

Salem City

Permit No. UTR090000

Salem City

Storm Water Management Plan

Effective February 15, 2014

Submitted to:

State of Utah

**Department of Environmental Quality
Division of Water Quality**

Submitted by:

Salem City, Public Works Department



Revised: June 2016

Updated by:

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Salem City Storm Water Management Plan

Abbreviations

BMP	Best Management Practice
DEQ	Department of Environmental Quality
EPA	Environmental Protection Agency
IDDE	Illicit Discharge Detection and Elimination
LID	Low Impact Development
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
PHF	Pesticides, Herbicides, and Fertilizers
SOP	Standard Operating Procedures
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan
TMDL	Total Maximum Daily Load
UAC	Utah Administrative Code
UPDES	Utah Pollutant Discharge Elimination System

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1.0 Coverage Under This Permit

1.1. Authority to Discharge

This General Permit authorizes the discharge, to Waters of the State of Utah, of storm water from a Small MS4 as that term is defined in R317-8-1.6(14) and Part 7.39. of this Permit. This authorization is subject to all of the terms and conditions of this Permit. This General Permit does not authorize discharges prohibited under Part 1.4. of this Permit.

Salem City is an urbanized area located in Utah County, Utah south of Spanish Fork and north of Elk Ridge and Woodland that serves 6,423 inhabitants according to the 2010 census. Salem incorporated areas are tributary to Salem Lake, High Line Canal, Salem Canal, South Field Canal, Beer Creek, and with various area wetlands which ultimately contribute to Utah Lake. The City manages a variety of storm water infrastructure including curb inlet boxes, sumps, retention basins, detention basins, and several other conveyance mechanisms to treat and transport storm water throughout the City.

Beer Creek and Utah Lake are both classified as impaired water bodies with a defined total maximum daily load (TMDL). Beer Creek has a TMDL for ammonia and chlorine while Utah Lake has a TMDL for un-ionized ammonia and total dissolved solids (TDS).

Until 2013, storm water permitting was covered under the State general discharge permit. In 2013 the State required Salem City to develop a Storm Water Management Plan (SWMP) and apply for separate coverage. This SWMP has been developed to limit, to the maximum extent practicable, the discharge of pollutants to the Salem City Municipal Separate Storm Sewer System (MS4). This SWMP separately addresses the execution of the minimum control measures to limit the discharge of pollutants in the following sections. The development and implantation of this SWMP will fulfill the requirements under the State of Utah's Utah Pollutant Discharge Elimination System (UPDES) Permit No. UTR090000 Authorization to Discharge Municipal Storm Water dated August 1, 2010 to July 31, 2015 in accordance with Part 1.1 authority to discharge in the UTR090000.

This document has been organized and updated to follow the permit organization of UTR090000 dated March 1, 2016 to February 28, 2021. The effective MS4, best management practices (BMPs), and standard operating procedures (SOPs) that Salem has adopted, or will be adopting, to comply with the permit requirements are listed in the following sections. This SWMP has been organized to present permit in blue text followed by black text which describes how Salem City's SWMP will comply with each specific requirement. **For organizational consistency, the State of Utah's UPDES permit numbering has been duplicated in this document.**

Start Date	Due Date	Frequency	Task	Responsible Party
1/29/2014	2/5/2014	One time	City Council to pass motion adopting SWMP	Engineering Division
2/1/2014	2/13/2014	One time	Send NOI and SWMP to State	Engineering Division
August 2014	October 2014	Annually	Review SWMP and complete annual report	Engineering Division
March 2016	June 2016	One time	Review new permit and update SWMP to meet additional requirements	Engineering Division

1.2. Permit Area and Eligibility

1.2.1.

This Permit covers all areas of the State of Utah except Indian Country (see Part 7.22. of this Permit for a definition of “Indian Country”).

1.2.1.1.

No operator of a Small MS4 described in 40 CFR 122.32 may discharge from that system without authorization from the *Division*. (See Utah Administrative Code Section R317-8-3.9(1)(h)(1)(a), which sets forth the Permitting requirement, and R317-8-1.10(13), which incorporates 40 CFR 122.32 by reference.) Authorization to discharge under the terms and conditions of this Permit is granted if:

1.2.1.1.1

It applies to an operator of a Small MS4 within the State of Utah but not within Indian Country;

1.2.1.1.2

The operator is not a “large” or “medium” MS4 as defined in 40 CFR 122.26(b)(4) or (7);

1.2.1.1.3

The operator submits a Notice of Intent (NOI) in accordance with Part 2.0 of this Permit;

1.2.1.1.4

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

1.2.1.1.5

The operator is ordered by the *Division* to obtain coverage under this Permit, as provided in the UPDES rules, R317-8.

1.2.2.

The following are types of authorized discharges:

1.2.2.1.

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

1.2.2.2.

Non-storm water discharges. The following non-storm water discharges do not need to be addressed unless the Permittee or the *Division* identifies these discharges as significant sources of pollutants to Waters of the State or as causing or contributing to a violation of water quality standards:

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- Irrigation water
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering runoff

- Individual residential car washing
- Flows from riparian habitats and wetlands
- Dechlorinated swimming pool discharges
- Residual street wash water
- Dechlorinated water reservoir discharges
- Discharges or flows from emergency firefighting activity

1.3. Local Agency Authority

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

1.4. Limitations on Coverage

This Permit does not authorize:

1.4.1.

Discharges that are mixed with sources of non-storm water unless such non-storm water discharges are in compliance with a separate UPDES Permit or are determined not to be a substantial contributor of pollutants to Waters of the State.

1.4.2.

Storm water discharges associated with industrial activity as defined in Utah Administrative Code (UAC) R317-8-3.9(6)(c).

1.4.3.

Storm water discharges associated with construction activity as defined in UAC R317-8-3.9(6)(d)(10) and R317-8-3.9(6)(d)(11).

1.4.4.

Storm water discharges currently covered under another Permit.

1.4.5.

Discharges that would cause or contribute to in-stream exceedances of water quality standards as contained in UAC R317-2.

1.4.6.

Discharges of any pollutant into any Waters of the State for which a Total Maximum Daily Load (TMDL) has been approved by EPA unless the discharge is consistent with the TMDL. This consistency determination applies at the time a Notice of Intent is submitted. If conditions change after coverage is issued, the coverage may remain active provided the conditions and requirements of Part 3.1. of this Permit are complied with.

2.0 Notice of Intent and Storm Water Management Program Requirements

2.1. New Applicants

The requirements of this Part apply only to Permittees not covered under the previous General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, i.e. New Applicants. Permittees that were covered under the previous MS4 general Permit and have submitted a notice of intent (NOI) at least 180 days prior to the expiration date of the previous Permit, are covered by this Permit and instead must follow the requirements of Part 2.3.

2.1.2.

New applicants must meet the following application requirements. The Notice of Intent (NOI) must include submittal of the Storm Water Management Program (SWMP) document. Detailed information on SWMP requirements can be found in Part 4.0 of this Permit.

2.1.3.

Within 180 days of notification from the *Division*, the operator of the MS4 shall submit a NOI form as provided by the Division at <http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm>. (The *Division* retains the right to grant permission for a later submission date upon good cause shown). One original completed NOI shall be submitted, by mail or hand delivery to:

Attention: UPDES IES
Department of Environmental Quality
Division of Water Quality
195 North 1950 West
PO Box 144870
Salt Lake City, UT 84114-4870

2.1.4.

Late submittal of an NOI is prohibited (unless permission has been granted by the *Division*). If a late NOI is submitted, authorization is only for discharges that occur after Permit coverage is granted. The *Division* reserves the right to take appropriate enforcement actions for any unpermitted discharges.

2.1.5.

Where application is made by a new applicant that has assumed operational control of an MS4 for which coverage under this Permit was previously held by a separate entity, the Division may determine that the new applicant shall comply with the Permit requirements in this Permit, as directed for Renewal Permittees. Notification shall be made by the *Division* of this requirement in writing to the New Applicant prior to issuance of Permit coverage.

2.1.6.

Implementation of the Permittee's SWMP must include the six minimum control areas, including Measurable Goals, described in Part 4.2. Measurable Goals for each of the program areas must include, as appropriate, the year by which the Permittee will undertake required actions, including interim milestones and the frequency of the action if applicable.

2.1.7.

Implementation of the Permittee's SWMP as described in the Permittee's application is required to begin within 30 days after the completed application is submitted. The Permittee must fully develop and implement the SWMP as discussed in Part 4.0 of the Permit by the end of the Permit term unless a more restrictive timeframe is indicated.

2.1.8.

If an Operator is designated by the Division as requiring Permit coverage later than one year after the effective date of this General Permit, the Division may approve alternative deadlines that would allow the Permittee to have its program areas implemented.

2.2. Contents of the Notice of Intent

The Notice of Intent requires, at a minimum, the following information:

2.2.1.

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

2.2.2.

Name(s)/ identification of Waters of the State as defined by UAC R317-1-1.32 that receive discharges from the Permittee's MS4;

2.2.3.

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

2.2.4.

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

2.2.5.

The SWMP document shall consist of, at a minimum, a description of the program elements that will be implemented (or already exist) for each of the SWMP minimum control measures. The plan must be detailed enough for the Division to determine the Permittee's general strategy for complying with the required items in each of the six minimum control measures in the SWMP document (see Part 4.2 of this Permit);

2.2.6.

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

2.2.7.

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

2.2.8.

Certification and signature requirements in accordance with Part 6.8.

2.3. Storm Water Management Program Plan Description for Renewal Permittees**2.3.1.**

The requirements of this part apply only to Renewal Permittees that were previously covered under the last MS4 general Permit. New applicants are not required to meet the requirements of this Part and instead must follow the requirements of Part 2.0.

2.3.2.

Renewal Permittees must submit a revised SWMP document to the Division within 120 days of the effective date of this Permit, which includes at a minimum, the following information:

2.3.2.1.

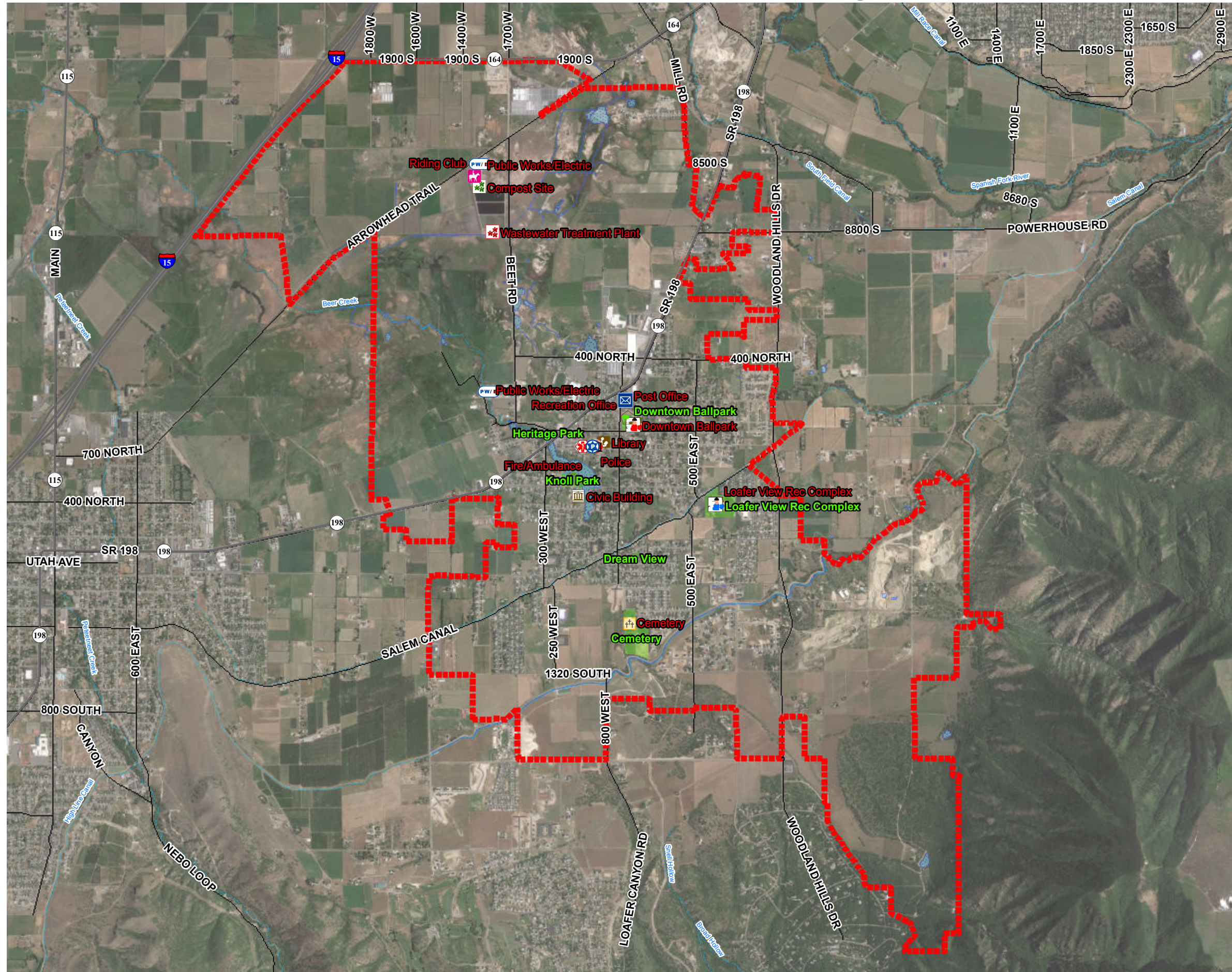
Permit number;

2.3.2.2.

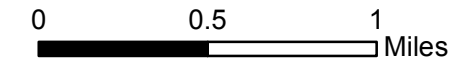
MS4 location description and map;

MS4 location and boundaries can be viewed in Figure 1.






Salem City



June 2016



LEGEND

-  streams
-  roads
-  city boundary
-  water bodies
-  parks

2.3.2.3.

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

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

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

Each control measure will include Standard Operating Procedures (SOPs) and Best Management Practices (BMPs) necessary for proper storm water management. The BMPs and SOPs include specific Storm Water Management Plan
UPDES 090000

tasks to meet the objective of each particular control measure. The BMPs and SOPs included in this SWMP will be implemented and reviewed throughout the permit term. This SWMP is intended to be a living document with BMPs added or deleted as new BMPs arise or are found to be ineffective. Schedules for implementing the BMPs are provided along with each minimum control measure.

2.3.2.4.

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

2.3.2.5.

A description of any modifications to ordinances or long-term/ongoing processes implemented in accordance with the previous MS4 general Permit for each of the six minimum control measures;

As, this is the first rendition of the SWMP no modifications have yet been implemented. However, this SWMP introduces several plans for the modification of City ordinances in the future. Specifically, Ordinance 13-3-120 Storms, Sewers, Drainage and 11-3-110 Unlawful Discharge will be revised to fulfill permit requirements set forth by this SWMP.

Start Date	Due Date	Frequency	Task	Responsible Party
2/15/2014	7/1/2014	One time	Add language to existing ordinance to comply with Section 4.2.3.2	Engineering Division
2/15/2014	7/1/2014	One time	Revise Ordinance 13-3-120 to include the minimum control measures	Engineering Division
2/15/2014	7/1/2014	One time	Revise Ordinance 11-3-110 to prohibit all discharges except those found in Section 1.2.2.2	Engineering Division
8/15/2014	8/15/2014	One time	Adopt Revised Ordinance 11-3-110	Engineering Division

2.3.2.6.

A description of how the Permittee intends to meet the requirements of the Permit as described in Part 4.0 by either referencing existing program areas that already meet the Permit requirements or a description and relevant measurable goals that include, as appropriate, the year by which the Permittee will achieve required actions, including interim milestones.

2.3.2.7.

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

2.3.2.8.

Certification and signature requirements in accordance with Part 6.8.

2.3.2.9.

The revised SWMP document must contain specific details for complying with the required items in each of the six minimum control measures contained within the SWMP document (See Part 4.2.).

3.0 Special Conditions

3.1. Discharges to Water Quality Impaired Waters

3.1.1.

Applicability: Permittees must:

3.1.1.1. Impaired Body Determination

Determine whether storm water discharge from any part of the MS4 contributes to a 303(d) listed (i.e., impaired) water body. A 303(d) list of impaired water bodies is available at <http://www.deq.utah.gov/ProgramsServices/programs/water/wqmanagement/assessment/PreviousIR.htm>. Water quality impaired waters means any segment of surface waters that has been identified by the Division as failing to support classified uses. If the Permittee has discharges meeting these criteria, the Permittee must comply with Part 3.1.2. below and if no such discharges exist, the remainder of this Part 3.1 does not apply.

According to the Utah 2008 and most recent 2010 Integrated Report 303 (d) lists, Salem City does not specifically discharge into any impaired waters. However, according to the EPA records from initial waste load analyses, Beer Creek and the recipient Utah Lake are both classified as impaired water bodies with a defined total maximum daily load (TMDL). Beer Creek has a TMDL for ammonia and chlorine (EPA TMDL ID#12331) while Utah Lake has a TMDL for un-ionized ammonia and total dissolved solids (EPA TMDL ID#1270, 32446).

3.1.1.2. TMDL Requirements

If the Permittee has "303(d)" discharges described above, the Permittee must also determine whether a Total Maximum Daily Load (TMDL) has been developed by the Division and approved by EPA for the listed waterbody. If there is an approved TMDL, the Permittee must comply with all requirements associated with the TMDL as well as the requirements of Part 3.1.2 below and if no TMDL has been approved, the Permittee must comply with Part 3.1.2. below and any TMDL requirements once it has been approved.

While Beer Creek is no longer classified as a TMDL, it historically had a TMDL associated with it. The historic Beer Creek TMDL (EPA TMDL ID#12331) was approved 11/23/2004 by the EPA for a total waste load allocation of 398 pounds/day of ammonia and a TMDL loading of total residual chlorine of 60 pounds per day to limit the impairment caused by the contaminants.

There are no storm water specific requirements within the Beer Creek TMDL that exceed the requirements of this permit.

3.1.2. Water Quality Controls for Discharges to Impaired Water Bodies

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

None of the TMDLs that were identified were specifically due to storm water discharges. Salem does not discharge directly into Utah Lake; however, the City and Utah County have implemented BMPs to limit the City's use of fertilizers as well as inform the public about proper use of chemicals and the effect illicit discharges have on the Waters of the State.

3.1.3. Authorized Discharges with Potential to Violate Water Quality Standard

Where a discharge is already authorized under this Permit and is later determined to cause or have the reasonable potential to cause or contribute to the violation of an applicable water quality standard, the Division will notify the Permittee of such violation(s). The Permittee must take all necessary actions to ensure future discharges do not cause or contribute to the violation of a water quality standard and document these actions as required by the Division. If violations remain or re-occur, coverage under this Permit may be terminated by the Division and an alternative General Permit or individual Permit may be issued. Compliance with this requirement does not preclude any enforcement activity as provided by the Utah Water Quality Act for the underlying violation

3.2. Nitrogen and Phosphorus Reduction

3.2.1.

As part of the Permittee’s Storm Water Management Program (SWMP), all Permittees must specifically address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges from the MS4.

This SWMP has been developed to meet the requirements set forth in the UPDES UTR090000 permit and consists of the six minimum control measures established by the EPA for Phase II storm water discharges as addressed in the following sections. Implementation of these control measures are expected to result in reductions of pollutants discharged into receiving waters including the Nutrients Phosphorus and Nitrogen typically found in fertilizers from agricultural operations, lawns and gardens; livestock and pet waste, decaying vegetation, sewer overflows and leaks. These pollutants can negatively impact the environment.

3.2.1.1.

The Permittee can meet the requirements of this section through contribution to a collaborative program (e.g. storm water coalitions) to evaluate, identify, target, and provide outreach that addresses sources State-wide or within a specific region or watershed.

Salem is a member of the Utah County Storm Water Coalition. The Coalition will cover the requirements of the permit for this section.

3.2.1.2.

The Permittee must determine and target sources (e.g., residential, industrial, agricultural, or commercial) that are contributing to, or have the potential to contribute, nitrogen and phosphorus to the waters receiving the discharge authorized under this Permit.

