annually.)

**Were milestones/measurable goals achieved for this reporting period?** No

**ADEQ Directed** No

**Change:**

**Provide a description of the reason(s) why milestones were not met and include measures that will be implemented to get back on schedule.**

COVID prevented training in-person.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

City will record number of employees who received stormwater training each year. (Training occurs annually.)

---

**BMP Name:** 3-8 Implement IDDE Program

**Category:** Implement IDDE Program

**Personnel Position/Department:** Public Works

**BMP Description :**

Implement IDDE Program: Develop a SOP to identify and report IDDEs.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

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**Milestone Description:**

Implement IDDE Program: Track IDDE's reported in the MS4Front software.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start** 06/15/2019

**Date:**

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

IDDEs recorded in database (MS4Front).

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Implement IDDE Program: Track IDDE's reported in the MS4Front software.

---

**BMP Name:** 3-1 Enforcement Procedures

**Category:** Enforcement Procedures

**Personnel Position/Department:** Code Enforcement

**BMP Description :**

Code Enforcement Officers to enforce illicit discharges using ERP.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 10/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Update ERP procedures as necessary. Record number of enforcement actions each year. (Ongoing enforcement of all illicit discharges.)

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start** 07/01/2020

**Date:**

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Enforcement actions were recorded in a database.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

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**Milestone Description:**

Update ERP procedures as necessary. Record number of enforcement actions each year. (Ongoing enforcement of all illicit discharges.)

---

**BMP Name:** 3-6 Unpermitted Discharges

**Category:** Unpermitted Discharges

**Personnel Position/Department:** Public Works

**BMP Description :**

Check permits of businesses and active construction sites in order to identify potentially unpermitted facilities and non-filers.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

City will audit 100% of active construction sites and 20% of new businesses each year. City will contact potential non-filers and notify ADEQ annually.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

City audited active all construction sites but very little rainfall was received.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

City will audit 100% of active construction sites and 20% of recently completed construction sites each year.

---

**BMP Name:** 3-9 Written IDDE Procedures

**Category:** Written IDDE Procedures

**Personnel Position/Department:** Public Works

**BMP Description :**

Written IDDE Procedures: Develop a SOP to identify, report and resolve IDDE's.

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**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Written IDDE Procedures: Develop a written Policy Document for internal use.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 06/15/2019

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Procedure for IDDE is included in SWMP.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Provide additional training for implementing IDDE procedure.

---

**BMP Name:** 3-2 Eliminate Illicit Discharges

**Category:** Eliminate Illicit Discharges

**Personnel Position/Department:** Public Works

**BMP Description :**

IDs will be addressed and eliminated.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 One time event

**Milestone Description:**

City will record number of IDs eliminated during each reporting period. (IDs will be eliminated per IDDE SOP.)

**Were milestones/measurable goals achieved for this reporting period?** Yes

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**Actual BMP Start** 06/15/2019

**Date:**

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

IDs and remedies were recorded in a database.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

City will record number of IDs eliminated during each reporting period. (IDs will be eliminated per IDDE SOP.)

---

**BMP Name:** 3-3 Dry Weather Screening

**Category:** Dry Weather Screening

**Personnel Position/Department:** Public works

**BMP Description :**

Inspect outfalls and/or screening points during dry periods to identify potential illicit discharges.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Record number of dry weather screenings performed each year. (20% of City's MS4 will be inspected annually.)

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start** 07/01/2018

**Date:**

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

All outfalls were inspected.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Record number of dry weather screenings performed each year. (20% of City's MS4 will be inspected annually.)

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**Question: For Minimum Control Measure 3: Illicit Discharge Detection and Elimination Program, Did the program implement any additional BMPs during this reporting period?**

Answer:

***Did the program implement any additional BMPs during this reporting period?*** No

***Provide a summary of compliance with the requirements for Minimum Control Measure3.***

All IDDEs reported were recorded and remedied.

**Question: Were staff trained in IDDE Awareness and Response?**

Answer:

No

***Why weren't training events conducted?***

COVID did not allow for in-person training and no new staff were added.

