

## Checklist for SWMP Review

UALR – ARR040020

**SWMP not reviewed. Same as April 09 submittal. Needs complete rework to meet new permit requirements. SWMP from April 09 does not meet all requirements from original NOI.**

The permittee shall develop, implement, and enforce a SWMP designed to reduce the discharge of pollutants from the small MS4 to the maximum extent practicable (MEP), to protect water quality, and to satisfy the appropriate water quality requirements and the Clean Water Act. The SWMP should include management practices; control techniques and system, design, and engineering methods; and shall be modified to include provisions as ADEQ determines appropriate after its review of the program for the control of such pollutants. The SWMP shall include the following information for each of the six minimum control measures:

1. The best management practices (BMPs) that the MS4 or another entity will or already does implement for each of the stormwater minimum control measures;
2. The measurable goals for each of the BMPs, the ones the MS4 believes to have the authority to implement, including, as appropriate, the months and years in which the MS4 will undertake required actions, including interim milestones and the frequency of the action. At a minimum, measurable goals shall be implemented to satisfy this general permit's performance standards;
3. The person or persons, including position title or titles, or just the position title and contact information responsible for implementing or coordinating the BMPs for the SWMP. The SWMP shall include a Table of Organization, including a primary point of contact, which identifies how implementation across multiple positions, agencies and departments will occur, and;
4. In addition to the requirements listed above, the permittee shall provide a rationale for how and why the permittee selected each of the BMPs and measurable goals for the SWMP. The MS4 shall develop and implement the program within five years of initially being granted Small MS4 general permit coverage. If an MS4 initially had coverage under a previous version of this permit, then the MS4 shall revise the program and its implementation to satisfy this general permit's performance standards within two years of when the MS4 coverage under this general permit was granted.
5. BMPs shall be reevaluated in situations where an MS4 discharges to an impaired waterbody where the evaluation of the impairment has determined the MS4 is a contributor to the impairment. The enhanced BMPs shall be specifically addressed within the SWMP.
6. BMPs shall be reevaluated in situations where an MS4 discharges to a waterbody with an approved TMDL where the evaluation of the impairment has determined the MS4 is a contributor to the impairment. The enhanced BMPs shall be specifically addressed within the SWMP.

### **Public Education and Outreach on Stormwater Impacts**

1. The permittee shall implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff. In the case of non-traditional MS4s (e.g., AHTD, universities, hospitals, prisons, military bases, and other government complexes), the permittee is only required to provide educational materials and outreach to the MS4 employees, on-site contractors, and individuals using the MS4's facilities.

2. *Decision process.* The permittee shall document the decision process for the development of a stormwater public education and outreach program. The rationale statement shall address both the overall public education program and the individual BMPs, measurable goals and responsible persons for the program. The rationale statement shall include the following information, at a minimum:
  - 2.1. How the MS4 plans to inform individuals and households about the steps they can take to reduce stormwater pollution.  Yes  No  
**Notes:**
  - 2.2. How the MS4 plans to inform individuals and groups on how to become involved in the stormwater program (with activities such as local stream and beach restoration activities);  
 Yes  No  
**Notes:**
  - 2.3. Who are the target audiences for the MS4s education program who are likely to have significant stormwater impacts (including commercial, industrial and institutional entities) and why those target audiences were selected;  Yes  No  
**Notes:**
  - 2.4. What are the target pollutant sources the MS4 public education program is designed to address;  Yes  No  
**Notes:**
  - 2.5. What is the outreach strategy, including the mechanisms (e.g., printed brochures, newspapers, media, workshops, etc.) the MS4 will use to reach the target audiences, and how many people does the MS4 expect to reach by the outreach strategy over the permit term;  Yes  No  
**Notes:**
  - 2.6. Who (person or department) is responsible for overall management and implementation of the stormwater public education and outreach program and, if different, who is responsible for each of the BMPs identified for this program;  Yes  No  
**Notes:**
  - 2.7. How will the MS4 evaluate the success of this minimum measure, including how the measurable goals were selected for each BMP.  Yes  No  
**Notes:**
3. *Performance Standards.* The stormwater public education and outreach program shall include more than one mechanism and target at least five different stormwater themes or messages over the permit term. At a minimum, at least one theme or message shall be targeted to the land development community. For non-traditional MS4s, the land development community refers to landscaping and construction contractors working within its boundaries. The stormwater public education and outreach program shall reach at least 50 percent of the population over the permit term. This is included in the SWMP provided to the Department but the SMWP provided is simply the above issues with answers, not a program per say.