Each control measure will include Standard Operating Procedures (SOPs) and Best Management Practices (BMPs) necessary for proper storm water management of nutrients. The BMPs and SOPs include specific tasks to meet the objective of each particular control measure. Schedules for implementing the BMPs are provided along with each minimum control measure.

3.2.1.3.

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

Salem will prioritize and target sources likely to obtain a reduction in nitrogen and phosphorus discharge through education. Part 4.2.1. identifies how Salem and the County will provide and document information given to the targeted sources for contributing nutrients, specifically including nitrogen and phosphorus, to the waters receiving the discharge authorized under this Permit.

Start Date	Due Date	Frequency	Task	Responsible Party
January 2017	December 2017	One Time	Prioritize targeted sources for additional nitrogen and phosphorus reduction education.	Storm Water Coordinator

3.3. Co-Permittees

3.3.1.

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

3.3.2.

In order to be Permitted as Co-Permittees, the MS4(s) must each submit an NOI complete with BMP measurable goals and implementation milestones. Each description of the MS4(s) Storm Water Management Program Plan(s) must clearly describe which Permittees are responsible for implementing each of the control measures.

3.3.3 .

Each Co-Permittee is individually liable for:

3.3.3.1.

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

3.3.3.2.

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

3.3.3.3.

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

3.3.4.

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

3.3.5.

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

3.3.5.1.

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

3.3.5.2.

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

4.0 Storm Water Management Program

Permittees covered under the previous General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, i.e. Renewal Permittees, are expected to have fully implemented all of the following six minimum control measures as required in the previous Permit term. Permittees that were newly designated during the previous Permit term have 5 years from the date of their submitted NOI to develop, fully implement and enforce their Storm Water Management Program (SWMP). A Renewal permittee must continue to implement its SWMP designed to reduce the discharge of pollutants from the MS4 as described in the application and submittals provided in accordance with the previous MS4 General Permit, while updating its SWMP document pursuant to this Permit. This Permit does not extend

the compliance deadlines set forth in the previous MS4 General Permit unless specifically noted. All requirements contained in this renewal Permit are effective immediately unless an alternative timeframe is indicated.

4.1. Requirements

4.1.1. Requirements for SWMP

All Permittees must develop, implement, and enforce a SWMP designed to reduce the discharge of pollutants from the MS4, protect water quality, and satisfy the appropriate water quality requirements of the Utah Water Quality Act. The SWMP must include the six minimum control measures described in Part 4.2 of this Permit.

This SWMP has been developed to limit, to the maximum extent practicable, the discharge of pollutants to the Salem City Municipal MS4. This SWMP separately addresses the execution of the six minimum control measures in the following sections. The development and implementation of this SWMP is to fulfill requirements under the State of Utah UPDES Permit No. UTR090000 Authorization to Discharge Municipal Storm Water dated March 1, 2016 to February 28, 2021 in accordance to Part 1.1 Authority to Discharge of the UTR090000.

4.1.1.1. Implementation of SWMP

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

Salem City has implemented numerous BMPs to protect their storm water infrastructure, and has been taking measures to protect water quality for many years. This SWMP will document a number of BMPs that are already in place, as well as present a schedule to implement additional measure to ensure compliance with UTR090000.

4.1.2. Ongoing Documentation of SWMP

Each Permittee shall have an ongoing documentation process for gathering, maintaining, and using information to conduct planning, set priorities, track the development and implementation of the SWMP, evaluate Permit compliance/non-compliance, and evaluate the effectiveness of the SWMP implementation.

The City currently utilizes a number of BMPs, storm water design standards, and standard operating procedures to manage storm water quantity and quality throughout the City. One of the first major challenges to implementing the SWMP will be a detailed documentation program of the existing City procedures.

The initial documentation program will consist of opening an e-mail account for the MS4 program. Inspection forms will be completed in the field via paper forms then the forms will then be digitized and e-mailed to the MS4 account. At a later time, smart phones tablets and laptops will be utilized to digitize results and be e-mailed to the account. This will allow inspection forms to be easily searchable and readily available for reference.

The City's existing crews will be responsible for completing the appropriate form. For example, the storm water crew will report applicable O&M activities and their location, date, etc. Street crews will record street sweeping activities while water and sewer crews note flushing, repair and construction activities which could affect storm water quality. As the program expands, the municipal inspectors will utilize the same system to complete construction inspections of Illicit Discharge Detection and Elimination (IDDE) tracking the progress of post construction BMPs as well as construction inspections using the state form.

This e-mail account will serve as the digital archive for all inspections that will be frequently backed up and stored at a secondary offsite location. As the program expands, additional standardized forms will be developed. Also, this documentation method will be periodically reevaluated to investigate improved

method, expanded, and/or modified as needed to ensure compliance, efficiency, and ease of use for the crews.

Initially the documentation program will document:

- 1) Pre-construction meetings
- 2) SWPPP reviews
- 3) Storm drain cleaning activities
- 4) Street sweeping activities
- 5) Inspections of key City facilities
- 6) Participation with the County Storm Water Coalitions meetings
- 7) Monthly newsletters
- 8) Business licensing & storm water education materials

As other components of the program are developed, additional documentation will be recorded at this e-mail address including:

- 1) IDDE inspections
- 2) Enforcement actions
- 3) Constructions site inspections
- 4) Post construction inspections

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	April 2014	One time	Develop standard SOP document form	Engineering Division
April 2014	April 2014	One time	MS4 email, web form and calendar setup and working	Engineering Division
May 2014	May 2014	One time	MS4 email address added to county activity reporting list	Engineering Division
May 2014	September 2014	One time	Develop standard email subjects for documenting SWMP activities in storm water account	Engineering Division

4.1.2.1. Tracking of SWMP

Each Permittee shall track the number of inspections performed, official enforcement actions taken, and types of public education activities implemented as required for each SWMP component. This information shall be provided to the Division upon request and used by the Division to determine compliance with this Permit.

As noted in the Part 4.1.2, these activities will be reported electronically to a dedicated email address. Public education and public involvement activities are currently conducted by, and tracked within the Utah County Storm Water Coalition system. On, or before, June 1st, 2014, Salem City will implement procedures to document the Coalition activities in their system as outlined in the previous sections.

4.1.2.2. Annual Fiscal Analysis

Each Permittee must secure the resources necessary to meet all requirements of this permit. Each Permittee must conduct an annual analysis of the capital and operation and maintenance expenditures needed, allocated, and spent as well as the necessary staff resources needed and allocated to meet the requirements of this permit, including any development, implementation, and enforcement activities required. Each Permittee must submit a summary of its fiscal analysis with each annual report.

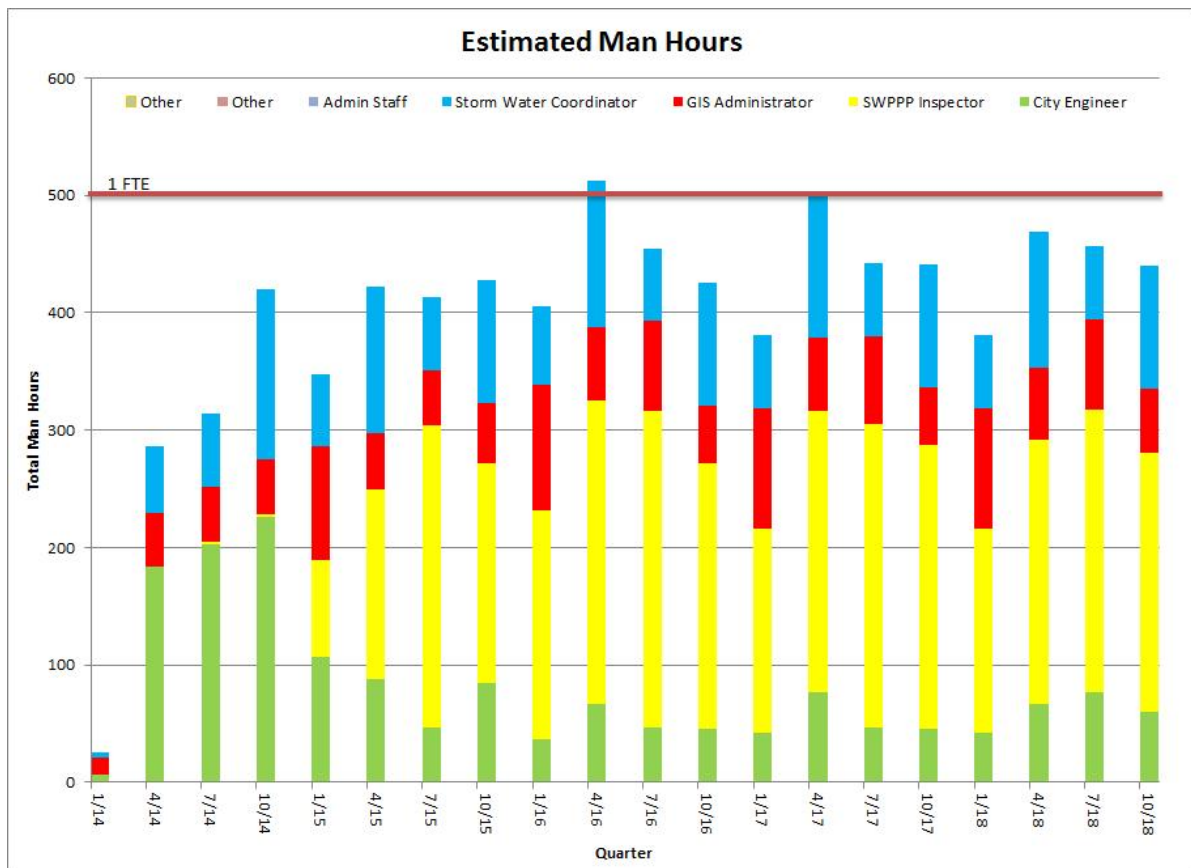
Responsibility for implementation of the Storm Water Management Program is divided between Salem City and the Utah County Storm Water Coalition. For the City, most of the work is performed by the Public Works Department and other applicable Divisions and Departments; the administration of the entire

program is done by the Engineering Division. The City entered into an agreement entitled, “*Interlocal Cooperation Agreement for NPDES Phase II Storm Water Public Education and Outreach Best Management Practice Compliance*”, which delegates Utah County and the Cities’ responsibility for administration of the Interlocal Cooperation Agreement that will be recorded in the documentation when adopted. The newest revision of the agreement is currently in the process of being adopted.

Within the City, the majority of work need to comply with this permit will be completed by personnel in the Public Works Department with administration of the program through the Engineering Division. Management and oversight of the City’s responsibilities under the storm water management program is funded through the City’s general fund.

The City will investigate the implementation of a storm water utility fund to augment the costs of executing the initiatives set forth in this SWMP. As the program is implemented, it is anticipated that adjustments to the storm water utility will be utilized to ensure sufficient resources remain dedicated to meet the program requirements. The revenue source for the work performed by the Utah County Storm Water Coalition is an assessment to the participating municipalities.

The vast majority of costs associated with the program are anticipated to be man hours through a combination of existing City Staff, additional personal and possibly contractors from time to time. The graph below presents an estimate of the staff time required, by quarter, to implement and maintain the program. The intent of this estimate is to ensure that department budgets and staffing can adequately plan and maintain resources required to support this program.



Start Date	Due Date	Frequency	Task	Responsible Party
August 2014	NA	Annual	Annual Fiscal Analysis	Engineering Division

2/1/14	2/15/14	One Time	Adopt NPDES Phase II agreement for Interlocal cooperation from the coalition	Engineering Division
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4.1.3. BMP Implementation

The SWMP document shall include BMPs that the Permittee or another entity will implement for each of the storm water minimum control measures.

This SWMP thoroughly discusses the detailed implementation of BMPs in the following sections for each of the minimum control measures. BMPs, as defined by Utah’s Small MS4 General Permit, are the “schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of Waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.”

The BMPs that are prevalent to several of the control measures established in this SWMP include, but are not limited to, establishing SOPs, good housekeeping practices, employee and public training, routine inspections, and preventative maintenance. The City currently uses a number of structural and operational BMPs to limit storm water discharge of pollutants. As part of the SWMP, the City will improve their documentation of the use of these BMPs by developing a standard reporting format, and documenting one or more existing procedure as described in more detail in Part 4.2.6.4. Once all the existing City procedures and BMPs are documented one procedure will be reviewed & improved or a new procedure implemented. These procedures will include:

- 1) Street sweeping and disposal of materials
- 2) Storm drain catch basin & collection network cleaning
- 3) Park lawn mowing and chemical application
- 4) Snow removal and salting procedures
- 5) City construction BMPs (SWPPP)
- 6) Fire hydrant flushing
- 7) City facility inspections
- 8) Material storage, handling, use, and disposal
- 9) Vehicle washing and maintenance
- 10) Spill response
- 11) Construction inspection
- 12) Post construction inspections
- 13) Enforcement actions

Start Date	Due Date	Frequency	Task	Responsible Party
October 2018	NA	Quarterly	See Part 4.2.6.4 for documentation and review of BMPs/SOPs	Engineering Division

4.1.3.1. Measurable Goals Summary of BMPs

The measurable goals for each of the BMPs shall include, as appropriate, the months and years in which the Permittee will undertake required actions, including interim milestones and the frequency of the actions.

A table summarizing the dates to complete each activity described herein is in Appendix A. Additionally, space has been provided within the document to track the completion and performance of each BMP. These performance metrics will be evaluated at least annually and updated, replaced, and revised as needed.

4.1.3.2. Person Responsible

The SWMP document shall indicate the person or persons responsible for implementing or coordinating the BMPs contained within the SWMP document.

See Key Staff on Page xii of this document.

4.1.3.3. Identification of Roles and Responsibilities

The revised SWMP document shall clearly identify the roles and responsibilities of all offices, departments, divisions, or sub-sections and if necessary other responsible entities and it shall include any necessary agreements, contracts, or memorandum of understanding (MOUs) between said entities that affect the implementation and operation of the SWMP. Necessary agreements, contracts, and MOUs shall deal with coordination or clarification of the responsibilities associated with the detection and elimination of improper connections or illicit discharges to the MS4, BMP coordination or other coordinated programs or sensitive issues of unclear or overlapping responsibility. Such agreements, contracts, and MOUs shall be retained by the Permittee as required by the SWMP document.

A document clearly identifying the roles and responsibilities of all offices, departments, divisions, sub-sections, and other responsible entities, will be developed by December 2017 and included herein in this SWMP in Appendix D. This document will include any necessary agreements, contracts, or MOUs dealing with coordination or clarification of the responsibilities associated with the detection and elimination of improper connections or illicit discharges to the MS4, BMP coordination or other coordinated programs or sensitive issues of unclear or overlapping responsibility. Such agreements, contracts, and MOUs shall be retained by the City as required by the SWMP document.

Start Date	Due Date	Frequency	Task	Responsible Party
January 2017	December 2017	One Time	Develop roles and responsibilities document in accordance with Part 4.1.3.3. and include in Appendix C.	Storm Water Coordinator

4.2. Minimum Control Measures

The six minimum control measures that must be included in the storm water management program are:

4.2.1. Public Education and Outreach on Storm Water Impacts

The Permittee must implement a public education and outreach program to promote behavior change by the public to reduce water quality impacts associated with pollutants in storm water runoff and illicit discharges. Outreach and educational efforts shall include a multimedia approach and shall be targeted and presented to specific audiences for increased effectiveness. The educational program must include documented education and outreach efforts for the following four audiences: (1) residents, (2) institutions, industrial and commercial facilities, (3) developers and contractors (construction), and (4) MS4-owned or operated facilities. The minimum performance measures which should be based on the land uses and target audiences found within the community include:

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

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

- Fourth Grade Educational Program
- Utah County Storm Water Coalition
- Community/Residential Outreach Program
- Commercial Outreach Program
- Urban Development Outreach Program
- City Employees Training Program

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

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

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

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

Specifically the coalition BMPs will include:

1. Regular meeting to discuss, upcoming regulations, and educational trainings for the county
2. An educational booth will be available to be scheduled and manned by the participating cities for City festivities.

Year	Measurable Goal Action Summary:	Document date(s), events, and attendees
2016		
2017		
2018		
2019		
2020		
2021		

3. A countywide, quarterly storm water newsletter will be written and distributed to all residents, institutions, industrial and commercial facilities, and MS4-owned and operated facilities by the participating cities. The newsletter will be published by the Utah County Storm Water Coalition.

Year	Measurable Goal Action Summary:	Document the date newsletter was mailed (save copy in MS4 email system)
2016		
2017		
2018		
2019		
2020		
2021		

4. Fourth Grade Educational Program.
 - The objective of this program is to provide students with educational materials, demonstrations and outreach events regarding the impact of daily activities on storm water quality.
 - The Utah County Storm Water Educational Program is a storm water quality lesson taught by a teacher hired by the Utah County Storm Water Coalition. The lesson is interesting, easy to present and lasts approximately 25 minutes. The presentation begins with a container of clean water (tap water) that represents the rainwater that produces storm water runoff. Step by step different “contaminants” are added to the container, such as vegetable oil (oil), pet

waste (dog food), dirt (sediment), twigs (floatables), and paper (litter). The presentation demonstrates the importance of preventing litter and keeping the storm drain system clean. The purpose of the presentation is to visually display the types of pollutants in storm water, the sources of each pollutant, and their impacts. The teacher asks questions about the rain cycle, where the rain water flows too, and how pollutants are picked up along the way. At the end of the presentation an activity book and other educational materials regarding storm water are given to the students.

Year	Measurable Goal Action Summary:	Document date, school, and number of students taught
2016		
2017		
2018		
2019		
2020		
2021		

- Salem currently sends out monthly newsletters and will continue to utilize this existing platform to communicate with and educate the public on storm water quality related topics.

Start Date	Due Date	Frequency	Task	Responsible Party
3/31/14	NA	Bi-Monthly	Attend coalition meeting	Utah County Storm Water Coalition, Storm Water Coordinator
3/31/14	NA	Bi-Monthly	Document coalition activities (booth used, Newsletters, Pamphlets, 4th grade education, and other)	Utah County Storm Water Coalition, Engineering Division, City Storm Water Coordinator

4.2.1.1. Pollutants Targeted

Target specific pollutants and pollutant sources determined by the Permittee to be impacting, or have the potential to impact, the beneficial uses of receiving water. This includes providing information which describe the potential impacts from storm water discharges; methods for avoiding, minimizing, reducing and /or eliminating the adverse impacts of storm water discharges; and the actions individuals can take to improve water quality, including encouraging participation in local environmental stewardship activities, based on the land uses and target audiences found within the community;

The Engineering and Storm Drain Divisions, in conjunction with the Utah County Storm Water Coalition, will continue to improve the educational program. The program will educate the target audience about impacts from storm water discharge and illicit discharge, behaviors of concern, methods to avoid, minimize, and reduce impact of storm water discharge and actions one can take to improve water quality. The pollutants that are of most concerned with are sediments, pathogens, nutrients with specific targeting of nitrogen and phosphorus, fertilizers, pesticides, herbicides, hydrocarbons, metals, road salts, detergents, chemicals, acid or base products, solid or liquid waste products, and human or animal wastes.

The program will specifically focus on sources of TDS, fertilizers, and other TMDLs throughout the county that note municipal storm water as a contributing factor.

This program will integrate many other facets of the SWMP to provide information to our targeted audience which describe the potential impacts from storm water discharges and illicit discharges, behaviors of concern, methods for avoiding, minimizing, reducing and/or eliminating pollutants from entering the MS4 and actions individuals can take to improve water quality, including encouraging participation in local environmental stewardship activities.

4.2.1.2. Information Given to the General Public

Provide and document information given to the general public of the Permittee’s prohibitions against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics. These topics are not inclusive and the Permittee must focus on those topics most relevant to the community: maintenance of septic systems; effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers); benefits of on-site infiltration of storm water; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; and proper management of pet waste.