**Question: Minimum Control Measure 1: Illicit Discharge Detection and Elimination Program, Provide the details of the Illicit Discharge Detection and Elimination (IDDE) incidents that occurred during this reporting period.**

Answer:

***Number of IDDE incidents reported in this reporting period:*** 2

***Number of IDDE incidents responded to in this reporting period:*** 2

Sr.No.	Enforcement Actions	Enforcements Issued	Enforcements Resolved	Enforcements Unresolved
1	NOV	2	2	0
2	NOC	0	0	0
3	Stop Work	0	0	0
4	Admin Order	0	0	0
5	Admin Fines	0	0	0
6	Civil Penalties	0	0	0
7	Criminal Action	0	0	0
	Total	2	2	0

**Question: Were there any unpermitted discharges to the MS4?**

Answer: No

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**Question: Were any samples collected to characterize illicit discharge(s) in this reporting period?**

Answer: No

**Number of Illicit Discharges Sampled are:** There were no illicit discharges to the MS4.

**Question: For each BMP in the Minimum Control Measure 4: Construction Activity Stormwater Runoff Control, what was completed during this reporting period?**

Answer:

**BMP Name:** 4-2 Review Construction Plans

**Category:** Site Plan Review

**Personnel Position/Department:** Public Works

**BMP Description :**

Review erosion control plans to ensure compliance with storm-water practices.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Review all plans and record number of erosion control plans reviewed.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

All plans were reviewed.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Review all plans and record number of erosion control plans reviewed.

---

**BMP Name:** 4-5 Employee Training

**Category:** Employee Training

**Personnel Position/Department:** Public Works

**BMP Description :**

The City will conduct an annual stormwater training for all employees which will include inspection activities.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Record the number of employees trained during each reporting period. (All employees trained 1 time per year.)

**Were milestones/measurable goals achieved for this reporting period?** No

**ADEQ Directed** No

**Change:**

**Provide a description of the reason(s) why milestones were not met and include measures that will be implemented to get back on schedule.**

COVID did not allow in-person training.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Record the number of employees trained during each reporting period. (All employees trained 1 time per year.)

---

**BMP Name:** 4-7 Control Wastes

**Category:** Control Wastes

**Personnel Position/Department:** Public Works

**BMP Description :**

Control Wastes generated onsite with good housekeeping practices.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

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Control Wastes: Perform monthly site inspections to observe the effectiveness of the good housekeeping practices.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

All active sites were inspected.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Control Wastes: Perform monthly site inspections to observe the effectiveness of the good housekeeping practices.

---

**BMP Name:** 4-1 Construction Inventory

**Category:** Inventory

**Personnel Position/Department:** Community Development

**BMP Description :**

Keep database of active construction projects.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Number of active construction sites will be recorded for each reporting period. (Database updates performed as needed.)

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Active sites are noted on a regular basis.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Number of active construction sites will be recorded for each reporting period.

---

**BMP Name:** 4-4 Contractor Education

**Category:** Construction Operator Training

**Personnel Position/Department:** Public Works

**BMP Description :**

Contractor education program and onsite training.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Document and record trainings each year. (All contractors to receive storm-water compliance information.)

**Were milestones/measurable goals achieved for this reporting period?** No

**ADEQ Directed** No

**Change:**

**Provide a description of the reason(s) why milestones were not met and include measures that will be implemented to get back on schedule.**

COVID did not allow in-person training. Inspectors did work with contractors on active sites to ensure compliance.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Document and record trainings each year. (All contractors to receive storm-water compliance information.)

---

**BMP Name:** 4-6 Erosion/ Sediment Control

**Category:** Erosion/ Sediment Control

**Personnel Position/Department:** Public Works

**BMP Description :**

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Erosion/ Sediment Control: Implement and/or maintain berms or vegetative buffers along the perimeter of the Public Works Yard to prevent runoff.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Erosion/ Sediment Control: Perform annual inspection and repair of damaged implements.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 06/15/2019

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Inspections were performed. Minimal rainfall received. No repairs necessary.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Erosion/ Sediment Control: Perform annual inspection and repair of damaged implements.