## Public Involvement/Participation

1. The permittee shall at a minimum, comply with State and local public notice requirements when implementing a public involvement/participation program. In the case of non-traditional MS4s (e.g., AHTD, universities, hospitals, prisons, military bases, and other government complexes), the MS4 is required to involve employees, on-site contractors, and individuals using the MS4 facilities.
  
2. *Decision process.* The permittee shall document the decision process for the development of a stormwater public involvement/participation program. The rationale statement shall address the overall public involvement/participation program and the individual BMPs, measurable goals, and responsible persons for the program. The rationale statement shall include the following information, at a minimum:
  - 2.1. Has the permittee involved the public in the development and submittal of the NOI and SWMP description;  Yes  No  
**Notes:**
  
  - 2.2. What is the MS4's plan to actively involve the public in the development and implementation of the program;  Yes  No  
**Notes:**
  
  - 2.3. Who are the target audiences for the public involvement program, including a description of the types of ethnic and economic groups engaged. The MS4 is encouraged to actively involve all potentially affected stakeholder groups, including commercial and industrial businesses, trade associations, environmental groups, homeowners associations, and educational organizations, among others;  Yes  No  
**Notes:**
  
  - 2.4. What are the types of public involvement activities included in the program. Where appropriate, consider the following types of public involvement activities: citizen representatives on a stormwater management panel, public hearings, working with citizen volunteers willing to educate others about the program, volunteer monitoring or stream/beach clean-up activities;  Yes  No  
**Notes:**
  
  - 2.5. Who (person or department) is responsible for the overall management and implementation of the stormwater public involvement/participation program and, if different, who is responsible for each of the BMPs identified for this program,  Yes  No  
**Notes:**
  
  - 2.6. How the MS4 will evaluate the success of this minimum measure, including how the MS4 selected the measurable goals for each of the BMPs.  Yes  No  
**Notes:**
  
3. *Performance Standards.* The stormwater public involvement/participation program shall include at least five public involvement activities over the permit term.