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

Specifically, information regarding the impacts associated with illicit discharges and improper disposal of waste will be distributed 4 times a year on the City newsletter and also available on the City website at the link below. In addition, there will be a monthly reference in the newsletter to the county coalition.
<http://www.salemCity.org/news-letters.htm>

In addition, information from the County will be distributed 4 times a year on the County newsletter and also be available at the link below.
<http://www.utahcounty.gov/Dept/PubWrks/StormWaterNewsletters.asp>

Information will be also distributed at the Salem Day Grand Parade in the form of hand outs and promotional items.
<http://www.salemcity.org/salem-days-grand-parade.htm>

Start Date	Due Date	Frequency	Task	Responsible Party
May 2014	NA	Monthly	Document monthly Salem newsletter and distribution (includes parades, fairs, etc.)	Utah County Storm Water Coalition, Engineering Division, Storm Water Coordinator

Year	Measurable Goal Action Summary:	Document City newsletter content and publication quarter		
Quarter	First	Second	Third	Forth
2016				

2017				
2018				
2019				
2020				
2021				

4.2.1.3. Information Given to Institutions and Industrial and Commercial Facilities

Provide and document information given to institutions, industrial, and commercial facilities on an annual bases of the Permittee’s prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics. These topics are not inclusive and the Permittee must focus on those topics most relevant to the community: proper lawn maintenance (use of pesticides, herbicides and fertilizer); benefits of appropriate on-site infiltration of storm water; building and equipment maintenance (proper management of waste water); use of salt or other deicing materials (cover/prevent runoff to storm system and contamination to ground water); proper storage of materials (emphasize pollution prevention); proper management of waste materials and dumpsters (cover and pollution prevention); and proper management of parking lot surfaces (sweeping). This education can also be a part of the Illicit Discharge Detection and Elimination measure detailed in Part 4.2.3.

The Engineering and Business License Division will provide and document information regarding the storm water quality impacts associated with illicit discharges and improper disposal of waste to established institutions, industrial, and commercial facilities once a year through a newsletter and to new entities applying for a license or a building permit. The main topics of education include:

- Effects of lawn care activities (use of pesticides, herbicides and fertilizers as well as yard waste disposal)
- Proper management of waste water (illicit connections to the storm drain system)
- Proper management of parking lot surfaces and use of salt or other deicing materials (sweeping and salt storage)
- Proper storage and management of raw materials and waste materials (emphasize pollution prevention and Industrial Multi Sector General Permit (MSGP)).
- Pesticide, Herbicide, and Fertilizer Educational Program: Information along with educational materials is to be presented to businesses and industries regarding the potential impact to receiving waters due to the over-application and misapplication of pesticides, herbicides, and fertilizers. General information regarding pesticide, herbicide, and fertilizer application will be distributed via brochures, information booths and industrial training events.
- Information for targeted sources identified in Part 3.2.1.3. for reduction in nitrogen and phosphorus including description of storm water quality impacts in storm water runoff and illicit discharges, the behaviors of concern, actions these sources can take to reduce these nutrients. Pollution Prevention and the UPDES MSGP: Federal and State Regulations and educational materials will be distributed to inform specific institutions, businesses and industries located within the City that effects storm water quality resulting from exposure of industrial activities. These will be distributed by various City departments.

Starting on or before September 1st, 2014, documentation will be distributed as part of the business licensing process. Existing business institutions, industrial and commercial facilities will also be informed as part of their business license renewal process. In addition, City staff will visit and inspect known problem areas to inform the business owners of current City ordinances and educate about proper procedures.

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

Start Date	Due Date	Frequency	Task	Responsible Party
September 2014	NA	Quarterly	Verify and update institutions, industrial and commercial facilities storm water packet distribution with business licensing	Utah County Storm Water Coalition, Engineering Division, Storm Water Coordinator

Year	Measurable Goal Action Summary:	Informational packet reviewed & updated (distribution is tracked by e-mail)		
2016				
2017				
2018				
2019				
2020				
2021				

4.2.1.4. Information Given to Engineers, Construction Contractors, and Developers

Provide and document information given to engineers, construction contractors, developers, development review staff, and land use planners concerning the development of storm water pollution prevention plans (SWPPPs) and BMPs for reducing adverse impacts from storm water runoff from development sites. This education can also be a part of the Construction Site Storm Water Runoff minimum control measure detailed in Part 4.2.4.

The Engineering Division has adopted the Utah/EPA SWPPP template for construction activities along with the City New Construction Permit to help reduce the adverse impacts from storm water runoff from development sites. A pre-construction meeting is held between an Engineering Division SWPPP Inspector and the developer to go over the permit requirements, SWPPP template, erosion controls, sediment controls, good housekeeping controls and post-construction controls (described at more length in Part 4.2.4).

Start Date	Due Date	Frequency	Task	Responsible Party
September 2014	NA	Quarterly	Verify and update construction storm water packet distribution	Engineering Division Storm Water Inspector

- Training sessions regarding UPDES regulations; SWPPP development, review and management, BMP selection and maintenance; SWPPP Inspections and other topics will be offered through the Utah County Storm Water Coalition once a year.

Year	Measurable Goal Action Summary:	Document training dates, attendance and course description

2016	
2017	
2018	
2019	
2020	
2021	

- The Engineering Department will document the number of pre-construction meetings held with engineers, construction contractors, and land developers regarding Storm Water Pollution Prevention Plans SWPPPs.

Year	Measurable Goal Action Summary:	Document number of pre-construction meetings
2016		
2017		
2018		
2019		
2020		
2021		

4.2.1.5. Information and Training Given to City Employees

Provide and document information and training given to employees of Permittee-owned or operated facilities concerning the Permittee’s prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics: equipment inspection to ensure timely maintenance; proper storage of industrial materials (emphasize pollution prevention); proper management and disposal of wastes; proper management of dumpsters; minimization of use of salt and other de-icing materials (cover/prevent runoff to MS4 and ground water contamination); benefits of appropriate on-site infiltration (areas with low exposure to industrial materials such as roofs or employee parking); and proper maintenance of parking lot surfaces (sweeping).

The Engineering Division in conjunction with each Division or Department will provide and document information and training regarding the impacts associated with illicit discharges and improper disposal through a variety of means:

- 1) Starting on or before June 1st, 2014, information will be posted on information boards and updated once per quarter. The information will be specific to each building's general purpose (i.e. mechanics will receive training on proper disposal of used oil, while parks staff will receive information about chemical use and storage).

Year	Measurable Goal Action Summary:	Document topics
2016		
2017		
2018		
2019		
2020		
2021		

- 2) At least once per year starting 2015 department managers will hold training meetings which include at least one water quality topic in conjunction to meeting with other permit requirements outlined in Parts 4.2.3.11, 4.2.4.5, 4.2.5.6, and 4.2.6.9.

Year	Measurable Goal Action Summary:	Document topics and date of training
2016		
2017		
2018		
2019		
2020		
2021		

Start Date	Due Date	Frequency	Task	Responsible Party
May 2014	NA	Bi-Annual	Formal Employee Training Posted on bulletin boards	Utah County Storm Water Coalition, Engineering Division, Storm Water Coordinator/Inspector

November 2014	NA	Bi-Annual	Formal Employee Training Meetings including topics as outlined in Parts 4.2.1.5, 4.2.3.11, 4.2.4.5, 4.2.5.6, and 4.2.6.9	Utah County Storm Water Coalition, Engineering Division, Storm Water Coordinator/Inspector
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4.2.1.6. Information Given to MS4 Engineers, Development Land Planners and Plan Review Staff Regarding Low Impact Development (LID) Practices

Provide and document information and training given to MS4 engineers, development and plan review staff, land use planners, and other parties as applicable to learn about Low Impact Development (LID) practices, green infrastructure practices, and to communicate the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP.

The Engineering Division will explore various LID post-construction BMPs which can be adopted by the City to work with the types of soils and terrains within the City. The design manual will have provisions in place so that LIDs can be evaluated on a case by case basis. Training opportunities will be sought within the next 24 months to help develop this program and design manual standards.

Year	Measurable Goal Action Summary:	Number of LID information distributed
2016		
2017		
2018		
2019		
2020		
2021		

Start Date	Due Date	Frequency	Task	Responsible Party
February 2014	June 2015	Quarterly	Create and update design manual which will include LID alternatives	Engineering Division

4.2.1.7. Program Evaluation

An effective program must show evidence of focused messages and audiences as well as demonstration that the defined goal of the program has been achieved. The Permittee must define the specific messages for each audience. The Permittee must identify methods that will be used to evaluate the effectiveness of the educational messages and the overall education program. Any methods used to evaluate the effectiveness of the program must be tied to the defined goals of the program and the overall objective of changes in behavior and knowledge.

The Utah County Storm Water Coalition will administer public surveys. The survey will determine what type of information should be conveyed to the public. The follow up survey will also question the public about their actions to help refocus future educational messages, rather than just their knowledge. The purpose of the survey will be to give the Utah County Storm Water Coalition an idea as to how effectively

the education program is working. Examples of questions are: 1) what do you do with your grass clippings; 2) do you dispose of your household hazardous wastes, and 3) etc. The survey will be developed and implemented with the assistance of a survey consultant.

Year	Measurable Goal Action Summary:	Survey Dates, pre survey score, post survey score
2016		
2017		
2018		
2019		
2020		
2021		

Start Date	Due Date	Frequency	Task	Responsible Party
December 2014	NA	Annually	Document survey dates, survey score, and evaluation	Utah County Storm Water Coalition, Engineering Division, Storm Water Coordinator

4.2.1.8. BMP Rational

The Permittee must include written documentation or rationale as to why particular BMPs were chosen for its public education and outreach program.

Salem City is a member of the Utah County Storm Water Coalition and it was agreed that the Coalition would cover the Public Education and Outreach Program requirements of the permit for all of the participating communities. The BMPs have been developed and refined for many years by neighboring communities and generally determined to be effective. In the future, Salem will take a more active role in evaluating and modifying BMPs.

4.2.2. Public Involvement/Participation

The Permittee must implement a program that complies with applicable State and Local public notice requirements. The SWMP shall include ongoing opportunities for public involvement and participation such as advisory panels, public hearings, watershed committees, stewardship programs, environmental activities, other volunteer opportunities, or other similar activities. The Permittee should involve potentially affected stakeholder groups, which include but is not limited to, commercial and industrial businesses, trade associations, environmental groups, homeowners associations, and education organizations. The minimum performance measures are:

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

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

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

Start Date	Due Date	Frequency	Task	Responsible Party
August 2014	NA	Annually	Review storm water management plan and complete annual report	Engineering Division, Storm Water Coordinator

Year	Measurable Goal Action Summary:	
		The advisory board will be the primary advisory panel, document meetings dates and outcome
2016		
2017		
2018		
2019		
2020		
2021		

4.2.2.1. Comment Opportunities

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

The Engineering Division will provide opportunities for public involvement in the constant development, updates and implementation of the storm water management program, including development and adoption ordinances through the implementation of a web based system to accept comments about the storm water program. Ordinances will be modified in accordance with Utah law, providing the public numerous opportunities to contribute and voice concerns.

Start Date	Due Date	Frequency	Task	Responsible Party
February 2014	August 2014	One time	Create and adopt revised ordinance	Engineering Division

Year	Measurable Goal Action Summary:	Record dates of public hearings and ordinances being discussed
2016		
2017		
2018		
2019		
2020		
2021		

4.2.2.2. Public Review of SWMP

Renewal Permittees shall make the revised SWMP document available to the public for review and input within 120 days from the effective date of this Permit. New Applicants shall make the SWMP document available to the public for review and input within 180 days of receiving notification from the Division of the requirement for Permit coverage.

The Engineering Division will provide opportunities for public involvement in the constant development, updates and implementation of the storm water management program, including development and adoption ordinances through the development of a web based system to accept and incorporate comments and suggestions about the storm water program within 120 days from the effective date of this Permit.

4.2.2.3.

A current version of the SWMP document shall remain available for public review and input for the life of the Permit. If the Permittee maintains a website, the latest version of the SWMP document shall be posted on the website within 120 days from the effective date of this Permit and shall clearly denote a specific contact person and phone number or email address to allow the public to review and provide input for the life of the Permit.

The Public Works Department Engineering Division, as administrator of the Storm Water Management Program, will make the 2016-2021 SWMP documents available to the public online for review and input by June 23th, 2016 at the link below.

<http://www.salemcity.org/>

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

Start Date	Due Date	Frequency	Task	Responsible Party
2/1/2014	2/13/2014	One time	Publish SWMP on city website and provide method for public to comment	Engineering Division
6/10/2016	6/23/2016	One time	Publish SWMP on city website and provide method for public to comment for the life of the document	Engineering Division

Year	Measurable Goal Action Summary:	Document number of comments received on SWMP and answers given
2016		
2017		
2018		
2019		
2020		
2021		

4.2.2.4.

The Permittee must at a minimum comply with State and Local public notice requirements when implementing a public involvement/participation program.

The City will comply with State and Local public notice requirements as part of the implementation of the public involvement/participation program. Public notice requirements will be met in accordance with the State Administrative Procedures Act as found in the link below. Public notices shall be published online. Public comments will be received and appropriate responses will be given documented.

<http://le.utah.gov/UtahCode/section.jsp?code=63G-4>

Year	Measurable Goal Action Summary:	Document dates of public notices & topic
2016		
2017		
2018		
2019		
2020		
2021		

4.2.3. Illicit Discharge Detection and Elimination (IDDE)

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

This measure is intended to minimize illicit discharges (discharges other than storm water) into the storm drain system. Storm drain systems are not designed to accept, convey, or discharge non-storm water flows. Eliminating illicit discharges helps prevent pollutants from entering receiving waters and maintain the infrastructure. The program includes:

- Storm Drain System Map
- City Ordinances
- Dry Weather Screening Program
- Illicit Discharge Detection
- IDDE Education and Public Outreach

The Illicit Discharge Detection and Elimination Program section of this SWMP addresses non-storm water flows that are discharged into receiving waters through storm water conveyance systems. The program will implement BMPs and SOP’s to assist in detection, the identification, and elimination of illicit discharges. This program will also focus on prevention of new illicit discharges to the storm water system by means of education, regulations, and a spill prevention and response program.

This program will also be integrated with the Public Education and Outreach program to promote awareness of the importance of protecting the storm water system from illicit discharges and their impact to receiving waters. The following BMPs describe implementation tasks and assessment tasks to be completed by the City for the Illicit Discharges and Improper Disposal Program.

4.2.3.1. Storm Drain System Map

Maintain a current storm sewer system map of the MS4 showing the location of all municipal storm sewer outfalls with the names and location of all State waters that receive discharges from those outfalls, storm drain pipe and other storm water conveyance structures within the MS4.

The Engineering Division and GIS Administrator will maintain and update a storm drain system map showing the location of all municipal storm sewer outfalls with the names and location of all the Waters of the State that receive discharges from the MS4 storm water conveyance system. The system map will be updated and procedures developed for inspections during the first year before conducting inspections.

Year	Measurable Goal Action Summary:	Document number of storm water infrastructure, facilities and outfalls mapped
2016		
2017		
2018		
2019		
2020		
2021		

Start Date	Due Date	Frequency	Task	Responsible Party
January 2014	NA	Annual	Update and verify system map, document all discharge locations	GIS Administer

4.2.3.2. Ordinances Pertaining to Illicit Discharges

Effectively prohibit, through ordinance or other regulatory mechanism, non-storm water discharges to the MS4, including spills, illicit connections, illegal dumping and sanitary sewer overflows (“SSOs”) into the storm sewer system, require removal of such discharges consistent with Part 4.2.3.6 of this Permit, and implement appropriate enforcement procedures and actions. The Permittee must have a variety of enforcement options in order to apply escalating enforcement procedures as necessary for the severity of violation and/or the recalcitrance of the violator. Exceptions are discharges pursuant to a separate UPDES Permit (other than the UPDES Permit for discharges from the MS4) and non-storm water discharges listed in Part 1.2.2.2.

Title 11-3-110 prohibits unlawful discharge where “It is unlawful to discharge to any natural outlet within the City, or in any area under the jurisdiction of the City, any sewage or other polluted waters, except where suitable treatment has been provided.” An SSO is a discharge of untreated sanitary wastewater. SSOs are illegal and must be eliminated. All SSOs must be reported to the Division of Water Quality and to the Permittee’s local wastewater treatment plant.

The ordinance will be revised to more closely mimic the requirements of this program to prohibit all discharges except those allowed in 1.2.2.2 of this permit. The revisions will be completed by August 1st, 2014.

Year	Measurable Goal Action Summary:	Document updates to the ordinance
2016		
2017		
2018		
2019		
2020		
2021		

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	August 2014	One Time	Adopt ordinance regarding illicit discharges	Storm Water Coordinator, Engineering Division and City Attorney
March 2014	August 2014	One Time	Adopt revisions to comply with Section 4.2.3.2	Storm Water Coordinator, Engineering Division and City Attorney

4.2.3.2.1.

The IDDE program must have adequate legal authority to detect, investigate, eliminate and enforce against non-storm water discharges, including illegal dumping, into the MS4. Adequate legal authority consists of an effective ordinance, by-law, or other regulatory mechanism. The documented IDDE program that is included in the Permittee's SWMP must include a reference or citation of the authority the Permittee will use to implement all aspects of the IDDE program.

An IDDE program will be developed and implemented by January 2015 with authority to detect, investigate, and eliminate non-storm water discharges. The program will be enforced through updated and new City ordinances in accordance with this SWMP.

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	December 2014	One Time	Develop procedure to locate priority IDDE areas	Engineering Division and City Attorney
December 2014	NA	Annual	Review and Update priority IDDE areas	Engineering Division, GIS Admin., and City Attorney

4.2.3.3.

Implement a written plan to detect and address non-storm water discharges to the MS4, including spills, illicit connections, sanitary sewer overflows and illegal dumping. The plan shall include:

The Engineering Division will develop and adopt written standard operating procedures (SOPs) for the dry weather screening program that will comply with 4.2.3.4 to detect and eliminate non-storm water discharges to the MS4. These procedures will be reviewed and updated annually and any changes will be documented. The SOPs will be enforceable by City ordinances by December 2014. The dry weather screening activities will start after the mapping activities are complete. It is anticipated the dry weather screening inspections will start in 2015.

4.2.3.3.1. Procedures for Locating Priority Areas

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

- Areas with older infrastructure that are more likely to have illicit connections;
- Industrial, commercial, or mixed use areas;
- Areas with a history of past illicit discharges;
- Areas with a history of illegal dumping;
- Areas with onsite sewage disposal systems;
- Areas with older sewer lines or with a history of sewer overflows or cross-connections;
- Areas upstream of sensitive water bodies; and
- Other areas the Permittee determines to be likely to have illicit discharges.

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

The Engineering Divisions will create written systematic procedures for locating areas that are likely to have illicit discharges; the criteria for selecting these areas will include the areas applicable in the permit Part 4.2.3.2.1.

The Engineering Division will create a weighted matrix to prioritize areas of concern and will create and update, as needed, a list of all priority areas identified in the system. The Engineering Division will document the basis for its selection of each priority area. The list will be updated once a year to reflect changing priorities and will be kept on the department's O&M Manual. Refer to Part 4.2.3.2.1. for the associated tasks.

4.2.3.3.2. Field Inspection of Priority Areas

Field inspection of areas which are considered a priority area as identified in Permit Part 4.2.3.3.1. Compliance with this provision shall be achieved by inspecting each priority area annually at a minimum. All field assessment activities shall utilize an inspection form to document findings.

The Engineering Division will conduct field assessment activities for the purpose of verifying outfall locations and detecting illicit discharges during the periods of dry weather. Outfalls identified by the Engineering Division as Priority Areas will be visually inspected annually. Field assessment activities will be documented on an inspection form. All inspections will be recorded at the City’s storm water e-mail address.

Year	Measurable Goal Action Summary:	Document number of priority area out falls inspected
2016		
2017		
2018		
2019		
2020		
2021		

Start Date	Due Date	Frequency	Task	Responsible Party
January 2017	December 2017	One Time	Document the basis for selection of each priority area and create a list of all priority areas identified in the system	Engineering Division, Storm Water Coordinator
January 2017	NA	Annually	Conduct dry weather screenings and investigations on all outfalls identified as priority areas	SWPPP Inspector

4.2.3.3.3. Dry Weather Screening

Dry weather screening (see Definition 7.13) activities for the purpose of verifying outfall locations and detecting illicit discharges that discharge within the Permittee’s jurisdiction to a receiving water. All outfalls shall be inspected at least once during the 5-year Permit term. Dry weather screening activities shall utilize an inspection form to document findings.