---

**BMP Name:** 4-3 Construction Site Inspection and Enforcement Procedures

**Category:** Inspections

**Personnel Position/Department:** Public Works

**BMP Description :**

Inspect construction projects for stormwater compliance.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Record number of inspections each year. (All construction sites will receive 1 inspection minimum.)

**Were milestones/measurable goals achieved for this reporting period?** Yes

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**Number of construction activity complaints received in this reporting period:** 0

**Number of active construction sites that required re-inspections in this reporting period:** 0

Sr.No.	Enforcement Actions	Enforcements Issued	Enforcements Resolved	Enforcements Unresolved
1	NOV	0	0	0
2	NOC	0	0	0
3	Stop Work	0	0	0
4	Admin Order	0	0	0
5	Admin Fines	0	0	0
6	Civil Penalties	0	0	0
7	Criminal Action	0	0	0
	Total	0	0	0

**Question: For each BMP in the Minimum Control Measure 5: Post-Construction Stormwater Management in New Development and Redevelopment, what was completed during this reporting period?**

Answer:

**BMP Name:** 5-4 Operations and Maintenance of Post-Construction BMPs

**Category:** O&M Procedures

**Personnel Position/Department:** Public Works

**BMP Description :**

Require private developments to maintain their structural BMPs. City shall inspect public post-construction BMPs using the Post-Construction Inspection Form.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 10/01/2017

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

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**Milestone Description:**

City shall inspect 20% of post-construction BMPs at public facilities each year and respond to all complaints at private facilities.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

There were no post-construction BMPs at public facilities and no complaints for post-construction at private facilities.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

City shall inspect 20% of post-construction BMPs at public facilities each year and respond to all complaints at private facilities.

---

**BMP Name:** 5-5 Structural/Non-Structural BMP

**Category:** Structural/Non-Structural BMP

**Personnel Position/Department:** Public Works

**BMP Description :**

Structural/Non-Structural BMP: Use of berms and other natural barriers to prevent stormwater runoff.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Structural/Non-Structural BMP: Implement appropriate berming to prevent runoff from the site.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

There were no post-construction berms to inspect. Sites typically stabilized by permanent surfaces.

**Provide a summary of activities planned for next reporting period**

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**BMP does not apply for next reporting period:**

No

**Milestone Description:**

Structural/Non-Structural BMP: Implement appropriate berming to prevent runoff from the site.

---

**BMP Name:** 5-3 Site Plan Review Procedures

**Category:** Site Plan Reviews

**Personnel Position/Department:** Public Works

**BMP Description :**

Implement SOPs for permanent stormwater BMP design, construction oversight and as-built verification. Review plans for compliance with regulations and SOP.

**Is another government entity responsible for this BMP ?**

No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Document plans reviewed per reporting period.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2020

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

All plans were reviewed.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:**

No

**Milestone Description:**

Document plans reviewed per reporting period.

---

**BMP Name:** 5-1 Stormwater Control Inventory and Inspection

**Category:** Inventory

**Personnel Position/Department:** Public Works

**BMP Description :**

Develop and maintain a GIS database of permanent stormwater BMPs and ensure permanent stormwater BMPs are maintained by private property owners.

**Is another government entity responsible for this BMP ?**

No

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**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Update database as new BMPs are completed. Report number of additions to database each year.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

BMPs were inspected after minimal rainfall was received.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Update database as new BMPs are completed.

---

**BMP Name:** 5-2 Enforcement Procedures

**Category:** Enforcement

**Personnel Position/Department:** Public Works

**BMP Description :**

Follow ERP for all post-construction BMPs not in compliance.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Record all enforcement actions and outcome each year.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2020

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

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No enforcement actions were taken.

***Provide a summary of activities planned for next reporting period***

***BMP does not apply for next reporting period:*** No

***Milestone Description:***

Record all enforcement actions and outcome each year.