## Illicit Discharge Detection and Elimination

1. The permittee shall develop, implement and enforce a program to detect and eliminate illicit discharges, as defined in Part 6 of this permit, into the small MS4 (for illicit discharges to the MS4 via an adjacent, outside of the MS4's jurisdiction, interconnected MS4, the MS4 are only required to inform the neighboring MS4 and ADEQ in the annual report submission, of their existence);
2. The permittee shall develop, if not already completed, a storm sewer system map, showing the location of all outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls. Within five years of when the coverage under this general permit was granted, the storm sewer system map shall also include the entire MS4 system, including catch basins, pipes, ditches and public and private stormwater facilities. MS4s with urbanized area increases resulting from the 2010 census must update their storm sewer maps by the expiration of this permit;
3. The permittee shall to the extent allowable under State or local law, effectively prohibit, through ordinance, or other regulatory mechanism, illicit discharges into the storm sewer system and implement appropriate enforcement procedures and actions;
  - 3.1. The permittee shall develop and implement a plan to detect and eliminate non-stormwater discharges, including illegal dumping, to the system.
  - 3.2. The permittee shall inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste; and
  - 3.3. The permittee shall address the following categories of non-stormwater discharges or flows (i.e., illicit discharges) only if the MS4 identifies them as significant contributors of pollutants to the small MS4: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)), uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and discharges or flows from emergency fire fighting activities (by definition, not an illicit discharge). Needs to be addressed if this is an issue or not.
  - 3.4. The permittee may also develop a list of other similar occasional incidental non-stormwater discharges (e.g., non-commercial or charity car washes, etc.) that will not be addressed as illicit discharges. These non-stormwater discharges must not be reasonably expected (based on information available to the permittees) to be significant sources of pollutants to the MS4, because of either the nature of the discharges or conditions the MS4 have established for allowing these discharges to the MS4 (e.g., a charity car wash with appropriate controls on frequency, proximity to sensitive water bodies, BMPs on the wash water, etc.). The MS4 must document in the SWMP any local controls or conditions placed on the discharges. The MS4 must include a provision prohibiting any individual non-stormwater discharge that is determined to be contributing significant amounts of pollutants to the MS4. Needs to be addressed if this is an issue or not.
  - 3.5. *Decision process.* The permittee shall document the decision process for the development of a stormwater illicit discharge detection and elimination program. The rationale statement shall address both the overall illicit discharge detection and elimination program and the individual BMPs, measurable goals, and responsible persons for the program. The rationale statement shall include the following information, at a minimum:
    - 3.5.1. How the MS4 will develop a storm sewer map showing the location of all outfalls and the names and location of all receiving waters. Describe the sources of information was used for the maps, and the plan to verify the outfall locations with field surveys. If already completed, describe how the map was developed. Also, describe how the map will be regularly updated;  Yes  No

**Notes:**

- 3.5.2. The mechanism (ordinance or other regulatory mechanism) the MS4 will use to effectively prohibit illicit discharges into the MS4 and why the MS4 chose that mechanism. If this mechanism needs to be developed, then describe in the plan and a schedule to do so. If an ordinance or regulatory mechanism is already developed, include a copy of the relevant sections with the program;  Yes  No

**Notes:**

- 3.5.3. The plan to ensure through appropriate enforcement procedures and actions that the illicit discharge ordinance (or other regulatory mechanism) is implemented;  Yes  No

**Notes:**

- 3.5.4. The plan to detect and address illicit discharges to the MS4 system, including discharges from illegal dumping and spills. The plan shall include dry weather field screening for non-stormwater flows and ADEQ recommends field tests of selected chemical parameters as indicators of discharge sources. The description shall address the following, at a minimum:

3.5.4.1. Procedures for locating priority areas which include areas with higher likelihood of illicit connections (e.g., areas with older sanitary sewer lines, for example) or ambient sampling to locate impacted reaches;  Yes  No

3.5.4.2. Procedures for tracing the source of an illicit discharge, including the specific techniques that will used to detect the location of the source;  Yes  No

3.5.4.3. Procedures for removing the source of the illicit discharge; and  Yes  No

3.5.4.4. Procedures for program evaluation and assessment.  Yes  No

- 3.5.5. How the MS4 plans to inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste. Include in the description how this plan will coordinate with the public education minimum measure and the pollution prevention/good housekeeping minimum measure programs;  Yes  No

**Notes:**

- 3.5.6. Who is responsible for overall management and implementation of the stormwater illicit discharge detection and elimination program and, if different, who is responsible for each of the BMPs identified for this program, and;  Yes  No

**Notes:**

- 3.5.7. How the MS4 will evaluate the success of this minimum measure, including how the MS4 selected the measurable goals for each of the BMPs.  Yes  No

**Notes:**

- 3.2.3.10. *Performance Standards.* The stormwater illicit discharge detection and elimination program shall include dry-weather screening of all stormwater outfalls located in the MS4's urbanized area at the time of this permit coverage over the permit term. Only those outfalls draining undeveloped watersheds do not need to be screened for illicit discharges. The storm sewer system map shall be updated annually as needed for changes occurring in the urbanized area boundaries at the time of permit coverage.