The Engineering Division will conduct field assessment activities for the purpose of verifying outfall locations and detecting illicit discharges during the periods of dry weather. Visual inspections of at least 20 percent of all known outfalls will be inspected annually and all outfalls should be inspected at least once during the permit term. Field assessment activities will be documented on an inspection form. All inspections will be recorded at the City’s storm water e-mail address.

Year	Measurable Goal Action Summary:	Document number of out falls inspected
2016		
2017		
2018		
2019		
2020		
2021		

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	January 2015	One Time	Develop written IDDE screening SOP and inspection forms	Engineering Division, Storm Water Coordinator
January 2015	NA	Monthly	Conduct dry weather screenings and investigations	SWPPP Inspector

4.2.3.3.4 Reporting Dischargers for Separate UPDES Permit

If the Permittee discovers or suspects that a discharger may need a separate UPDES Permit (e.g., Industrial Storm Water Permit, Dewatering Permit), the Permittee shall notify the Division.

The Engineering Division will develop an SOP that will include procedures for inspectors to follow to notify the Division when Salem City discovers or suspected that a discharger may need a separate UPDES Permit.

Start Date	Due Date	Frequency	Task	Responsible Party
January 2017	December 2017	One Time	Develop SOP for the city to notify for the Division of a discharger that may need a separate UPDES Permit	Engineering Division

4.2.3.4. Illicit Discharge Source Tracing

Implement standard operating procedures (SOPs) or similar type of documents for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, using field tests of selected chemical parameters as indicators of discharge sources, collecting and analyzing water samples for the purpose of determining sanctions or penalties, and/or other detailed inspection procedures.

The Engineering Division will develop an SOP (noted in Part 4.2.3.5.1) that will include procedures for inspectors to follow when a suspected IDDE is located, including working upstream to find and document the source, collect samples when necessary, and enforcement procedures once the source is determined. The procedure will also include spill response procedures to minimize the discharge of pollutants.

4.2.3.5. Illicit Discharge Response

Implement standard operating procedures (SOPs) or similar type of documents for characterizing the nature of, and the potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee by the hotline or other telephone number described in 4.2.3.9. These procedures shall include detailed instructions for evaluating how the discharge shall be immediately contained and steps to be taken for containment of the discharge. Compliance with this provision will be achieved by initiating an investigation immediately upon being alerted of a potential illicit discharge.

The Engineering Division will update and implement procedures on its O&M manual for characterizing the nature of, and the potential environmental threat posed by an illicit discharge found by or reported to the City by public through the Police or Fire Department’s dispatch phone number or advertised illicit discharge phone numbers. These procedures will include detailed instructions for evaluating how the discharge shall be immediately contained and steps to be taken for containment of the discharge. The department will investigate the source and will involve other parties if necessary.

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	December 2014	One Time	Develop SOP for police and hotline response of IDDE post public work number on website	Engineering Division

4.2.3.5.1. IDDE Inspection Report

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

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

- The date the City became aware of the non-storm water discharge
- The date the City initiated the investigation of the discharge
- The date the discharge was observed
- The location of the discharge
- The description of the discharge
- The method of discovery
- The date and method of verification, removal, repair or enforcement action
- The decision process for utilizing analytical monitoring/sampling to aid in the identification of the potential source of an illicit discharge and characterization of the nature of an illicit discharge

Year	Measurable Goal Action Summary:	Document number of IDDE inspected
2016		
2017		
2018		
2019		

2020	
2021	

4.2.3.6. Ceasing Illicit Discharges

Implement standard operating procedures (SOPs) or similar type of documents for ceasing the illicit discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for removing the source of the discharge or otherwise eliminating the discharge; follow-up inspections; and escalating enforcement and legal actions if the discharge is not eliminated. Illicit discharges to the MS4 are prohibited and any such discharges violate this Permit and remain in violation until they are eliminated. Upon detection, the Permittee shall require immediate cessation of improper disposal practices upon confirmation of responsible parties in accordance with its enforceable legal authorities established pursuant to Part 4.2.3.2.1 of this Permit.

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

The City will develop and implement standard operating procedures on its O&M Manual for ceasing illicit discharges that will include:

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

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	December 2014	One Time	Develop SOP for the sewers collections department for ceasing illicit discharges	Engineering Division

4.2.3.6.1. IDDE Investigation Documentation

All IDDE investigations must be thoroughly documented and may be requested at any time by the *Division*. If a Permittee is unable to meet the minimum performance measures outlined in Parts 4.2.3.5. or 4.2.3.6., the Permittee must immediately submit to the *Division* written documentation or rationale describing the circumstances why compliance with the minimum performance measures was not possible. All IDDE documentation shall be retained by the Permittee as required by the SWMP document.

The Engineering Division or its appointees will thoroughly investigate and document all illicit discharges. All of the investigation documentation and procedures will be kept on the Engineering Division the SWMP electronic files.

Year	Measurable Goal Action Summary:	Document number of inspections & type of inspection Screening, complaint response, or other
2016		
2017		
2018		

2019	
2020	
2021	

4.2.3.7. Improper Disposal of Waste

Permittees shall inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste.

Part 4.2.1.3 in Public Education and Outreach Program covers this requirement.

4.2.3.8. Household Hazardous Waste Collection

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

Part 4.2.1.2 in Public Education and Outreach Program covers this requirement where information regarding hazardous waste and proper disposal will be provided to the public.

4.2.3.9. Reporting Hotline

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

The Public Works Department phone number (801-423-2770) and the coalition hotline number (801-851-7873) will be listed and advertised to the public for the reporting of spills and other illicit discharges. The public may also call the Police or Fire Departments to report any activities. The Public Works Department will train with the Fire and Police Departments to coordinate and document the number of calls received and follow-up actions taken under the SOPs specified in Part 4.2.3.5. In addition, these phone numbers will also be listed and advertised to collect feedback from the public education efforts as specified in Part 4.2.3.6.1.

Year	Measurable Goal Action Summary:	Document number of calls received, information received, action taken, and feedback received
2016		
2017		
2018		
2019		
2020		
2021		

4.2.3.9.1. Spill Response Procedures

The Permittee must develop a written spill/dumping response procedure, and a flow chart for internal use, that shows the procedures for responding to public referrals of illicit discharges, the various responsible agencies and their contacts, and who would be involved in illicit discharge incidence response, even if it is a different entity other than the Permittee. The procedure and list must be incorporated as part of the IDDE program and incorporated into the Permittee’s SWMP document. The list must be maintained and updated as changes occur.

The Engineering Division in conjunction with the Fire and Police Departments will develop a written spill/dumping response procedure and flow chart, that shows the procedures for responding to illicit discharges/spills, the various responsible agencies and their contacts, and who would be involved in illicit discharge incidence response. The procedure and list will be incorporated as part of the IDDE program and incorporated as part of each department’s O&M manual IDDE program. This plan will be updated as changes occur.

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	NA	Annual	Review and Update spill/dumping response procedure and internal flow chart	Engineering Department, Fire Department Chief

Year	Measurable Goal Action Summary:	Document and describe changes to the spill response plan
2016		
2017		
2018		
2019		
2020		
2021		

4.2.3.10. IDDE Program Evaluation

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

The Engineering Department will adopt procedures for the IDDE program evaluation and assessment that will include a database for mapping, tracking of the number and type of spills or illicit discharges and inspections conducted. This program will be evaluated annually as part of the annual report.

4.2.3.11. IDDE Employee Training

Permittees shall at a minimum, ensure that all staff, contracted staff, or other responsible entities receives annual training in the IDDE program including identification, investigation, termination, cleanup, and reporting of illicit discharges including spills, improper disposal, and illicit connections. All Permittees shall ensure that all new hires are trained immediately upon hire and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.

The Permittee shall provide training to all field staff that as part of their normal job responsibilities might come into contact with or otherwise observe an illicit discharge or illicit connection to the MS4. The Permittees shall also train office personnel who might receive initial reports of illicit discharges. Training shall include how to identify a spill, an improper disposal, or an illicit connection to the MS4 and proper procedures for reporting the illicit discharge. Training records must be kept and shall include dates, activities or course descriptions, and names and positions of staff in attendance. The Permittee shall include a summary of such training in the annual report.

The Engineering Divisions will develop an IDDE training program and will at a minimum, ensure annual training for City employees, contracted staff, and other responsible entities. New hires will be trained immediately upon hire and annually thereafter. Follow The IDDE training will include how to identify a spill, an improper disposal, or an illicit connection to the MS4 and proper procedures for reporting the illicit discharge (described at more length in Part 4.2.6.9) and documented in accordance with Part 4.1. The training program will utilize DVD training information provided by Utah County Storm Water Coalition.

Start Date	Due Date	Frequency	Task	Responsible Party
January 2017	December 2017	One Time	Develop IDDE training program	Engineering Department,

Year	Measurable Goal Action Summary:	Document training dates, staff attendance and course descriptions.
2016		
2017		
2018		
2019		
2020		
2021		

4.2.3.12. IDDE Documentation

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

As specified in Part 4.1.2, ongoing documentation will be established and available for review upon request.

4.2.4. Construction Site Storm Water Runoff Control

All Permittees shall review as necessary, implement and enforce a program to reduce pollutants in any storm water runoff to the MS4 from construction sites with a land disturbance of 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 according to the minimum performance measures listed below. Public and private projects, including projects proposed by the Permittee's own departments and agencies, shall comply with these requirements. The minimum performance measures are:

This measure is intended to minimize polluted storm water runoff from construction activities. Construction activities can contribute significant levels of sediment to storm water runoff if erosion and sediment controls are not implemented. The program includes:

- Program Description/Establishing SOPs
- City Ordinances
- SWPPP
- Construction Site Inspections
- City Personnel Training
- Record Keeping of Permitted Sites

The City will develop and implement a Construction Site Storm Water Runoff Control Program to reduce pollutants in any storm water runoff to the MS4 from sites with a land disturbance 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. Public and private projects, including projects proposed by the City's own departments and agencies will comply with these requirements.

The ordinance will address any kind of land disturbance activities that disturb an area greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. The ordinance also requires storm water pollution prevention controls on sites that do not meet the description mentioned above. Because the state is currently in the process of revising the current construction general permit, the City intends to delay adoption of this ordinance until the new construction permit is complete.

4.2.4.1. Erosion Requirements

Revise as necessary and enforce an ordinance or other regulatory mechanism that requires the use of erosion and sediment control practices at construction sites. The ordinance or other regulatory mechanism shall, at a minimum, be equivalent with the requirements set forth in the most current UPDES Storm Water General Permit for Construction Activities which can be found at <http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm>. The ordinance or other regulatory mechanism shall include sanctions to ensure compliance. The ordinance or other regulatory mechanism shall apply, at a minimum, to construction projects disturbing greater than or equal to one acre and to construction projects of less than one acre that are part of a larger common plan of development or sale. Existing local requirements to apply storm water controls at sites less than 1 acre or not part of a Common Plan of Development may be retained.

Starting in April 2014, the City will require contractors to submit an erosion control plan in the form of a SWPPP before final approval and submit evidence of a Notice of Intent (NOI) prior to construction.

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	April 2014	One Time	Add SWPPP requirements to storm water general permit requirements for construction activities	Engineering Division and City Attorney
April 2014	December 2014	One Time	Update construction storm water ordinance to comply with state updates	Engineering Division and City Attorney

December 2014	December 2014	One Time	Adopt construction storm water ordinance to comply with state updates	Engineering Division and City Attorney
January 2017	December 2017	One Time	Update construction storm water ordinance to comply with state updates	Engineering Division and City Attorney

4.2.4.1.1 SWPPP Requirement

The ordinance or other regulatory mechanism shall, at a minimum, require construction operators to prepare a Storm Water Pollution Prevention Plan (SWPPP) and apply sediment and erosion control BMPs as necessary to protect water quality, reduce the discharge of pollutants, and control waste such as, but not limited to, discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality. The SWPPP requirements must be, at a minimum, equivalent with the SWPPP requirement set forth in the UPDES Storm Water General Permit for Construction Activities, which can be found at: <http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm> .

The City will require contractors to first develop a SWPPP for all construction greater than 1 acre or common plan of development by April 2014.

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	December 2014	One Time	Develop enforcement mechanism(s) and penalties for non-compliance	Engineering Division and City Attorney
December 2014	December 2014	One Time	Adopt enforcement code changes	Engineering Division and City Attorney

4.2.4.1.2 UPDES Permit Coverage Verification

Permittees shall ensure construction operators obtain and maintain coverage under the current UPDES Storm Water General Permits for Construction Activities for the duration of the project. Coverage can be obtained by completing a NOI as well as renewed online at https://secure.utah.gov/account/login.html?returnToUrl=https%3A//secure.utah.gov/stormwater/ui_authentication .

The City requires contractors to submit an erosion control plan in the form of a SWPPP and submit evidence of a Notice of Intent (NOI) prior to construction. Construction operators are required to maintain coverage until evidence of an approved Notice of Termination (NOT). The city conducts and documents SWPPP reviews and inspections in accordance with Part 4.2.4. The construction storm water inspection evaluation form for SWPPP compliance includes verification that the contractor's NOI is included. The NOI will be verified as current at the time of inspection.

Start Date	Due Date	Frequency	Task	Responsible Party
March 2017	NA	Annual (minimum)	Verify permit status is current for all active construction sites in compliance with 4.2.4.1.2.	Storm Water Coordinator

Year	Measurable Goal Action Summary:	
2016		Document permit status and effective end date for all active UPDES Storm Water permits for construction activities.

2017	
2018	
2019	
2020	
2021	

4.2.4.1.3 Inspection Access to Private Properties

The ordinance shall include a provision for access by qualified personnel to inspect construction storm water BMPs on private properties that discharge to the MS4.

The Salem City Ordinance 1-2-060 for Right of Entry for Inspection states, “Whenever necessary to make an inspection to enforce any ordinance or resolution, or whenever there is a reasonable cause to believe there exists an ordinance or resolution violation in any building or upon the premises within the jurisdiction of this City, any authorized official of the City may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon him/her by ordinance; provided, that except in emergency situations or when consent of the owner and/or occupant to the inspection has been otherwise obtained, he shall give the owner and/or occupant, if they can be located after reasonable effort, 24 hours written notice of the authorized official’s intention to inspect. The note which is transmitted to the owner and/or occupant shall state that the property owner and/or occupant has the right to refuse entry and that in that event, inspection may be made only upon issuance of a search warrant by a duly authorized magistrate or judge.”

Year	Measurable Goal Action Summary:	Document updates to the storm water ordinance regarding private property access
2016		
2017		
2018		
2019		
2020		
2021		

4.2.4.2. Enforcement Mechanism

Develop a written enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism which shall include:

As specified in Salem City Ordinance 1-2-080, when there is “No other penalty is prescribed, a violation of any provision or ordinance duly enacted by the City council shall be punished as a Class B misdemeanor.” It also states that “Whenever the penalty prescribed for a violation of any ordinance is set forth as an infraction, a Class C Misdemeanor, a Class B Misdemeanor or a Class A Misdemeanor, the penalty attaching to such designation shall be the same as that set forth by Utah state law.” The City will add specific storm water violations to the ordinances in 2014 and amend them as necessary as the program develops.

4.2.4.2.1 Enforcement Procedures Plan

Standard operating procedures (SOPs) or similar type of documents that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from violators which shall include appropriate, escalating enforcement procedures and actions.

An enforcement procedures plan will be developed to include specific processes and sanctions to minimize the occurrence of violations, and obtain compliance from violators. The plan will include appropriate, escalating enforcement procedures and actions. Any proposed ordinances will include the available sanctions for enforcement.

The Engineering Division standard operating procedures to obtain compliance from violations associated with operators of land disturbance activity sites will follow the below stages:

- A verbal warning with specific amount of time is given to the operator to correct the deficiency
- An Notice of Violation (NOV) is issued describing the violation to be corrected and additional time given to correct the deficiency with the threat to stop work, insurance of citation, or both
- A stop work order is issued, this can be verbal or in writing. All work must be stopped except for the activity needed to repair deficiency. At this point, a citation could be issued depending on the severity or recurrence of the problem
- A citation is issued to appear in court to face possible fines even after the deficiency is corrected
- Call of bond to repair deficiency

4.2.4.2.2 Tracking Enforcement Actions

Documentation and tracking of all enforcement actions.

The Engineering Division Inspector will document and track all of the enforcement actions and will continue to do so. The tracking system mechanism includes the use of e-mail and GIS mapping.

Year	Measurable Goal Action Summary:	Document Number of enforcement actions
2016		
2017		
2018		
2019		
2020		
2021		

4.2.4.3. SWPPP Review Procedures

Develop and implement SOPs or similar type of documents for pre-construction Storm Water Pollution Prevention Plan (SWPPP) review and keep records for, at a minimum, all construction sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, to ensure plans are complete and in compliance with State and Local regulations. Permittees shall keep records of these projects for five years or until construction is completed, whichever is longer. Prior to construction, the Permittee shall:

The Engineering Division procedures will be developed to establish that a SWPPP will be prepared and submitted to the City for review before the contractor can obtain the UPDES permit. The plan will include possible sources of storm water pollutants and Selection of Best Management Practices (BMPs) to reduce or eliminate pollutant impacts.

Start Date	Due Date	Frequency	Task	Responsible Party
June 2014	June 2014	One Time	Sign up for city account on State SWPPP database https://secure.utah.gov/account/login.html?returnToUrl=https%3A%2F%2Fsecure.utah.gov%2Fstormwater%2Fui_authentication	Engineering Division
January 2015	NA	Monthly	Verify SWPPP reviews are properly documented	Storm Water Coordinator
January 2015	NA	Monthly	Review construction SWPPP plans and comment places where LID could be better utilized	Storm Water Inspector

4.2.4.3.1 SWPPP Pre-Construction Review

Conduct a pre-construction SWPPP review which includes a review of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned BMPs to be used to manage runoff created after development.

The Engineering Division will conduct a SWPPP pre-construction review meeting starting in 2015 with the contractor after ordinances, standard operating procedures, and checklist are developed where it will include a review of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned post-construction BMPs to manage runoff created after development. Preconstruction meetings and contractor education pamphlets are described in more detail in Part 4.2.1.4.

4.2.4.3.2 SWPPP Review Check List

Incorporate into the SWPPP review procedures the consideration of potential water quality impacts and procedures for pre-construction review which shall include the use of a checklist.

The Engineering Division reviews each SWPPP considering the potential water quality impacts. Procedures for the SWPPP review include ensuring that all the proper SWPPP BMPs and documentation is included on this document before the land disturbance permit is issued. Potential to incorporate LID into the design is also considered. The City will develop a form for inspections before June 1st, 2014.

Start Date	Due Date	Frequency	Task	Responsible Party
February 2014	June 2014	One Time	Develop SWPPP review check list see Part 4.2.4 for requirements	Engineering Division

4.2.4.3.3 Priority Construction Sites

Identify priority construction sites considering the following factors at a minimum:

- Soil erosion potential;
- Site slope;
- Project size and type;
- Sensitivity of receiving waterbodies;
- Proximity to receiving waterbodies; and,
- Non-storm water discharges and past record of non-compliance by the operators of the construction site.

The Engineering Division will identify as priority construction sites, sites that discharge directly into Waters of the State, or are otherwise deemed to have a high probability of effecting water quality considering at a minimum, soil erosion potential, site slope, project size and type, sensitivity of receiving waterbodies, proximity to receiving waterbodies, and non-storm water discharges and past record of non-compliance by the operators of the construction site. The SWPPP review check list will contain a box denoting if the project is classified as “high priority.”