**Question: For Minimum Control Measure 5: Post-Construction Stormwater Management in New Development and Redevelopment, Did the program implement any additional BMPs during this reporting period?**

Answer:

***Did the program implement any additional BMPs during this reporting period?*** No

***Provide a summary of compliance with the requirements for Minimum Control Measure5.***

Few sites were completed but all were inspected/monitored.

**Question: Minimum Control Measure 5: Post-Construction Stormwater Management in New Development and Redevelopment, Provide the details of the Post-Construction Stormwater controls used during this reporting period**

Answer:

***Number of sites that required Post-Construction Stormwater controls in this reporting period:*** 2

***Number of Post-Construction Stormwater controls inspected in this reporting period:*** 2

Sr.No.	Enforcement Actions	Enforcements Issued	Enforcements Resolved	Enforcements Unresolved
1	NOV	0	0	0
2	NOC	0	0	0
3	Stop Work	0	0	0
4	Admin Order	0	0	0
5	Admin Fines	0	0	0
6	Civil Penalties	0	0	0
7	Criminal Action	0	0	0

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	Total	0	0	0
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**Question: For each BMP in the Minimum Control Measure 6: Pollution Prevention and Good Housekeeping, what was completed during this reporting period?**

Answer:

**BMP Name:** 6-4 Staff Training

**Category:** Training

**Facility Information:**

Public Works Yard

Airport

Mingus WWTP

Riverfront WRF

**Personnel Position/Department:** Public Works

**BMP Description :**

Yearly training for City staff on stormwater pollution prevention.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Record number of employees who received stormwater training. (Annual training.)

**Were milestones/measurable goals achieved for this reporting period?** No

**ADEQ Directed** No

**Change:**

**Provide a description of the reason(s) why milestones were not met and include measures that will be implemented to get back on schedule.**

COVID did not allow in-person training.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Record number of employees who received stormwater training. (Annual training.)

**BMP Name:** 6-1 Inspect Municipal Facilities

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**Category:** Inspections

**Facility Information:**

Public Works Yard

Airport

Mingus WWTP

Riverfront WRF

**Personnel Position/Department:** Utilities Department

**BMP Description :**

Develop an inspection schedule for municipal facilities based on potential discharge priority.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 10/01/2017

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Quarterly

**Milestone Description:**

A. Inspect facilities based upon prioritization.

B. Document inspection findings annually.

(Low priority: 20% per year

Med priority: Annually

High priority: Quarterly)

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

High priority facilities were inspected quarterly. Findings are documented.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

A. Inspect facilities based upon prioritization. B. Document inspection findings annually. (Low priority: 20% per year Med priority: Annually High priority: Quarterly)

---

**BMP Name:** 6-3 Implement Pollution Controls

**Category:** Implement Pollution Contrtols

**Facility Information:**

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Public Works Yard

Airport

Mingus WWTP

Riverfront WRF

**Personnel Position/Department:** Public Works

***BMP Description :***

A. Maintain structural controls installed on municipal facilities.

B. Review pollution prevention plans for municipal facilities.

***Is another government entity responsible for this BMP ?*** No

***Measurable Goals:***

***Start Date:*** 07/01/2018

***Targeted End Date:*** 09/29/2021

***Frequency:*** 1 Annually

***Milestone Description:***

A. Inspect and maintain structural controls and document inspections. (Annually)

B. Review and update pollution prevention plans as necessary. (Annually.)

***Were milestones/measurable goals achieved for this reporting period?*** Yes

***Actual BMP Start Date:*** 07/01/2018

***Provide a description of BMP effectiveness, including metrics used to determine effectiveness.***

Inspections were completed and plans were updated accordingly.

***Provide a summary of activities planned for next reporting period***

***BMP does not apply for next reporting period:*** No

***Milestone Description:***

A. Inspect and maintain structural controls and document inspections. (Annually) B. Review and update pollution prevention plans as necessary. (Annually.)