## Construction Site Stormwater Runoff Control

1. The permittee shall 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 pollutants in stormwater discharges from construction activity disturbing less than one acre shall 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 ADEQ waives requirements for stormwater discharges associated with small construction from a specific site(s), the permittee is not required to enforce the program to reduce pollutant discharges from such site(s). The program shall include the development and implementation of, at a minimum:
  - 1.1. An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under State or local law. The ordinance or other regulatory mechanism shall be at least as stringent and not conflicting with the criteria set forth in the current, at time of issuance of this permit, ADEQ NPDES General Stormwater Permit for Construction Activities applicable for the permit area. This would include the statewide NPDES General Stormwater Permit for Construction Activities. If initially coverage was under a previous version of this permit then the ordinance or other regulatory mechanism, if needed, shall be revised within two years of coverage under this general permit was granted;
  - 1.2. Requirements for construction site operators to implement appropriate erosion and sediment control BMPs;
  - 1.3. Requirements for construction site operators to control waste 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;
  - 1.4. Procedures for site plan review which incorporate consideration of potential water quality impacts;
  - 1.5. Procedures for receipt and consideration of information submitted by the public; and
  - 1.6. Procedures for site inspection and enforcement of control measures.
  
2. *Decision process.* The permittee shall document the decision process for the development of a construction site stormwater control program. The rationale statement shall address both the overall construction site stormwater control program and the individual BMPs, measurable goals, and responsible persons for the program. The rationale statement shall include the following information, at a minimum:
  - 2.1. The mechanism (ordinance or other regulatory mechanism) that will be used to require erosion and sediment controls at construction sites and why the MS4 chose that mechanism. If it is needed to develop this mechanism, describe the plan and a schedule to do so. If the ordinance or regulatory mechanism is already developed, include a copy of the relevant sections with the SWMP description;  Yes  No  
**Notes:**
  
  - 2.2. The plan to ensure compliance with the erosion and sediment control regulatory mechanism, including the sanctions and enforcement mechanisms that will be used to ensure compliance. Describe the procedures for when certain sanctions will be used. Possible sanctions include non-monetary penalties (such as a stop work orders), fines, bonding requirements, and/or permit denials for non-compliance;  Yes  No  
**Notes:**
  
  - 2.3. The requirements for construction site operators to implement appropriate erosion and sediment control BMPs and control waste at construction sites that may cause adverse impacts to water quality. Such waste includes discarded building materials, concrete truck washouts, chemicals, litter, and sanitary waste;  Yes  No  
**Notes:**
  
  - 2.4. The procedures for site plan review, including the review of pre-construction site plans, which incorporate consideration of potential water quality impacts. Describe the procedures and the rationale for how certain

sites will be identified for site plan review, if not all plans are reviewed. Describe the estimated number and percentage of sites that will have pre-construction site plans reviewed;  Yes  No

**Notes:**

- 2.5. The procedures for receipt and consideration of information submitted by the public. Consider coordinating this requirement with the public education program;  Yes  No

**Notes:**

- 2.6. The procedures for site inspection and enforcement of control measures, including how sites are prioritized for inspection;  Yes  No

**Notes:**

- 2.7. Who is responsible for overall management and implementation of the construction site stormwater control program and, if different, who is responsible for each of the BMPs identified for this program; and  Yes  No

**Notes:**

- 2.8. Describe how the MS4 will evaluate the success of this minimum measure, including how the measurable goals were selected for each of the BMPs.  Yes  No

**Notes:**

3. *Performance Standards.* The construction site stormwater control program shall include pre-construction site plan reviews (reviews of construction site Stormwater Pollution Prevention Plans) of 100 percent of projects from construction activities that result in a land disturbance of greater than or equal to one acre. These applicable sites shall be inspected at least on a monthly basis to ensure compliance.