Start Date	Due Date	Frequency	Task	Responsible Party
February 2017	December 2017	One Time	Develop procedure to identify Priority Construction Site. See Part 4.2.4.3.3. for requirements	Engineering Division

4.2.4.4. SOPs for Site Inspections and Enforcement

All Permittees shall develop and implement SOPs or similar type of documents for construction site inspection and enforcement of construction storm water pollution control measures. The procedures must clearly define who is responsible for site inspections as well as who has authority to implement enforcement procedures. The Permittee must have the authority to the extent authorized by law to impose sanctions to ensure compliance with the local program. These procedures and regulatory authorities must be written and documented in the SWMP. The construction site storm water runoff control inspection program must provide:

The Engineering Division SWPPP Inspector will be the person responsible for site inspections that disturb an area greater than one acre or are part of a common plan of development. Construction projects that require SWPPPs will be determined in the project review phase and the inspector(s) notified of approved projects as part of the pre-construction meeting.

Inspection and enforcement SOP's will be developed in the first year of the permit prior to starting site inspections in accordance with Part 4.2.4.4.1.

Start Date	Due Date	Frequency	Task	Responsible Party
December 2014	June 2015	One Time	Prepare to start SWPPP inspections of all construction sites with SWPPP plans. Download state form, develop SOP for inspectors, and identify inspector(s)	Engineering Division, Storm Water Inspector
June 2015	NA	Monthly	Complete SWPPP inspections on all active construction projects with SWPPP plans. High priority sites require 2 inspections per month	Storm Water Inspector

4.2.4.4.1 Construction Site Inspection Checklist

Inspections of all new construction sites with a land disturbance of 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 at least monthly by qualified personnel using the Construction Storm Water Inspection Form (Checklist) found on the Division's website at <http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm> .

The Engineering Division will develop inspection procedures by June 1st, 2015 for all construction sites with a land disturbance of greater than one acre, including projects less than one acre that are part of a larger common plan of development or sale at least monthly by qualified personnel using the Construction Storm Water Inspection Form.

4.2.4.4.2 Construction Site Inspection

The Permittee must inspect all phases of construction: prior to land disturbance, during active construction, and following active construction. The Permittee must document in its SWMP the procedure for being notified by construction operators/owners of their completion of active construction so that verification of final stabilization and removal of all temporary control measures may be conducted. This procedure must be provided to the construction operator/owner before active construction begins.

The SWPPP Inspector will inspect all phases of construction until the termination of the project. All sites will be inspected by the City Inspector on a monthly basis and priority sites will be inspected every two weeks. Inspections will be documented on the state form and emailed for documentation. All inspections will follow the inspection SOP. Procedures for termination notification by the operator of a permitted site to verify the final stabilization and removal of all temporary control measures will be developed. The procedure will be provided to the construction operator/ owner before active construction begins.

Start Date	Due Date	Frequency	Task	Responsible Party
January 2017	December 2017	One Time	Prepare procedures for notification of termination by the operator of a permitted site in compliance with Part 4.2.4.4.2.	Engineering Division, Storm Water Inspector

4.2.4.4.3 Biweekly Inspections of Construction Sites

Inspections by the MS4 of priority construction sites defined in Part 7.36 must be conducted at least biweekly (every two weeks) using the Construction Storm Water Inspection Form (Checklist) found on the Division's website at <http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm>.

The SWPPP Inspector will inspect sites with the priority designation (as determined during the SWPPP review) at least biweekly using the standard construction inspection SOP.

4.2.4.4.4 Inspection Enforcement

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

The Engineering Division SWPPP Inspector will take all necessary follow-up actions (re-inspection, enforcement) to ensure compliance in accordance with City Ordinances. Enforcement actions will be tracked and documented by e-mailing all actions to the MS4 account.

4.2.4.4.5 Reporting Hotline

Permittees shall publicly provide and publicize a hotline or other local telephone number for public reporting of storm water related issues on construction sites, such as tracking onto streets. Records of violations, enforcement actions and corrective actions taken shall be tracked and documented.

The Public Works Department phone number (801-423-2770) and the coalition hotline number (801-851-7873) will be listed and advertised to the public for the reporting of storm water related issues on construction sites. The public may also call the Police or Fire Departments to report any activities. The Public Works Department will train with the Fire and Police Departments to coordinate and document the number of calls received and follow-up actions taken under the SOPs specified in Part 4.2.3.5. In addition, these phone numbers will also be listed and advertised to collect feedback from the public education efforts as specified in Part 4.2.3.6.1.

Start Date	Due Date	Frequency	Task	Responsible Party
January 2017	December 2017	One Time	Develop SOP for police and hotline response of storm water related issues on construction sites and post on website	Engineering Division, Storm Water Coordinator

Year	Measurable Goal Action Summary:	Document number of calls received, information received, violations, enforcement actions and corrective actions taken
2016		
2017		
2018		
2019		
2020		
2021		

4.2.4.5. City Personnel Training

The Permittee must ensure that all staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement, are annually trained to conduct these activities. The training can be conducted by the MS4 or outside training can be attended. Such training must extend to third-party inspectors and plan reviewers as well. The Permittee shall ensure that all new hires are trained upon hire and before commencing storm water related duties and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing. The training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance.

The Engineering Division will train annually staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement. New hires will be trained upon hire and before commencing storm water related duties and annually thereafter. The training will be conducted by the Engineering Division personnel or a third party. Third party training events for inspectors and plan reviewer will be conducted through the Utah County Storm Water Coalition. Training records will include dates, course description and names and positions of staff in attendance and recorded in Section 4.2.1.5.

Year	Measurable Goal Action Summary:	Document training dates, attendance (inc. positions) and course description
2016		
2017		
2018		

2019	
2020	
2021	

4.2.4.6. Record Keeping of Permitted Sites

All Permittees shall implement a procedure to maintain records of all projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. Permittees shall keep records which include but are not limited to, site plan reviews, SWPPPs, inspections and enforcement actions including verbal warnings, stop work orders, warning letters, notices of violation, and other enforcement records. Permittees shall keep records of these projects for five years or until construction is completed, whichever is longer.

Initially all inspections will be e-mailed, to the MS4 account to provide a record of all inspections, enforcement actions, and other pertinent information. Monthly the inspector will review the account to ensure inspections are being properly documented. This account will also house copies of the original SWPPP, SWPPP review sheets, pre-construction meeting notes, etc. As the program develops the City may choose to investigate alternative tracking software.

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

All Permittees shall revise as necessary, implement and enforce a program to address post-construction storm water runoff to the MS4 from new development and redevelopment construction sites disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, according to the minimum performance measures listed below. The objective of this control measure is for the hydrology associated with new development to mirror the pre-development hydrology of the previously undeveloped site or to improve the hydrology of a redeveloped site and reduce the discharge of storm water. The water quality considerations of this minimum control measure do not replace or substitute for water quantity or flood management requirements implemented on the local level for new developments. The water quality controls may be incorporated into the design of structures intended for flow control; or water quality control may be achieved with separate control measures. The program must apply to private and public development sites, including roads.

The minimum performance measures are:

This measure is intended to minimize the impact to storm water quality caused by development and redevelopment. The increase in impervious areas caused by development can cause an increase in the type and quantity of pollutants in runoff. Prior planning and design to minimize pollutants in runoff from these areas is an important component to storm water quality management. The Program includes:

- Program Description/Establishing SOPs
- City Ordinance Modifications
- Design Standards for Post-Construction Water Controls
- Review of Post-Construction Water Controls
- SOPs for Inspections and Enforcement
- City Personnel Training
- Post-Construction BMP Inventory

The Engineering Division will update the post-construction storm water management program to address runoff from new development and redevelopment construction sites disturbing an area 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 to the MS4.

The objective of this program is for the hydrology associated with the new development to mirror the pre-development hydrology of the previously undeveloped site or to improve the hydrology of a redeveloped site and reduce the discharge of storm water.

Start Date	Due Date	Frequency	Task	Responsible Party
February 2017	December 2017	One Time	Review and revise as necessary ordinance and design manual for compliance with 4.2.5	Engineering Division

Year	Measurable Goal Action Summary:	Document Revisions to the Storm Water Design Manual
2016		
2017		
2018		
2019		

2020	
2021	

4.2.5.1. Post Construction Ordinances

Develop and adopt an ordinance or other regulatory mechanism that requires long-term post-construction storm water controls at new development and redevelopment sites. The ordinance or other regulatory mechanism shall apply, at a minimum, to new development and redevelopment sites that discharge to the MS4 and 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. Existing local requirements to apply storm water controls at smaller sites shall be retained. The ordinance or other regulatory mechanism shall require BMP selection, design, installation, operation and maintenance standards necessary to protect water quality and reduce the discharge of pollutants to the MS4.

The Engineering Division will update the Storm Water Regulations to address storm water controls at new development and redevelopment sites with post-construction considerations that will be developed by 2017. The structural post-construction BMP selection, design, installation and operation for each site will be reviewed to make sure it will perform adequately in the soil and terrain conditions for the particular site before approval per the Engineering Division. The Engineering Division will continuously update post-construction BMPs that will minimize impacts from development runoff to the MS4.

Year	Measurable Goal Action Summary:	Document the changes in regulations
2016		
2017		
2018		
2019		
2020		
2021		

4.2.5.2. Enforcement Responsibilities

Implement an enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism. Procedures for enforcement of BMPs include:

The City will develop SOPs for the inspection and maintenance requirements for long term BMPs on or before February 1st, 2015.

Start Date	Due Date	Frequency	Task	Responsible Party
February 2014	February 2015	One Time	Develop SOP for post construction inspections and enforcement actions. See 4.2.5.2.1, 4.2.5.5, 4.2.5.5.3 for details.	Engineering Division

Year	Measurable Goal Action Summary:	Document the number of enforcement actions taken
2016		
2017		
2018		

2019	
2020	
2021	

4.2.5.2.1. Enforcement Procedures and Actions

Procedures that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators which shall include appropriate, escalating enforcement procedures and actions.

The procedures and actions to gain compliance from violators will be developed over the next year but are anticipated to include the following components:

- The enforcement options are detailed on the proposed City Ordinances
- BMP Inspection prior to accept of site improvements
- Maintenance easements must be properly recorded in the land record
- Maintenance arrangements with third parties will be arranged through appropriate legal means
- Periodic inspections of private and City owned or operated post-construction BMPs by personnel or SWPPP Inspector
- If a third party property is not maintained or repaired within the time allowed by the City, the City will perform the maintenance and repairs at its expense, and bill the same to the property owner
- Notification to owners of a problem location, specifying time of compliance
- Other actions include: notice of violation, stop work orders, cease and desist orders, and citations

4.2.5.2.2. Documentation for Post-Construction BMP Requirements

Documentation on how the requirements of the ordinance or other regulatory mechanism will protect water quality and reduce the discharge of pollutants to the MS4. Documentation shall include:

- How long-term storm water BMPs were selected;
- The pollutant removal expected from the selected BMPs; and
- The technical basis which supports the performance claims for the selected BMPs.

The City GIS databases and email will be used to keep an inventory of all new Post-Construction BMPs starting on March 15th, 2014. Each BMP is reviewed and approved by the Engineering division during the permitting process. The selection process includes what the intended objective of the BMP was; the targeted pollutants the BMP would help control, how effective this BMP will be and the requirements for implementing this BMP.

Start Date	Due Date	Frequency	Task	Responsible Party
March 15th, 2015	NA	Monthly	Verify new post construction BMPs have been uploaded to GIS database	GIS Administrator

4.2.5.3. Post-Construction Controls Standards for Development and Redevelopment Projects

The Permittee's new development/redevelopment program must have requirements or standards to ensure that any storm water controls or management practices for new development and redevelopment will prevent or minimize impacts to water quality. BMPs must be selected that address pollutants known to be discharged or anticipated to be discharged from the site.

The Engineering Division will create requirements and standards to ensure that any storm water controls or management practices for development and redevelopment projects will prevent or minimize impacts to water quality and will verify BMPs selected address pollutants known to be discharged or anticipated to be discharged from the site.

4.2.5.3.1 New Developments Post Construction

The Permittee’s new development/redevelopment program shall include non-structural BMPs such as requirements and standards to minimize development in areas susceptible to erosion and sediment loss; to minimize the disturbance of native soils and vegetation; to preserve areas in the municipality that provide important water quality benefits; to implement measures for flood control; and to protect the integrity of natural resources and sensitive areas.

Currently, Salem uses Ordinance Title 13 to protect sensitive lands. Additional requirements will be investigated as part of the review in Part 4.2.5.1 and will consider:

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

4.2.5.3.2 Post Construction Controls

For new development or 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, the program shall include a process which requires the evaluation of a Low Impact Development (LID) approach which encourages the implementation of BMPs that infiltrate, evapotranspire or harvest and use storm water from the site to protect water quality. Structural controls may include green infrastructure practices such as rainwater harvesting, rain gardens, permeable pavement, and vegetated swales. If a LID approach cannot be utilized, the Permittee must document an explanation of the reasons preventing this approach and the rationale for the chosen alternative controls on a case by case basis for each project.

Since 2010, rainwater harvesting is legal in the State of Utah. Depending on the volume of rainwater collected and stored for beneficial use, the Permittee must meet the requirements of the Utah Division of water Rights to harvest rainwater found on their website: <http://waterrights.utah.gov/forms/rainwater.asp>.

The Engineering Division will develop a process to evaluate a Low Impact Development (LID) approach which encourages the implementation of structural BMPs, where practicable.

If LID practices are proposed to be used on a site, the Engineering Division will review and evaluate the proposal to make sure it will perform adequately in the soil and terrain conditions for the particular site before approval. If LID practices cannot be utilized on a site, the Engineering Division will document an explanation of the reasons preventing this approach and the rationale for the chosen alternative controls for each project. Meetings and actions taken to advance LID will be documented as part of Parts 4.2.1.6 and 4.2.4.3.3 and 4.2.5.5.3.

Start Date	Due Date	Frequency	Task	Responsible Party
February 2017	February 2018	One Time	Develop SOP for evaluating and documenting implementation of LID approach for each project. See 4.2.1.6, 4.2.5.3.3, & 4.2.5.5.3. for details.	Engineering Division

4.2.5.3.3 Retrofit of Existing Storm Infrastructure

The Permittee must develop a plan to retrofit existing developed sites that are adversely impacting water quality. The retrofit plan must be developed to emphasize controls that infiltrate, evapotranspire, or harvest and use storm water discharges. The plan must include a ranking of control measures to determine those best suited for retrofitting as well as those that could later be considered for retrofitting. The Permittee must include the following when developing the criteria for the retrofit plan:

- Proximity to waterbody
- Status of waterbody to improve impaired waterbodies and protect unimpaired waterbodies

- Hydrologic condition of the receiving waterbody
- Proximity to sensitive ecosystem or protected area
- Any upcoming sites that could be further enhanced by retrofitting storm water controls

Starting in the third year of the program (2016), the City will begin the process of mapping, documenting, and inspecting existing BMPs within the City. As the mapping develops priority sites will be identified (using the criteria above) and added to the routine inspection schedule. Potential improvements to this system will be reevaluated in 2018.

Existing sites which are found to be contributing to the deprecation of water quality the Engineering Division will develop a plan, on a case by case basis to retrofit existing developed sites to minimize impacts. The retrofit plan will be developed to emphasize controls that infiltrate, evapotranspire, or harvest and use storm water discharges.

Start Date	Due Date	Frequency	Task	Responsible Party
January 2016	NA	Quarterly	Develop map of existing post construction BMPs and identify priority sites	GIS Administrator
June 2018	July 2018	One Time	Identify existing city owned facilities that require modification	Engineering Division

Year	Measurable Goal Action Summary:	Document Number of Retrofit Inspections
2016		
2017		
2018		
2019		
2020		
2021		

4.2.5.3.4 Hydrological Methods for Determining Storm Water

Each Permittee shall develop and define specific hydrologic method or methods for calculating runoff volumes and flow rates to ensure consistent sizing of structural BMPs in their jurisdiction and to facilitate plan review. Within 180 days from the effective date of this Permit, new development or 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 must manage rainfall on-site, and prevent the off-site discharge of the precipitation from all rainfall events less than or equal to the 90th percentile rainfall event. This objective must be accomplished by the use of practices that are designed, constructed, and maintained to infiltrate, evapotranspire and/or harvest and reuse rainwater. The 90th percentile rainfall event is the event whose precipitation total is greater than or equal to 90 percent of all storm events over a given period of record. If meeting this retention standard is technically infeasible, a rational shall be provided on a case by case basis for the use of alternative design criteria. The project must document

and quantify that infiltration, evapotranspiration and rainwater harvesting have been used to the maximum extend technically feasible and that full employment of these control are infeasible due to site constraints.

The storm drainage criteria and design guidelines as specified in Part 4.2.5.4 apply to all storm drainage plans in Salem City. The City Engineer will review the plans and has the authority to modify the criteria and guidelines to meet changing or unusual needs or conditions. By August 26, 2016, the Engineering Division will revise the guidelines to meet the above criteria. Project documentation will include quantify that infiltration, evapotranspiration and rainwater harvesting have been used to the maximum extend technically feasible and rational shall be provided if full employment of these control are infeasible due to site constraints.

Start Date	Due Date	Frequency	Task	Responsible Party
June 2016	September 2016	One-Time	Modify design guidelines for calculating runoff volumes to comply with Part 4.2.5.3.4.	Engineering Division

4.2.5.4. Site Plan Review of Post-Construction Storm Water Controls

All Permittees shall adopt and implement procedures for site plan review which evaluate water quality impacts. The procedures shall apply through the life of the project from conceptual design to project closeout. Prior to construction, Permittees shall:

The Engineering Division has procedures in place for reviewing the proposed post-construction BMPs. Prior to site plan approval; the Engineering Division will review the plans and specify any preferred design.

4.2.5.4.1 Post-Construction Plan Review

Review post-construction plans for, at a minimum, all new development and redevelopment sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, to ensure that the plans include long-term storm water management measures that meet the requirements of this minimum control measure.

The Engineering Division procedures establish that a SWPPP will be prepared and submitted to the City for review before the contractor can obtain the approval for construction over an acre or part of a larger common plan of development. The plan must include possible sources of storm water pollutants and Selection of Best Management Practices (BMPs) to reduce or eliminate pollutant impacts. The SWPPPs will be reviewed and discussed with the contractor at the preconstruction meeting as described in the permit. The SWPPP pre-construction review meeting will include a review of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned post-construction BMPs to manage runoff created after development. Preconstruction meetings and contractor education pamphlets are described in more detail in Part 4.2.1.4 and 4.2.4.3.

4.2.5.4.2 Preferred Design Specifications

Permittees shall provide developers and contractors with preferred design specifications to more effectively treat storm water for different development such as industrial parks, commercial strip malls, retail gasoline outlets, restaurants, parking lots, automotive service facilities, street and road construction, and projects located in, adjacent to, or discharging to environmentally sensitive areas.

The Engineering Division will review and revise procedures as stated in 4.2.5.2. The inclusion of preferred design criteria for post construction BMP controls to more effectively treat storm water discharges will be evaluated.

As part of the site plan design review process the Engineering Division will provide developers and contractors with preferred design criteria to more effectively treat storm water for different development types through updates to the design criteria.

4.2.5.4.3 Storm Water Documentation

Permittees shall keep a representative copy of information that is provided to design professionals; and if information is distributed to a large number of design professionals at once, the dates of the mailings and lists of recipients.

The Engineering Division will keep a representative copy of information that is provided to design professionals. The City does not plan on mailing information to a large number of design professionals; instead, design professionals will be directed to the City website below where they can download pertinent information once it becomes available. Training seminars may be offered through the Utah County Storm Water Coalition; if so, attendance and material presented will be documented.

<http://www.salemcity.org/building-department.htm>

4.2.5.5. SOPs for Inspections and Enforcement of Post-construction Storm Water Control Measures

All Permittees shall adopt and implement SOPs or similar type of documents for site inspection and enforcement of post-construction storm water control measures. These procedures must ensure adequate ongoing long-term operation and maintenance of approved storm water control measures.

The Engineering Division will adopt and implement SOPs for site inspection and enforcement of post-construction storm water control measures by 2016. These procedures will ensure adequate ongoing long-term operation and maintenance of approved private and City owned or operated storm water control measures. Inspections of existing BMPs are anticipated to begin during the next permit cycle (2019).