---

***BMP Name:*** 6-2 O&M Procedures

***Category:*** O&M Procedures

***Facility Information:***

Public Works Yard

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**Personnel Position/Department:** Public Works

***BMP Description :***

- A. Street Sweeping Program
- B. Vehicle Maintenance and Washing

***Is another government entity responsible for this BMP ?*** No

**Measurable Goals:**

***Start Date:*** 07/01/2018

***Targeted End Date:*** 09/29/2021

***Frequency:*** 1 Monthly

***Milestone Description:***

- A. Continue street sweeping program; record miles swept and tons of debris removed.
- B. Perform maintenance on City vehicles as-needed at local repair shops and wash vehicles at wash bay as-needed.

***Were milestones/measurable goals achieved for this reporting period?*** Yes

***Actual BMP Start Date:*** 07/01/2018

***Provide a description of BMP effectiveness, including metrics used to determine effectiveness.***

Street sweeping program continues. Vehicle maintenance is in compliance.

***Provide a summary of activities planned for next reporting period***

***BMP does not apply for next reporting period:*** No

***Milestone Description:***

- A. Continue street sweeping program; record miles swept and tons of debris removed.
- B. Perform maintenance on City vehicles as-needed at local repair shops and wash vehicles at wash bay as-needed.

---

***BMP Name:*** Inventory

***Category:*** Inventory

***Facility Information:***

Public Works Yard

Airport

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**Personnel Position/Department:** Public Works

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**BMP Description :**

Inventory

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Inventory

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Inventory completed.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Inventory active facilities.

---

**BMP Name:** Maintenance Activities

**Category:** Maintenance Activities

**Facility Information:**

Public Works Yard

Airport

Mingus WWTP

Riverfront WRF

**Personnel Position/Department:** Public Works

**BMP Description :**

Routine trash collection. Staff will conduct weekly rounds at the Public Works Yard to cleanup trash found onsite.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

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**Targeted End Date:** 09/29/2021

**Frequency:** 1 Weekly

**Milestone Description:**

Remove miscellaneous trash that blows onto the Public Works Yard.

**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 06/15/2019

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Trash was removed weekly.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Remove miscellaneous trash that blows onto the Public Works Yard.

---

**BMP Name:** Maintenance Schedule

**Category:** Maintenance Schedule

**Facility Information:**

Public Works Yard

Airport

Mingus WWTP

Riverfront WRF

**Personnel Position/Department:** Public Works

**BMP Description :**

Conduct a visual inspection after each rainfall event (a minimum of 1 time per year) to identify any points of erosion or concentrated flow leaving the site.

**Is another government entity responsible for this BMP ?** No

**Measurable Goals:**

**Start Date:** 07/01/2018

**Targeted End Date:** 09/29/2021

**Frequency:** 1 Annually

**Milestone Description:**

Repair the eroded area and look upstream to identify the cause and implement a remedy (e.g. straw wattles, berms, etc.)

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**Were milestones/measurable goals achieved for this reporting period?** Yes

**Actual BMP Start Date:** 07/01/2018

**Provide a description of BMP effectiveness, including metrics used to determine effectiveness.**

Inspections were completed. Minimal rainfall was received and no repairs were necessary.

**Provide a summary of activities planned for next reporting period**

**BMP does not apply for next reporting period:** No

**Milestone Description:**

Repair the eroded area and look upstream to identify the cause and implement a remedy (e.g. straw wattles, berms, etc.)

**Question: For Minimum Control Measure 6: Pollution Prevention and Good Housekeeping, Did the program implement any additional BMPs during this reporting period?**

Answer:

**Did the program implement any additional BMPs during this reporting period?** No

**Provide a summary of compliance with the requirements for Minimum Control Measure6.**

Pollution prevention and good housekeeping is in good compliance with SWMP.

**Question: Was staff training conducted?**

Answer:

Yes

Sr.No.	Date of Training Event	Training Subject	Number of Employees Trained	Frequency of Training
1	07/01/2020	SWPPP	5	Annually

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