## Post-Construction Stormwater Management in New Development and Redevelopment

1. The permittee shall 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, that discharge into a small MS4. The program shall ensure that controls are in place that will prevent or minimize water quality impacts;
2. The permittee shall develop and implement strategies which include a combination of structural and/or non-structural BMPs appropriate for the community;
3. The permittee shall use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under State or local law. The ordinance or other regulatory mechanism shall be at least as stringent as the criteria set forth in the current, at time of issuance of this permit, ADEQ NPDES General Stormwater Permit for Construction Activities applicable for a permitted area. This would include the statewide NPDES General Stormwater Permit for Construction Activities. Of specific note is that a goal of at least 80% removal of total suspended solids from these flows which exceed predevelopment levels should be used in designing and installing stormwater management controls (where practicable). If initially coverage was under a previous version of this permit, then the ordinance or other regulatory mechanism, if needed, shall be revised within two years of when coverage under this general permit was granted; and
4. The permittee shall ensure adequate long-term operation and maintenance of BMPs.
5. *Decision process.* The permittee shall document the decision process for the development of a post-construction SWMP. The rationale statement shall address both the overall post-construction SWMP and the individual BMPs, measurable goals, and responsible persons for the program. The rationale statement shall include the following information, at a minimum:
  - 5.1. The program to address stormwater runoff from new development and redevelopment projects. Include in this description any specific priority areas for this program.  Yes  No  
**Notes:**
  - 5.2. How the program will be specifically tailored for a local community, minimize water quality impacts, and attempt to maintain pre-development runoff conditions.  Yes  No  
**Notes:**
  - 5.3. Any non-structural BMPs in the program, including, as appropriate: policies and ordinances that provide requirements and standards to direct growth to identified areas, protect sensitive areas such as wetlands and riparian areas, maintain and/or increase open space (including a dedicated funding source for open space acquisition), provide buffers along sensitive water bodies, minimize impervious surfaces, and minimize disturbance of soils and vegetation; policies or ordinances that encourage infill development in higher density urban areas, and areas with existing storm sewer infrastructure; education programs for developers and the public about project designs that minimize water quality impacts; and other measures such as minimization of the percentage of impervious area after development, use of measures to minimize directly connected impervious areas, and source control measures often thought of as good housekeeping, preventive maintenance and spill prevention.  Yes  No  
**Notes:**
  - 5.4. Any structural BMPs in the program, including, as appropriate: storage practices such as wet ponds and extended-detention outlet structures; filtration practices such as grassed swales, bio-retention cells, sand



filters and filter strips; and infiltration practices such as infiltration basins and infiltration trenches.  Yes  
 No

**Notes:**

- 5.5. The mechanisms (ordinance or other regulatory mechanisms) used to address post-construction runoff from new developments and redevelopments and why they were chosen. If a mechanism needs to be developed, then describe a plan and a schedule to do so. If an ordinance or regulatory mechanism is already developed, include a copy of the relevant sections with the program.  Yes  No

**Notes:**

- 5.6. How the permittee will ensure the long-term operation and maintenance (O&M) of the selected BMPs. Options to help ensure that future O&M responsibilities are clearly identified include an agreement between the permittee and another party such as the post-development landowners or regional authorities.  Yes  No

**Notes:**

- 5.7. Who is responsible for overall management and implementation of the post-construction SWMP and, if different, who is responsible for each of the BMPs identified for this program.  Yes  No

**Notes:**

- 5.8. How the MS4 will evaluate the success of this minimum measure, including how the MS4 selected the measurable goals for each of the BMPs.  Yes  No

**Notes:**

6. *Performance Standards.* The post-construction SWMP shall include pre-construction site plan review (for compliance with local requirements for post-construction management of stormwater) of 100 percent of projects from construction activities that result in a land disturbance of greater than or equal to one acre to ensure that required controls are designed per requirements. These applicable sites shall be inspected to ensure that controls are installed per requirements. The program shall also ensure that long-term operation and maintenance (O&M) plans are developed and agreements in place for all applicable sites.