4.2.5.5.1 SOPs for Inspections and Enforcement of Post-construction Storm Water Control Measures

The ordinance or other regulatory mechanism shall include provisions for and post-construction access for Permittees to inspect storm water control measures on private properties that discharge to the MS4 to ensure that adequate maintenance is being performed. The ordinance or other regulatory mechanism may, in lieu of requiring that the Permittee's staff inspect and maintain storm water controls on private property, instead require private property owner/operators or qualified third parties to conduct maintenance and provide annual certification that adequate maintenance has been performed and the structural controls are operating as designed to protect water quality. In this case, the Permittee must require a maintenance agreement addressing maintenance requirements for any control measures installed on site. The agreement must allow the Permittee to conduct oversight inspections of the storm water control measures and also account for transfer of responsibility in leases and/or deeds. The agreement must also allow the Permittee to perform necessary maintenance or corrective actions neglected by the property owner/operator, and bill or recoup costs from the property owner/operator as needed.

The Salem City Ordinance 1-2-060 for Right of Entry for Inspection states, "Whenever necessary to make an inspection to enforce any ordinance or resolution, or whenever there is a reasonable cause to believe there exists an ordinance or resolution violation in any building or upon the premises within the jurisdiction of this City, any authorized official of the City may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon him/her by ordinance; provided, that except in emergency situations or when consent of the owner and/or occupant to the inspection has been otherwise obtained, he shall give the owner and/or occupant, if they can be located after reasonable effort, 24 hours written notice of the authorized official's intention to inspect. The note which is transmitted to the owner and/or occupant shall state that the property owner and/or occupant has the right to refuse entry and that in that event, inspection may be made only upon issuance of a search warrant by a duly authorized magistrate or judge."

As specified in Salem City Ordinance 1-2-080, when there is "No other penalty is prescribed, a violation of any provision or ordinance duly enacted by the City council shall be punished as a Class B misdemeanor."

It also states that “Whenever the penalty prescribed for a violation of any ordinance is set forth as an infraction, a Class C Misdemeanor, a Class B Misdemeanor or a Class A Misdemeanor, the penalty attaching to such designation shall be the same as that set forth by Utah state law.”

Specific fines for storm water violations will be included in ordinance revisions, noted in Part 2.3.3.1.

4.2.5.5.2 BMP inspections during installation

Permanent structural BMPs shall be inspected at least once during installation by qualified personnel. Upon completion, the Permittee must verify that long-term BMPs were constructed as designed.

The Engineering Division will inspect and document structural BMPs at least once during installation and upon completion by the Engineering Division Public Works Inspectors and/or SWPPP Inspector during routine construction SWPPP inspections as part of existing SOPs.

4.2.5.5.3 Inspection Report

Inspections and any necessary maintenance must be conducted annually by either the Permittee or through a maintenance agreement, the property owner/operator. On sites where the property owner/operator is conducting maintenance, the Permittee shall inspect those storm water control measures at least once every five years, or more frequently as determined by the Permittee to verify and ensure that adequate maintenance is being performed. The Permittee must document its findings in an inspection report which includes the following:

- Inspection date;
- Name and signature of inspector;
- Project location
- Current ownership information
- A description of the condition of the storm water control measure including the quality of: vegetation and soils; inlet and outlet channels and structures; catch basins; spillways; weirs, and other control structures; and sediment and debris accumulation in storage as well as in and around inlet and outlet structures;
- Specific maintenance issues or violations found that need to be corrected by the property owner or operator along with deadlines and re-inspection dates.

The Engineering Division will inspect and maintain structural BMPs owned or operated by the City annually in 2016 using the standard post-construction inspection SOP developed in 4.2.5.2. Facilities that are owned/operated by a private entity will also be inspected and maintained by the owner/operator as specified in the maintenance agreement with the City. The Engineering Division Inspector will inspect and document storm water controls at least **once every five years**, or as specified in the maintenance agreement.

Start Date	Due Date	Frequency	Task	Responsible Party
August 2015	January 2016	One Time	Develop post construction SOPs and forms	SWPPP Inspector
March 2016	NA	Quarterly	Inspect post construction BMPs	SWPPP Inspector

4.2.5.6. City Personnel Training

Permittees shall ensure that all staff involved in post-construction storm water management, planning and review, and inspections and enforcement receive adequate training on an annual basis. Training shall be provided or made available for staff in the fundamentals of long-term storm water management through the use of structural and non-structural control methods. The training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance. The Permittee shall ensure that all new hires are trained upon hire and before commencing storm water related duties and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.

The Engineering Division will provide training for all staff involved in post-construction storm water management, planning, review, inspections and enforcement in accordance to Part 4.2.5.6. Training will include reviewing City Ordinances and Storm Water Drainage Plans. The training records will include the training date, course description, and names and positions of staff in attendance.

Training events are also described and documented in Part 4.2.1.5, 4.2.3.11, 4.2.4.5, and 4.2.6.9 of this document.

4.2.5.7. Inventory of Post Construction Structural BMPs

The Permittee must maintain an inventory of all post-construction structural storm water control measures installed and implemented at new development and redeveloped sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. This inventory shall include both public and private sector sites located within the Permittee's service area.

The GIS Department in conjunction with the Engineering Division will start to maintain an inventory of all post-construction structural storm water control BMPs throughout the County. This inventory will include both public and private sites located within the County boundaries and service areas.

4.2.5.7.1. Post Construction Storm Water Inventory

Each entry to the inventory must include basic information on each project, such as project's name, owner's name and contact information, location, start/end date, etc. In addition, inventory entries must include the following for each project:

- Short description of each storm water control measure (type, number, design or performance specifications);
- Short description of maintenance requirements (frequency of required maintenance and inspections); and
- Inspection information (date, findings, follow up activities, prioritization of follow-up activities, compliance status).

The Post Construction Storm Water Inventory entry will include basic information such as:

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

4.2.5.7.2. Updates to the Inventory

Based on inspections conducted pursuant to Part 4.2.5.5., the Permittee must update the inventory as appropriate where changes occur in property ownership or the specific control measures implemented at the site.

Based on inspections conducted, the Divisions and Departments involved will update the inventory as needed when changes occur in property ownership or changes to the control structural post-construction BMPs.

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	NA	Monthly	Update and verify inventory for changes in property ownership or post construction control measures	GIS Administrator

4.2.6. Pollution Prevention and Good House Keeping for Municipal Operators

All Permittees shall implement a program for Permittee-owned or operated facilities, operations and structural storm water controls that includes standard operating procedures (SOPs), pollution prevention BMPs, storm water pollution prevention plans or similar type of documents and a training component that have the ultimate goal of preventing or reducing pollutant runoff of pollutants to the MS4 and Waters of the State.. All components of the program shall be included in the SWMP document and must identify the department (and where appropriate, the specific staff) responsible for performing each activity described in this section. The Permittee must develop an inventory of all such Permittee-owned or operated facilities. The Permittee must review this inventory annually and update as necessary. The minimum performance measures are:

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

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

The Pollution Prevention and Good Housekeeping Program of this SWMP addresses routine activities in the operation and maintenance of City owned facilities, drainage systems, roadways, parks and open spaces, and other municipal operations to reduce pollutants entering the storm drain system.

Various City Departments and Divisions have prepared an operations and maintenance manual (O&M Manual) for the City owned facilities and City activities with standard operating procedures (SOPs) for the maintenance and proper operation of structural storm water controls along with a training component that has the ultimate goal of preventing or reducing pollutant runoff from the City owned facilities and operations. All of the components of the O&M program will be included in this document. It will identify the department and the staff responsible for performing each activity described in this section.

4.2.6.1. Inventory of City Owned or Operated Facilities

Permittees shall develop and keep current a written inventory of Permittee-owned or operated facilities and storm water controls that may include but is not limited to:

- Composting facilities
- Equipment storage and maintenance facilities
- Fuel farms
- Hazardous waste disposal facilities
- Hazardous waste handling and transfer facilities
- Incinerators
- Landfills
- Landscape maintenance on municipal property
- Materials storage yards
- Pesticide storage facilities
- Public buildings, including libraries, police stations, fire stations, municipal buildings, and similar Permittee-owned or operated buildings
- Public parking lots
- Public golf courses
- Public swimming pools
- Public works yards
- Recycling facilities

- Salt storage facilities
- Solid waste handling and transfer facilities
- Street repair and maintenance sites
- Vehicle storage and maintenance yards
- Permittee-owned and/or maintained structural storm water controls

The Engineering Division in conjunction with other City Divisions and Departments created an inventory of City owned facilities that can be viewed in the following section. This list will be reviewed annually and updated as necessary. The care and maintenance of each facility will be assigned to a specific Division or Department for its care and maintenance.

Facilities covered under the General UPDES Permit for Storm Water Discharges Associated with Industrial Activities will maintain a Storm Water Pollution Prevention Plan (SWPPP).

A map of City facilities will be continuously updated on the link below.

<http://160.7.240.30/salem%20utilities/>

Inventory of City Owned Facilities

Buildings

- | | |
|--------------------------------------|------------------------------------|
| • Salem Government Offices | 30 W 100 SOUTH SALEM UT 84653-3106 |
| • Salem Court House | 30 W 100 SOUTH SALEM UT 84653-3106 |
| • Salem Police Department | 30 W 100 SOUTH SALEM UT 84653-3106 |
| • Salem Civic Bldg./Community Center | W 350 SOUTH SALEM UT 84653 |
| • Salem Library | 59 S MAIN SALEM UT 84653 |

Parks

- | | |
|---------------------------------|-------------------------------------|
| • Salem Recreation Office | 60 N 100 EAST SALEM UT 84653 |
| • Downtown Ballpark | 60 N 100 EAST SALEM UT 84653 |
| • Heritage Park | 300 W CENTER SALEM UT 84653 |
| • Loafer View Rec Complex | 600 E SALEM CANAL RD SALEM UT 84653 |
| • Knoll Park | 300 S 200 WEST SALEM UT 84653 |
| • Riding Club/City Compost Site | ARROWHEAD TRAIL ROAD SALEM UT 84653 |

Cemetery

- | | |
|-----------------------|---------------------------------|
| • Salem City Cemetery | 150 E 1000 SOUTH SALEM UT 84653 |
|-----------------------|---------------------------------|

Power Plant

- | | |
|-------------------------------|-------------------------------|
| • Salem Public Works/Electric | 400 N 600 WEST SALEM UT 84653 |
|-------------------------------|-------------------------------|

Waste Water

- | | |
|---|--------------------------------|
| • Salem Waste Water Treatment Plant | 1450 N 460 WEST SALEM UT 84653 |
| o NPDES# 4952 (Regulated and Permitted under another State Agency) | |
| o UT0020249 | |
| o http://iaspub.epa.gov/enviro/fii_query_detail.disp_program_facility?p_registry_id=110010134194 | |

Fire Department

- | | |
|--------------------------------|------------------------------------|
| • Salem Fire/Ambulance Station | 30 W 100 SOUTH SALEM UT 84653-3106 |
|--------------------------------|------------------------------------|

Wells

- Well Maple Canyon 580 S MAPLE, WOODLAND HILLS, UT 84653
- Well Storage Tank 250 E 10480 SOUTH, SALEM, UT 84653
- Water Canyon Upper Spring MAPLE, WOODLAND HILLS, UT 84653
- Water Canyon Lower Spring MAPLE, WOODLAND HILLS, UT 84653

Water Tanks

- Water Canyon Springs MAPLE, WOODLAND HILLS, UT 84653
- Storage Tank 1 900 S WOODLAND HILLS DR, SALEM, UT 84653
- Storage Tank 2 900 S WOODLAND HILLS DR, SALEM, UT 84653
- Maple Canyon MAPLE, WOODLAND HILLS, UT 84653
- Cemetery 150 E 1000 SOUTH SALEM UT 84653

Start Date	Due Date	Frequency	Task	Responsible Party
March 2014	NA	Annually	Develop / review SWPPP plans for city facilities listed in 4.2.6.1	Storm Water Coordinator
January 2015	NA	Annually	Review inventory of city owned facilities identify "high risk facilities" (4.2.6.3) List of exempt facilities 4.2.6.4.2	Storm Water Coordinator, GIS Administrator

4.2.6.2. Pollutant Discharge Potential Assessment

All Permittees shall assess the written inventory of Permittee-owned or operated facilities, operations and storm water controls identified in Part 4.2.6.1. for their potential to discharge to storm water the following typical urban pollutants: sediment, nutrients, metals, hydrocarbons (e.g., benzene, toluene, ethylbenzene and xylene), pesticides, chlorides, and trash. Other pollutants may be associated with, but not generated directly from, the municipally-owned or operated facilities, such as bacteria, chlorine, organic matter, etc. Therefore, the Permittee must determine additional pollutants associated with its facilities that could be found in storm water discharges. A description of the assessment process and findings must be included in the SWMP document.

The Engineering Division in conjunction with other City Departments and Divisions will assess the City owned facilities and operations annually for their potential to discharge to storm water systems the following typical urban pollutants annually. A description of the assessment process and findings will be included on each O&M Manual.

4.2.6.3. High Priority Facilities and Activities

Based on the assessment required in Part 4.2.6.2., the Permittee must identify as "high-priority" those facilities or operations that have a high potential to generate storm water pollutants. Among the factors that must be considered in giving a facility a high priority ranking is the amount of urban pollutants stored at the site, the identification of improperly stored materials, activities that must be performed outside (e.g., changing automotive fluids), proximity to waterbodies, poor housekeeping practices, and discharge of pollutant(s) of concern to impaired water(s).

The Engineering Division in conjunction with other City Divisions and Departments will identify facilities as "high priority" based on the pollutant discharge potential assessment of each facility or operations that have a high potential to generate storm water pollutants. The factors that will be considered in giving a facility a high priority ranking will be the amount of urban pollutants stored at the site, the identification of improperly stored materials, activities that must be performed outside, proximity to water bodies, poor housekeeping practices, and discharge of pollutants of concern to impaired waters by January 1st, 2016.

4.2.6.4. High Priority Facilities SWPPPs

Within 180 days from the effective date of this Permit, the Permittee shall develop and implement a Storm Water Pollution Prevention Plan (SWPPP) or similar type document for each “high priority” Permittee-owned or operated facility. The SWPPP shall identify potential sources of pollution that may reasonably be expected to affect the quality of storm water discharges associated with activity from the facility. The SWPPP shall describe and ensure the implementation of standard operating procedures (SOPs) that are to be used to reduce the pollutants in storm water discharges associated with activity at the facility and to ensure compliance with the terms and conditions of this Permit. This document shall be tailored and retained at all “high priority” facility locations. The SWPPP shall include a site map showing the following information:

- Property boundaries;
- Buildings and impervious surfaces;
- Directions of storm water flow (use arrows);
- Location of structural control measures;
- Location and name of the nearest defined drainage(s) which could receive runoff from the facility, whether it contains water or not;
- Locations of all storm water conveyances including ditches, pipes, basins, inlets, and swales;
 - Fixed fueling operations;
 - Vehicle and equipment maintenance and/ or cleaning areas;
 - Brine making areas;
 - Loading/ unloading areas;
 - Waste storage or disposal areas;
 - Liquid storage tanks;
 - Process and equipment operating areas;
 - Materials storage or disposal areas;
- Locations where significant spills or leaks have occurred;
- Locations of all visual storm water monitoring points;
- Locations of storm water inlets and outfalls, with a unique identification code for each outfall and an approximate outline of the areas draining to each outfall;
- Locations of all non-storm water discharges;
- Locations of sources of run-on to your site from adjacent property.

Each City Department or Division overseeing a “high priority” Permittee-owned or operated will develop and implement a Storm Water Pollution Prevention Plan (SWPPP) or O&M Manual tailored for and to be retained at each “high priority” facility location. The SWPPP or O&M Manual will include a site map in compliance with Part 4.2.6.4. of the permit and shall identify potential sources of pollution that may reasonably be expected to affect the quality of storm water discharges associated with activity from the facility. The SWPPP will include the SOPs and BMPs that are currently in place to manage storm water runoff in accordance with Part 4.2.6.6.

Once existing practices are updated and documented, the sites will be inspected in compliance with Part 4.2.6.5. of this permit to ensure implementation of these documents to be used to reduce the pollutants in storm water discharge in compliance with the terms and conditions of this Permit.

Start Date	Due Date	Frequency	Task	Responsible Party
June 2016	February 2018	One Time	Develop and implement or update a SWPPP or O&M manual for each “high priority” city-owned or operated facility identified in Part 4.2.6.3. and in compliance with Part 4.2.6.4.	Storm Water Coordinator, GIS Administrator, Engineering Division

4.2.6.5. Inspection of City Owned or Operated Facilities

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

Each "high-priority" city-owned or operated facility will undergo weekly visual inspections, quarterly comprehensive inspections, and quarterly visual observations of storm water discharges at its facility.

Start Date	Due Date	Frequency	Task	Responsible Party
May 2014	NA	Annually	Develop / review inspection check list for each high priority facility	Engineering Division
September 2016	NA	Weekly	Complete weekly visual inspection of high priority sites	Department or Division operating facility
September 2016	NA	Quarterly	Complete quarterly visual observation of storm water discharges of high priority sites	Storm Water Inspector
September 2014	NA	Quarterly	Complete quarterly comprehensive inspection of high priority sites	Storm Water Inspector

4.2.6.5.1 Weekly Visual Inspections

The Permittee must perform weekly visual inspections of "high priority" facilities in accordance with the developed SOPs to minimize the potential for pollutant discharge. The Permittee must look for evidence of spills and immediately clean them up to prevent contact with precipitation or runoff. The weekly inspections must be tracked in a log for every facility and records kept with the SWMP document. The inspection log should also include any identified deficiencies and the corrective actions taken to fix the deficiencies.

Each Department or Division will perform weekly visual inspections of their "high priority" facilities or areas of the facilities that each department is responsible for in accordance with their SWPPP or O&M Manual to minimize the potential for pollutant discharge. Any spill discovered will be documented and cleaned up immediately to prevent contact with precipitation or runoff.

The weekly inspections will be tracked ONLY IF ACTION ITEMS ARE REQUIRED in a log by each Department or Division and records kept in their SWPPP or O&M Manual reporting section. The inspection log will include the date of an identified deficiency and the date corrective actions were taken to remedy the deficiency. Copies of these logs will be loaded annually to an electronic file for each department.

4.2.6.5.2 Quarterly Comprehensive Inspections

At least once per quarter, a comprehensive inspection of "high priority" facilities, including all storm water controls, must be performed, with specific attention paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant-generating areas. The quarterly inspection results must be documented and records kept with the SWMP document. This inspection must be done in accordance with the developed SOPs. An inspection report must also include any identified deficiencies and the corrective actions taken to remedy the deficiencies.

Each Department or Division will perform, at least once per quarter, a comprehensive inspection of the "high priority" facilities identified. During the "high priority" facility inspections, specific attention will be given to:

- Waste storage areas
- Dumpsters
- Vehicle and equipment maintenance areas
- Fueling areas
- Material handling areas
- Pollutant-generating areas

These quarterly inspections will be documented by sending copies to the e-mail address and records kept with the SWPPP or O&M Manual and done in accordance to the SWPPP or O&M Manual SOPs. The report will include identified deficiencies and the corrective actions taken to remedy the deficiencies.

Year	Measurable Goal Action Summary:	The Engineering Division will make sure that all of the inspections are being performed and data gathered in the correct electronic files. Document dates of department file review.
2016		
2017		
2018		
2019		
2020		
2021		

4.2.6.6.3 Quarterly Visual Observation of Storm Water Discharges

At least once per quarter, the Permittee must visually observe the quality of the storm water discharges from the "high priority" facilities (unless climate conditions preclude doing so, in which case the Permittee must attempt to evaluate the discharges four times during the wet season). Any observed problems (e.g., color, foam, sheen, turbidity) that can be associated with pollutant sources or controls must be remedied to prevent discharge to the storm drain system. Visual observations must be documented and records kept with SWMP document. This inspection must be done in accordance with the developed SOPs. The inspection report must also include any identified deficiencies and corrective actions taken to remedy the deficiencies.