7. *Low Impact Development.* ADEQ recommends MS4s to evaluate their existing codes and planning procedures to remove impediments to low impact development and green infrastructure. ADEQ also encourages municipalities to evaluate proposed developments using green infrastructure for waivers from local requirements in their community planning process. You must include information on efforts to identify and remove impediments to LID in the post-construction program element of the Annual Report covering the 4th year of the permit.

## Pollution Prevention/Good Housekeeping for Municipal Operations

1. The permittee shall 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; and
2. Using training materials that are available from EPA, ADEQ, other organizations or developed in-house, the program shall include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance; and

The permittee shall include a list of industrial facilities owned or operated by the MS4 that are subject to ADEQ's Industrial Stormwater General Permit or individual NPDES permits for discharges of stormwater associated with industrial activity that ultimately discharge to the MS4. Include the ADEQ permit number or a copy of the Industrial NOI form for each facility. For the municipal facilities that conduct activities described in 40 CFR 122.26(b)(14) that are not required to obtain Industrial Stormwater General Permit coverage a Stormwater Pollution Prevention Plan (SWPPP) shall be developed and implemented within twelve months of coverage being granted under this permit. The SWPPP shall conform to the requirements of ADEQ's Industrial Stormwater General Permit in effect at the time coverage under this permit is granted.

3. *Decision process.* The permittee shall document the decision process for the development of a pollution prevention/good housekeeping program for municipal operations. The rationale statement shall address both the overall pollution prevention/good housekeeping program and the individual BMPs, measurable goals, and responsible persons for the program. The rationale statement shall include the following information, at a minimum:
  - 3.1. The operation and maintenance program to prevent or reduce pollutant runoff from the municipal operations. The program shall specifically list the municipal operations that are impacted by this operation and maintenance program.  Yes  No  
**Notes:**
  - 3.2. Any government employee training program that will be used to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance. Describe any existing, available materials planned for use. Describe how this training program will be coordinated with the outreach programs developed for the public information minimum measure and the illicit discharge minimum measure.  Yes  No  
**Notes:**
  - 3.3. The program description shall specifically address the following areas:
    - 3.3.1. Maintenance activities, maintenance schedules, and long-term inspection procedures for controls to reduce floatables and other pollutants to the MS4.  Yes  No
    - 3.3.2. Controls for reducing or eliminating 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/sand storage locations and snow disposal areas the permittee operates.  Yes  No
    - 3.3.3. Procedures for the proper disposal of waste removed from the MS4 and the municipal operations, including dredge spoil, accumulated sediments, floatables, and other debris.  Yes  No
    - 3.3.4. Procedures to ensure that new flood management projects are assessed for impacts on water quality and existing projects are assessed for incorporation of additional water quality protection devices or practices.  Yes  No

- 3.4. Who is responsible for overall management and implementation of the pollution prevention/good housekeeping program and, if different, who is responsible for each of the BMPs identified for this program.  Yes  No

**Notes:**

- 3.5. How will the MS4 evaluate the success of this minimum measure, including how the MS4 selected the measurable goals for each of the BMPs.  Yes  No

**Notes:**

4. *Performance Standards.* The pollution prevention/good housekeeping program shall include, at a minimum, an annual employee training for all eligible employees. An eligible employee is a new or veteran employee whose day-to-day work activities have the potential to impact stormwater quality. MS4s shall evaluate all current municipal-owned facilities to ensure that industrial general stormwater permit coverage (ARR000000), if needed, is obtained. This evaluation shall be included in the first annual report. Annual inspections for all municipal facilities not requiring industrial stormwater permit coverage are required for municipal facilities performing maintenance activities on mechanical equipment, facilities with fueling stations, facilities involved in waste storage, transfer or recycling, facilities with material stockpiles, and facilities storing fertilizers or pesticides. The operation and maintenance program shall include appropriate procedures, controls, maintenance schedules and recordkeeping to address Part 3.2.6.3.3 of this permit.