The Engineering Division SWPPP Inspector will visually observe the quality of storm water discharges from "high priority" facilities. Any observed problems such as color, foam, sheen, or turbidity that can be associated with pollutant sources or controls will be remedied to prevent discharge to the storm drain system. Remedies that will require modification to structural controls will be presented to the Public Works Department for approval where temporary remedies will be implemented during that period of time. Visual observations will be documented and records kept with the SWMP document.

Start Date	Due Date	Frequency	Task	Responsible Party
September 2014	NA	Quarterly	Wet weather inspection of runoff from high priority sites	SWPPP Inspector

Year	Measurable Goal Action Summary:	Document number of inspections conducted
2016		
2017		

2018	
2019	
2020	
2021	

4.2.6.6. Standard Operating Procedures (SOPs) by Facility Type and/ or Activity

SOPs shall be developed and implemented for the following types of facilities and/or activities listed below:

4.2.6.6.1. Buildings and Facilities

SOPs shall address, but is not limited to: Permittee-owned or operated offices, police and fire stations, pools, parking garages, and other Permittee-owned or operated buildings or utilities. The SOPs must address the use, storage and disposal of chemicals and ensure through employee training, that those responsible for handling these products understand and implement the SOPs. All Permittee-owned or operated facilities must develop and ensure that spill prevention plans are in place, if applicable, and coordinate with the local fire department as necessary. The SOPs must address dumpsters and other waste management which includes, but is not limited to, cleaning, washing, painting and other maintenance activities. The Permittee must include a description of schedules and SOPs for sweeping parking lots and keeping the area surrounding the facilities clean to minimize runoff of pollutants. All Permittees must develop an inventory of all floor drains inside all Permittee-owned or operated buildings. The inventory must be kept current. The Permittee must ensure that all floor drains discharge to appropriate locations.

. Each Department or Division that has an impact on storm water discharging to the municipal separate storm sewer system (MS4) including City owned or operated offices, police and fire stations, swimming pools, parking lots, etc will create or update their SWPPPs or O&M Manuals and SOPs to include the following items:

- Address the use, storage and disposal of chemicals and ensure, through employee training, that those responsible for handling these products understand and implement SOPs
- All City owned or operated facilities will ensure that spill prevention plans are in place
- The SOPs will address dumpsters and other waste management which includes, but is not limited to cleaning, washing, painting and other maintenance activities
- The O&M program will include schedules and SOPs for sweeping parking lots and keeping the area surrounding the facilities clean to minimize runoff of pollutants
- The City Departments and Divisions will develop an inventory, including a map, of all storm drains located on the property of all the City owned or operated buildings and facilities in their care
 - Each City Division and Department must ensure that only storm water is allowed into these drains and that the appropriate BMPs are in place to minimize pollutants from entering the MS4

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	Storm Water Coordinator

Year	Measurable Goal Action Summary:	Document Changes in Operating Procedures
2016		
2017		
2018		
2019		
2020		
2021		

4.2.6.6.2. Material Storage Areas, Heavy Equipment Storage Areas and Maintenance Areas

Permittees shall develop and implement SOPs to protect water quality at each of these facilities owned or operated by the Permittee.

The City will develop and implement SOPs to protect water quality at each material storage area, heavy equipment storage area and maintenance area owned or operated by the City.

Start Date	Due Date	Frequency	Task	Responsible Party
May 2014	2016	Annually	Update list of facilities not covered under permit and document the controlling regulations for each facility	Engineering Division
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	Storm Water Coordinator

Year	Measurable Goal Action Summary:	Document Additions or Changes in Operating Procedures
2016		
2017		
2018		
2019		
2020		

2021	
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4.2.6.6.3. Parks and Open Space

SOPs shall address, but are not limited to: the proper application, storage, and disposal of fertilizer, pesticides, and herbicides including minimizing the use of these products and using only in accordance with manufacturer’s instructions; sediment and erosion control; evaluation of lawn maintenance and landscaping activities to ensure practices are protective of water quality such as, proper disposal of lawn clippings and vegetation, and use of alternative landscaping materials such as drought tolerant plants. The SOPs must address the management of trash containers at parks and other open spaces which include scheduled cleanings and establishing a sufficient number of containers, and for placing signage in areas concerning the proper disposal of pet wastes. The SOPs must also address the proper cleaning of maintenance equipment, building exterior, trash containers and the disposal of the associated waste and wastewater. Permittees shall implement park and open space maintenance pollution prevention/good housekeeping practices at all park areas, and other open spaces owned or operated by the Permittee.

The Parks Division will update their SWPPP or O&M Manual SOPs to address:

- Proper application, storage, and disposal of fertilizers, pesticides, and herbicides proper including minimizing the use of these products and using only in accordance with manufacturers instruction
- Sediment and erosion control
- Lawn maintenance and landscaping activities that evaluate practices to ensure protection of water quality such as, proper disposal of lawn clippings and vegetation, and use alternative landscaping materials such as drought tolerant plants
- Management of trash containers at parks and other open spaces that include scheduled garbage pickup, number of containers, and signage in areas concerning proper disposal of pet wastes
- Cleaning of maintenance equipment, building exterior, trash containers and the disposal of the associated waste water

The Parks Division will implement pollution prevention and good housekeeping practices at their facilities through the implementation of these BMPs.

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for the parks division and golf course and one general BMP/SOP	Storm Water Coordinator

Year	Measurable Goal Action Summary:	Document Changes in Operating Procedures
2016		
2017		
2018		
2019		

2020	
2021	

4.2.6.6.4. Vehicle and Equipment

SOPs shall address, but are not limited to: SOPs that address vehicle maintenance and repair activities that occur on Permittee-owned or operated vehicles. BMPs should include using drip pans and absorbents under or around leaky vehicles and equipment or storing indoors where feasible. Fueling areas for Permittee-owned or operated vehicles shall be evaluated. If possible, place fueling areas under cover in order to minimize exposure. The O & M program shall include SOPs to ensure that vehicle wash waters are not discharged to the MS4 or Waters of the State. This Permit strictly prohibits such discharges.

All Divisions and Departments will update their SWPPP or O&M Manual SOPs to address vehicle maintenance and repair needs. Specifically, the Parks Division that maintains vehicles at their facilities will include BMPs such as drip pans and absorbents under or around leaky vehicles and equipment or storing indoors where feasible.

The Fueling area operated by the City is constantly monitored and evaluated according to the requirements of their MSGP SWPPP. Vehicle wash procedures will be addressed by all Departments and Divisions to ensure that wash waters are not discharged to the MS4 or Waters of the State.

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically parks department) and one general BMP/SOP	Storm Water Coordinator

Year	Measurable Goal Action Summary:	Document Changes in Operating Procedures
2016		
2017		
2018		
2019		
2020		
2021		

4.2.6.6.5. Roads, Highways, and Parking Lots

SOPS shall address, but are not limited to: SOPs and schedule for sweeping streets and Permittee-owned or operated parking lots and any other BMPs designed to reduce road and parking lot debris and

other pollutants from entering the MS4; road and parking lot maintenance, including pothole repair, pavement marking, sealing and repaving; cold weather operations, including plowing, sanding, and application of deicing compounds and maintenance of snow disposal areas; right-of-way maintenance, including mowing, herbicide and pesticide application; and municipally-sponsored events such as large outdoor festivals, parades or street fairs. The Permittee must ensure that areas used for snow disposal will not result in discharges to receiving waters.

The Engineering Division SWPPP or O&M Manual will be reviewed annually and updated, if necessary, to describe in writing standard operating procedures for:

- Sweeping streets and other BMPs designed to reduce road debris and other pollutants from entering the MS4 including schedules disposal methods of waste removed
- Pothole repairs
- Pavement marking
- Sealing and repaving
- Plowing, application of deicing compounds, and maintenance of snow disposal areas
- Right of way maintenance including mowing and herbicide application
- Municipal sponsored events (parade and street fair clean up)

The Parks Division SWPPPs or O&M Manuals will be updated to describe in writing standard operating procedures for:

- Sweeping of parking lots and any other BMPs designed to reduce parking lot debris and other pollutants from entering the MS4
- Snow removal and application of deicing compounds

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document or Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	Engineering Division

Year	Measurable Goal Action Summary:	Document Changes in Operating Procedures
2016		
2017		
2018		
2019		
2020		

2021	
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4.2.6.6.6. Storm Water Collection and Conveyance System

SOPs shall address, but are not limited to: SOPs and schedule for the regular inspection, cleaning, and repair of catch basins, storm water conveyance pipes, ditches and irrigation canals, culverts, structural storm water controls, and structural runoff treatment and/or flow control facilities. Permittees shall implement catch basin cleaning, storm water system maintenance, scheduled structural BMP inspections and maintenance, and pollution prevention/good housekeeping practices. Permittees shall prioritize storm sewer system maintenance, with the highest priority areas being maintained at the greatest frequency. Priorities should be driven by water quality concerns, the condition of the receiving water, the amount and type of material that typically accumulates in an area, or other location-specific factors. All Permittee-owned or operated storm water structural BMPs including but not limited to, swales, retention/detention basins or other structures must be inspected annually to ensure that they are properly maintained to reduce the discharge of pollutants into receiving waters. Permittees shall develop, ensure, and document proper disposal methods of all waste and wastewater removed from the storm water conveyance system. These disposal methods apply to, but are not limited to, street sweeping and catch basin cleaning. Materials removed from the MS4 should be dewatered in a contained impervious area and discharged to the local sanitary sewer (with approval of local authorities) where feasible. The solid material shall be stored and disposed of properly to avoid discharge to Waters of the State during a storm event. Any other treatment and disposal measures must be reviewed and approved by the Division. Some materials removed from storm drains and open channels may require special handling and disposal, and may not be authorized to be disposed of in a landfill.

The Engineering Division SWPPP or O&M Manual SOPs will be updated to describe standard operating procedures and schedules for the inspection, cleaning, maintenance and repair of:

- Detention/retention basins
- Catch basins
- Storm water conveyance pipes
- Ditches and irrigation canals
- Culverts
- Structural storm water control
- Structural runoff treatment
- Flow control facilities

The Division will create a storm sewer system maintenance map and schedule to document inspections. This data will be used to designate priority areas that will be maintained more frequently. Also, the SWPPP or O&M Manual SOPs will include proper documentation procedures and disposal methods of all waste and waste water removed from the storm water conveyance system.

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.) and one general BMP/SOP	Engineering Division

Year	Measurable Goal Action Summary:	The Engineering Division will meet with each department quarterly to help create, review or make changes to the O&M Manual SOPs and BMPs
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2016				
2017				
2018				
2019				
2020				
2021				

4.2.6.6.7. Other Facilities and Operations

Permittees shall identify any facilities and operations not listed above that would reasonably be expected to discharge contaminated runoff, and develop, implement, and document the appropriate BMPs and SWPPP to protect water quality from discharges from these sites.

Each Department or Division will identify any facility or operations that could reasonably be expected to discharge to the municipal separate storm sewer system (MS4) and update their SWPPP or O&M Manual SOPs to include facilities and operations not listed above that would reasonably be expected to discharge contaminated runoff.

Start Date	Due Date	Frequency	Task	Responsible Party
April 2014	NA	Quarterly	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	Storm Water Coordinator

Year	Measurable Goal Action Summary:			
		The Engineering Division will meet with each department annually to help create, review or make changes to the O&M Manual SOPs and BMPs		
2016				
2017				
2018				
2019				
2020				
2021				

4.2.6.7. Third Party Maintenance of Storm Water Facilities

If a Permittee contracts with a third-party to conduct municipal maintenance or allows private developments to conduct their own maintenance, the contractor shall be held to the same standards as the Permittee. This expectation must be defined in contracts between the Permittee and its contractors or the contractors of private developments. The Permittee shall be responsible for ensuring, through contractually-required documentation or periodic site visits that contractors are using appropriate storm water controls and following the standard operating procedures, storm water control measures, and good housekeeping practices of the Permittee.

The Engineering Division will allow private developments to be able to conduct their own maintenance and inspections of storm water BMPs and will be held to the same standards as City Personnel. These expectations will be defined through a proposed City Ordinance to insure through contractually required documentation or periodic site visits, that the owner of such storm water BMPs is following SOPs to maintain such controls. This permit requirement is also covered in Part 4.2.5 of this plan.

4.2.6.8. Flood Management Controls Design

The Permittee must develop and implement a process to assess the water quality impacts in the design of all new flood management structural controls that are associated with the Permittee or that discharge to the MS4. This process must include consideration of controls that can be used to minimize the impacts to site water quality and hydrology while still meeting project objectives. A description of this process must be included in the SWMP document

The Engineering Division will develop and implement a process to assess the water quality impacts in the design of all new flood management structural controls that are associated with discharges to the MS4. The process will include consideration of controls that can be used to minimize impacts to site water quality and hydrology while still meeting project objectives.

Description of this process is as follows:

- Developer submits proposed flood management structural control method
- Developer submits technical literature from manufacturer of selected pre-treatment control listing the pollutant removal capabilities of said pre-treatment control
- City Engineer reviews submitted technical literature and determines if the selected control's pollutant removal capabilities are acceptable

4.2.6.8.1. Existing Flood Management

Existing flood management structural controls must be assessed to determine whether changes or additions should be made to improve water quality. A description of this process and determinations should be included in the SWMP document.

Existing flood management structural controls will be assessed by the Engineering Division to determine whether changes or additions should be made to improve water quality. General standards pertaining to flooding are addressed in Title 14 of Salem City Ordinances. The City presently has several detention basins and associated storm infrastructure that were constructed with individual subdivisions or commercial site plans to address flood management.

The existing flood management structural controls will be assessed following the process listed below:

- Routine site visits (as described in Part 4.2.5.5.3)
- Condition assessment (as described in Part 4.2.5.5.3) where concerns to City Engineer's attention and Engineering Department determines proper corrective action

4.2.6.9. Public Construction Projects

Public construction projects shall comply with the requirements applied to private projects. All construction projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, owned or operated by the Permittee are required to be

covered under the General UPDES Permit for Storm Water Discharges Associated with Construction Activities.

Public construction projects shall comply with the requirements applied to private projects. All construction projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, owned or operated by the Permittee are required to be covered under the General UPDES Permit for Storm Water Discharges Associated with Construction Activities.

4.2.6.10. City Personnel Training

The Permittees shall ensure that all employees, contracted staff, and other responsible entities that have primary construction, operation, or maintenance job functions that are likely to impact storm water quality receive annual training.. The Permittee shall identify target employees to participate in the training sessions and ensure that all such employees receive training upon being hired and annually thereafter, at a minimum. Training shall address the importance of protecting water quality, the requirements of this Permit, operation and maintenance requirements, inspection procedures, ways to perform their job activities to prevent or minimize impacts to water quality, SOPs and SWPPPs for the various Permittee-owned or operated facilities and procedures for reporting water quality concerns, including potential illicit discharges. Training records must be kept and shall include dates, activities or course descriptions, and names and positions of staff in attendance. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.

More specific information pertaining to employee training can be found in 4.2.1 of this document.

4.3. Sharing Responsibility

4.3.1.

Implementation of one or more of the six 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:

4.3.2.

The other entity, in fact, implements the control measure;

4.3.3.

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

4.3.4.

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

4.3.5.

The Permittee conducts training of the responsible entity on the Permit requirements and applicable standard operating procedures.

4.4. Reviewing and Updating Storm Water Management Programs

4.4.1. Storm Water Management Program Review

Storm Water Management Program Review: All Permittees must conduct, at a minimum, an annual review of the SWMP document in conjunction with preparation of the annual report required in Part 5.5.

4.4.2. Storm Water Management Program Update

Storm Water Management Program Update: A Permittee may change the SWMP document during the life of the Permit in accordance with the following procedures:

4.4.2.1.

Changes adding (but not subtracting or replacing) components, controls, or requirements to the SWMP document may be made at any time upon written notification to the Division.

4.4.2.2.

Changes replacing an ineffective or unfeasible BMP specifically identified in the SWMP document with an alternate BMP may be adopted at any time, provided the analysis is clearly outlined and subsequently approved by the Division. An analysis shall include:

4.4.2.2.1

An explanation of why the BMP is ineffective or infeasible,

4.4.2.2.2

Expectations or report on the effectiveness of the replacement BMP, and

4.4.2.2.3

An analysis of why the replacement BMP is expected to achieve the goals of the BMP to be replaced, or has achieved those goals.

4.4.3.

Change requests or notifications must be made in writing and signed in accordance with Part 6.8.

4.4.4.

Change requests or notifications will receive confirmation and approval or denial in writing from the Division.

4.4.5.

Storm Water Management Program Updates required by the Division: The Division may require changes to the SWMP as needed to:

4.4.5.1.

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

4.4.5.2.

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

4.4.5.3.

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

5.0 Narrative Standard, Monitoring, Recordkeeping and Reporting

5.1. Narrative Standard

It shall be unlawful, and a violation of this Permit, for the Permittee to discharge or place any waste or other substance in such a way as will be or may become offensive such as unnatural deposits, floating debris, oil, scum or other nuisances such as color, odor or taste, or conditions which produce undesirable aquatic life or which produces objectionable tastes in edible aquatic organisms; or concentrations or combinations of substances which produce undesirable physiological responses in desirable resident fish, or other desirable aquatic life, or undesirable human health effects, as determined by bioassay or other tests performed in accordance with standard procedures

5.2. Analytical Monitoring

Permittees are not required to conduct analytical monitoring (see definition in Part 7.3) during the effective term of this Permit, with the following exceptions:

5.2.1.

Water quality sampling may be required for compliance with TMDLs, pursuant to Part 3.1. of this Permit.

5.2.2.

Sampling or testing may be required for characterizing illicit discharges pursuant to Parts 4.2.3.4., 4.2.3.5., and 4.2.3.5.1 of this Permit.

5.2.3.

In the event that the MS4 elects to conduct analytical monitoring as part of its Storm Water Management Program, the Permittee is required to comply with Part 6.18. of this Permit.

5.3. Non-analytical Monitoring

5.3.1.

Non-analytical monitoring (see definition in Part 7.32.) such as visual dry weather screening is required to comply with Part 4.2.3.3.2 of this Permit.

5.4. Record keeping

5.4.1.

Permittees must keep all supplementary documents associated with this Permit (e.g., Storm Water Management Program (SWMP) document, SWMP Implementation Schedule) current and up to date to achieve the purpose and objectives of the required document.

5.4.2.

All modifications to supplementary documents must be submitted to the Division in accordance with Parts 4.4 and 6.8.

5.4.3.

The Division may at any time make a written determination that parts or all of the supplementary documents are not in compliance with this Permit, wherein the Permittee must make modifications to these parts within a time frame specified by the Division.

5.4.4.

The Permittee shall retain all required plans, records of all programs, records of all monitoring information, copies of all reports required by this Permit, and records of all other data required by or used to demonstrate compliance with this Permit, for at least five years. This period may be explicitly modified by alternative provisions of this Permit or extended by request of the Division at any time.

5.4.5.

The Permittee must make records, including the Notice of Intent (NOI) and the SWMP document, available to the public if requested.

5.5. Reporting

5.5.1.

The Permittee must submit an annual report to the Division by October 1 for the reporting period of July 1 to June 30 of each year of the Permit term.

5.5.2.

The report must be submitted using the report form provided on the Division's website at <http://www.deq.utah.gov/Permits/water/updes/stormwatermun.htm>.

5.5.3.

The Permittee shall sign and certify the annual report in accordance with Part 6.8.

5.5.4.

Signed copies of the Annual Report and all other reports required herein, shall be submitted to:

Department of Environmental Quality
Division of Water Quality
PO Box 144870
195 North 1950 West
Salt Lake City, UT 84114-4870

6.0 Standard Permit Conditions

6.1. Duty to Comply

The Permittee must comply with all conditions of this Permit. Any Permit noncompliance constitutes a violation of the Act and is grounds for enforcement action; for Permit termination, revocation and reissuance, or modification; or for denial of a Permit renewal application. The Permittee shall give advance notice to the Division of any planned changes in the Permitted facility or activity, which may result in noncompliance with Permit requirements.

6.2. Penalties for Violations of Permit Conditions

The Act provides that any person who violates a Permit condition implementing provisions of the Act is subject to a civil penalty not to exceed \$10,000 per day of such violation. Any person who willfully or negligently violates Permit conditions or the Act is subject to a fine not exceeding \$25,000 per day of violation. Any person convicted under UCA 19-5-115(2) a second time shall be punished by a fine not exceeding \$50,000 per day.

6.3. Duty to Reapply

If the Permittee wishes to continue an activity regulated by this Permit after the expiration date of this Permit, the Permittee shall apply for and obtain a new Permit. The application shall be submitted at least 180 days before the expiration date of this Permit. Continuation of expiring Permits shall be governed by regulations promulgated at UAC R317-8-5 and any subsequent amendments.

6.4. Need to Halt or Reduce Activity not a Defense

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

6.5. Duty to Mitigate

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

6.6. Duty to Provide Information

The Permittee shall furnish to the Division, within a time specified by the Division, any information which the Division may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Permit, or to determine compliance with this Permit. The Permittee shall also furnish to the Division, upon request, copies of records required to be kept by this Permit.

6.7. Other Information

When the Permittee becomes aware that it failed to submit any relevant facts in a Permit application, or submitted incorrect information in a Permit application or any report to the Division, it shall promptly submit such facts or information.

6.8. Signatory Requirements

All notices of intent, storm water management programs, storm water pollution prevention plans, reports, certifications or information either submitted to the Division or that this Permit requires to be maintained by the Permittee, shall be signed, dated and certified as follows:

6.8.1.

All Permit applications shall be signed by either a principal executive officer or ranking elected official.

6.8.2.

All reports required by the Permit and other information requested by the Division shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if:

6.8.2.1.

The authorization is made in writing by a person described above and submitted to the Division, and,

6.8.2.2.

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

6.8.2.3.

Changes to authorization. If an authorization under Part 6.8.2. is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Part 6.8.2. must be submitted to the Division prior to or together with any reports, information, or applications to be signed by an authorized representative.

6.8.3.

Certification. Any person signing documents under this Part shall make the following certification:

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

6.9. Availability of Reports

Except for data determined to be confidential under the Government Records Access and Management Act (see particularly Utah Code Ann. § 63-2-309) and Utah Code Ann. § 19-1-3-6, all reports prepared in accordance with the terms of this Permit shall be available for public inspection at the office of the Division. As required by the Act, Permit applications, Permits and effluent data shall not be considered confidential.

6.10. Penalties for Falsification of Reports

The Act provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this Permit, including monitoring reports or reports of compliance or noncompliance shall, upon conviction be punished by a fine of not more than \$10,000.00 per violation, or by imprisonment for not more than six months per violation, or by both. Utah Code Ann. § 19-5-115(4)

6.11. Penalties for Tampering

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

6.12. Oil and Hazardous Substance Liability

Nothing in this Permit shall be construed to preclude the institution of any legal action or relieve the Permittee from any responsibilities, liabilities, or penalties to which the Permittee is or may be subject under the "Act".

6.13. Property Rights

The issuance of this Permit does not convey any property rights of any sort, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of Federal, State or Local laws or regulations.

6.14. Severability

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

6.15. Requiring a Different Permit

The Division may require the Permittee authorized by this Permit to obtain an individual UPDES Permit. Any interested person may petition the Division to take action under this paragraph. The Division may require the Permittee authorized to discharge under this Permit to apply for an individual UPDES Permit only if the Permittee has been notified in writing that a Permit application is required. This notice shall include a brief statement of the reasons for this decision, an application form (as necessary), a statement setting a deadline for the Permittee to file the application, and a statement that on the effective date of the municipal UPDES Permit, coverage under this Permit shall automatically terminate. Permit applications shall be submitted to the address of the Division of Water Quality shown in Part 5.5. of this Permit. The Division may grant additional time to submit the application upon request of the applicant. If the municipality fails to submit in a timely manner a municipal UPDES Permit application as required by the Division, then the applicability of this Permit to the Permittee is automatically terminated at the end of the day specified for application submittal.

6.16. State/Federal Laws

Nothing in this Permit shall be construed to preclude the institution of any legal action or relieve the Permittee from any responsibilities, liabilities, or penalties established pursuant to any applicable State law or regulation under authority preserved by UCA 19-5-117 and Section 510 of the Clean Water Act or any applicable Federal or State transportation regulations, such as but not limited to the Department of Transportation regulations.

6.17. 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 requirements of the SWMP. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. Proper operation and maintenance requires the operation of backup or auxiliary facilities or similar systems, installed by the Permittee only when necessary to achieve compliance with the conditions of the Permit.

6.18. Monitoring and Records

6.18.1.

Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.

6.18.2.

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 the reports required by this Permit, and records of all data used to complete the application for this Permit, for a period of at least five years from the date of the sample, measurement, report or application. This period may be extended by request of the Division at any time.

6.18.3.

Records of monitoring information shall include:

6.18.3.1

The date, exact place, and time of sampling or measurements

6.18.3.2

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

6.18.3.3

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

6.18.3.4

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

6.18.3.5

The analytical techniques or methods used; and

6.18.3.6

The results of such analyses

6.19. Monitoring Procedures

Monitoring must be conducted according to test procedures approved under Utah Administrative Code ("UAC") R317-2-10, unless other test procedures have been specified in this Permit.

6.20. Inspection and Entry

The Permittee shall allow the Division or an authorized representative, upon the presentation of credentials and other documents as may be required by law, to:

6.20.1.

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

6.20.2.

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

6.20.3.

Inspect at reasonable times any facilities or equipment (including monitoring and control equipment).

6.20.4.

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

6.21. Permit Actions

This Permit may be modified, revoked and reissued, or terminated for cause. The filing of a request by the Permittee for a Permit modification, revocation and re-issuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any Permit condition.

6.22. Storm Water-Reopener Provision

At any time during the duration (life) of this Permit, this Permit may be reopened and modified (following proper administrative procedures) as per UAC R317.8, to include, any applicable storm water provisions and requirements, a storm water pollution prevention plan, a compliance schedule, a compliance date,

monitoring and/or reporting requirements, or any other conditions related to the control of storm water discharges to "Waters-of-State".

7.0 Definitions

Definitions related to this Permit and small municipal separate storm sewers (MS4s).

7.1.

"40 CFR" refers to Title 40 of the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal government.

7.2.

"Act" means the Utah Water Quality Act.

7.3.

"Analytical monitoring" refers to monitoring of waterbodies (streams, ponds, lakes, etc.) or of storm water, according to UAC R317-2-10 and 40 CFR 136 "Guidelines Establishing Test Procedures for the Analysis of Pollutants," or to State or Federally established protocols for biomonitoring or stream bioassessments.

7.4.

"Beneficial Uses" means uses of the Waters of the State, which include but are not limited to: domestic, agricultural, industrial, recreational, and other legitimate beneficial uses.

7.5.

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

7.6.

"CWA" means The Clean Water Act of 1987, formerly referred to as the Federal Water Pollution Control Act.

7.7.

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

7.8.

"Control Measure" refers to any Best Management Practice or other method used to prevent or reduce the discharge of pollutants to Waters of the State.

7.9.

"Common plan of development or sale" means one plan for development or sale, separate parts of which are related by any announcement, piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, plat, blueprint, contract, Permit application, zoning request, computer design, etc.), physical demarcation (including contracts) that identify the scope of the project. A plan may still be a common plan of development or sale even if it is taking place in separate stages or phases, is planned in combination with other construction activities, or is implemented by different owners or operators.

7.10.

"Director" means the director of the Utah Division of Water Quality, otherwise known as the Division of the Utah Water Quality Board.

7.11.

"Division" means the Utah Division of Water Quality.

7.12.

"Discharge" for the purpose of this Permit, unless indicated otherwise, refers to discharges from the Municipal Separate Storm Sewer System (MS4).

7.13.

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

7.14.

"Escalating enforcement procedures" refers to a variety of enforcement actions in order to apply as necessary for the severity of the violation and/or the recalcitrance of the violator.

7.15.

"Entity" means a governmental body or a public or private organization.

7.16.

"EPA" means the United States Environmental Protection Agency.

7.17.

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

7.18.

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

7.19.

"High quality waters" means any water, where, for a particular pollutant or pollutant parameter, the water quality exceeds that quality necessary to support the existing or designated uses, or which supports an exceptional use.

7.20.

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

7.21.

"Illicit discharge" means any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a UPDES Permit (other than the UPDES Permit for discharges from the municipal separate storm sewer) and discharges resulting from emergency firefighting activities.

7.22.

"Impaired waters" means any segment of surface waters that has been identified by the Division as failing to support classified uses. The Division periodically compiles a list of such waters known as the 303(d) List.

7.23.

"Indian Country" is defined as in 40 CFR §122.2 to mean:

7.23.1.

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;

7.23.2.

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

7.23.3.

All Indian allotments, the Indian titles to which have not been extinguished, including right-of-ways running through the same.

7.24.

"Large MS4" Large municipal separate storm sewer system means all municipal separate storm sewers that are located in an incorporated place with a population of 250,000 or more as determined by the current Decennial Census by the Bureau of the Census.

7.25.

"Low Impact Development" (LID) is an approach to land development (or re-development) that works with nature to more closely mimic pre-development hydrologic functions. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat storm water as a resource rather than a waste product. There are many practices that have been used to adhere to these principles such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.

7.26.

"MS4" is an acronym for "municipal separate storm sewer system".

7.27.

"Maximum Extent Practicable" (MEP) is the technology-based discharge standard for Municipal Separate Storm Sewer Systems established by paragraph 402(p)(3)(B)(iii) of the Federal Clean Water Act (CWA), which reads as follows: "Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants."

7.28.

"Medium MS4" Medium municipal separate storm sewer system means all municipal separate storm sewers that are located in an incorporated place with a population of 100,000 or more but less than 250,000, as determined by the 1990 Decennial Census by the Bureau of the Census

7.29.

"Monitoring" refers to tracking or measuring activities, progress, results, etc.;

7.30.

"Municipal separate storm sewer system" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) pursuant to paragraphs R317-8-1.6(4), (7), & (14), or designated under UAC R317-8-3.9(1)(a)5:

7.30.1.

that is owned or operated by a state, City, town, county, district, association, or other public body (created by or pursuant to State Law) having jurisdiction over disposal of wastes, storm water, or other wastes, including special districts under State Law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under Section 208 of the CWA that discharges to Waters of the State;

7.30.2.

that is designed or used for collecting or conveying storm water;

7.30.3.

which is not a combined sewer; and

7.30.4.

which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR 122.2.

7.31.

“NOI” is an acronym for “Notice of Intent” to be covered by this Permit and is the mechanism used to “register” for coverage under a general Permit.

7.32.

“Non-analytical monitoring” refers to monitoring for pollutants by means other than UAC R317- 2-10 and 40 CFR 136, such as visually or by qualitative tools that provide comparative or rough estimates.

7.33.

“Operator” is the person or entity responsible for the operation and maintenance of the MS4.

7.34.

“Outfall” means a point source as defined by UAC R317-8-1.5(34) at the point where a municipal separate storm sewer discharges to Waters of the State and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other Waters of the State and are used to convey waters of the State.

7.35.

“Phase II areas” means areas regulated under UPDES storm water regulations encompassed by Small MS4’s (see definition 7.39.).

7.36.

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

7.37.

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

7.38.

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

7.39.

“SWMP” is an acronym for storm water management program. The SWMP document is the written plan that is used to describe the various control measures and activities the Permittee will undertake to implement the storm water management plan.

7.40.

“SWPPP” is an acronym for storm water pollution prevention plan.

7.41.

“Small municipal separate storm sewer system” is any MS4 not already covered by the Phase I program as a medium or large MS4. The Phase II Rule automatically covers on a nationwide basis all Small MS4s located in “urbanized areas” (UAs) as defined by the Bureau of the Census (unless waived by the UPDES Permitting authority), and on a case-by-case basis those Small MS4s located outside of UAs that the UPDES Permitting authority designates.

7.41.1.

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.

7.42.

“SOP” is an acronym for standard operating procedure which is a set of written instructions that document a routine or repetitive activity. For the purpose of this Permit, SOPs should emphasize pollution control measures to protect water quality.

7.43.

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

7.43.

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

7.44.

“TMDL” is an acronym for “Total Maximum Daily Load” and in this Permit refers to a study that: 1) quantifies the amount of a pollutant in a stream; 2) identifies the sources of the pollutant; and 3) recommends regulatory or other actions that may need to be taken in order for the impaired waterbody to meet water quality standards.

7.45.

“Urbanized area” is a land area comprising one or more places and the adjacent densely settled surrounding area that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile.

7.46

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

Appendix A

Notice of Intent

STATE OF UTAH, DEPARTMENT OF ENVIRONMENTAL QUALITY, DIVISION OF WATER QUALITY
195 North 1950 West, P.O. Box 144870, Salt Lake City, Utah 84114-4870 (801)536-4300

Notice of Intent (NOI) for Coverage Under the UPDES General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4's), Permit No. UTR090000.



INSTRUCTIONS ON BACK PAGE

DWQ USE ONLY

Coverage No. _____

Submission of this Notice of Intent constitutes notice that the party identified in Section I of this form intends to be authorized by a UPDES permit issued for storm water discharges from Small Municipal Separate Storm Sewers in the State of Utah. Becoming a permittee obligates such discharger to comply with the terms and conditions of the permit. ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM.

Part I. General Information

Governmental Entity Name: SALLEM CITY

Mailing Address: Street 301 W 1100 S

City SALLEM State UT Zip Code 84653

Operator Type (Circle One): (City, County, Hospital, Prison, Military Base, Park, College/University, UDOT, Sewer District, Flood Control District, Drainage District, Association, Other(list) CITY)

Operator Status (Circle One): (Federal/State/Local/Other Public Entity(list) LOCAL)

Operator Contact Person: Name MATT MARZIALE

Title PUBLIC WORKS DIRECTOR Telephone Number 801-423-1035

Latitude/Longitude at Center of land for which you are requesting authorization to discharge:

Latitude 40.05332 Longitude -111.674219

Population served by your MS4: 6423 People

Storm Water Management Program Responsible Person:

Name WADE REYNOLDS Title STORM WATER COORDINATOR

Telephone Number 801-423-2171

Part II: Outfalls and Receiving Waters

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

	Outfall	Receiving Water
1.	MAP PENDING	
2.		
3.		
4.		
5.		
6.		

Part III. Initial Identification of Best Management Practices (ATTACH ADDITIONAL SHEETS AS NEEDED)

1. Public Education and Outreach on Storm Water Impacts

Outreach Techniques

- Classroom education/school programs
- Outreach to commercial entities
- Printed material
- Media campaign
- Classroom educational materials
- Events and Programs
- Displays
- Speakers to community groups
- Economic incentives
- Promotional giveaways
- Others

Management Practices to Encourage

- Proper lawn and garden care (fertilizer and pesticide use, sweeping, etc.)
 - Low impact development
 - Pet waste management
 - Pollution prevention for businesses
 - Proper disposal of household hazardous wastes
 - Water Conservation Practices
 - Others
- HAZARDOUS WASTE

2. Public Involvement/Participation

Involvement Techniques

- Advisory/partner committees
- Local storm water contact
- Public access to documents and information
- Public review of plans and annual reports
- Watershed organizations
- Attitude surveys
- Community hot lines
- Stakeholder meetings
- Others

Participation Activities

- Adopt-a-stream
- Storm drain stenciling
- Stream/roadway cleanup
- Volunteer monitoring
- Wetland plantings
- Others

3. Illicit Discharge Detection and Elimination

Detection and Elimination Activities

- System mapping
- Regulatory Control Program
- Identifying and Eliminating Illicit connection procedures
- Dye testing/Tracing Procedures
- System inspections
- Dry Weather Screening Program/ Field Testing
- Others

Type of Discharges to Target

- Failing septic systems
- Illegal dumping
- Industrial/business connections
- Recreational sewage
- Sanitary sewer overflows
- Wastewater connections to the storm drain system
- Others

4. Construction Site Storm Water Runoff Control

Program Activities

- Regulatory Control Program
- Erosion and Sediment Control BMP's
- Other Waste Control Program
- Site Plan Review Procedures
- Public Information handling Procedures
- Site Inspection/Enforcement Procedures
- Other Construction Site Runoff Controls
- Contractor certification and inspector training
- Others

Best Management Practices

- Construction Entrance/Exit Stabilization
- Perimeter Controls
- Sediment Retention Structure Requirements
- Sediment filters and sediment chambers
- Mulching Requirements
- Temporary/Permanent Stabilization Requirements
- Vehicle maintenance and washing areas
- Cement Truck Washout Area
- OtherBMP's

5. Post-Construction Storm Water Management in New Development and Redevelopment

- Community Control Strategy
- Regulatory Control Program
- Long Term O& M Procedures
- Pre-Construction Review of BMP Designs
- Site Inspections During Construction
- Post Construction Inspections
- Others

- Infiltration trench/basin
- Infrastructure planning
- storm water inlet specifications
- Narrower residential streets
- Open space design
- Ordinances for post construction runoff
- Storm water wetland
- Zoning
- Others:

6. Pollution Prevention/Good Housekeeping for Municipal Operations

- Employee Training Program
- Inspection and Maintenance Program
- Municipal Operations Storm Water Control
- Others

- Municipal Operations Waste Disposal
- Flood Management/Assessment Guidelines
- Others:

Part IV. Initial Identification of Measurable Goals (Attach additional sheets as needed)

1. Public Education and Outreach on Storm Water Impacts

Measurable goals (with start and end dates):
 SEE SALEM CITY SWMP AVAILABLE @
 www.salemcity.org.....

Milestones: Year 1:
 Year 2:
 Year 3:
 Year 4:
 Year 5:

4. Construction Site Storm Water Runoff Control

Measurable goals (with start and end dates):
 SEE SALEM CITY SWMP AVAILABLE @
 www.salemcity.org.....

Milestones: Year 1:
 Year 2:
 Year 3:
 Year 4:
 Year 5:

2. Public Involvement/Participation

Measurable goals (with start and end dates):
 SEE SALEM CITY SWMP AVAILABLE @
 www.salemcity.org.....

Milestones: Year 1:
 Year 2:
 Year 3:
 Year 4:
 Year 5:

5. Post-Construction Storm Water Management in New Development and Redevelopment

Measurable goals (with start and end dates):
 SEE SALEM CITY SWMP AVAILABLE @
 www.salemcity.org.....

Milestones: Year 1:
 Year 2:
 Year 3:
 Year 4:
 Year 5:

3. Illicit Discharge Detection and Elimination

Measurable goals (with start and end dates):
 SEE SALEM CITY SWMP AVAILABLE @
 www.salemcity.org.....

Milestones: Year 1:
 Year 2:
 Year 3:
 Year 4:
 Year 5:

6. Pollution Prevention/Good Housekeeping for Municipal Operations

Measurable goals (with start and end dates):
 SEE SALEM CITY SWMP AVAILABLE @
 www.salemcity.org.....

Milestones: Year 1:
 Year 2:
 Year 3:
 Year 4:
 Year 5:

Part V. Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that 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.

Print Name: Nancy A Brailisford Mayor

Signature: *Nancy A Brailisford*

Date: 2/4/15

Instructions for Completing the Notice of Intent for Coverage Under a UPDES General Permit for Storm Water Discharges From SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS

Permit No. UTR090000

Who Must File a Notice of Intent?

If you are an operator of a regulated small MS4 designated for permitting, you must apply for coverage under a UPDES permit, or apply for a modification of an existing UPDES permit. If you have questions about whether you need a permit under the UPDES Storm Water Program, contact the Utah Division of Water Quality. The NOI must be submitted in accordance with the deadlines established in Part 2.A. of the UPDES MS4 General Permit.

When to File the NOI Form

DO NOT FILE THE NOI UNTIL YOU HAVE READ A COPY OF THE SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM GENERAL PERMIT. You will need to determine your eligibility, prepare your storm water management plan, and correctly answer all questions on the NOI form, all of which must be done before you can sign the certification statement on the NOI in good faith (and without risk of committing perjury).

Where to File the NOI Form

NOIs must be sent to the following address:

Department of Environmental Quality
Division of Water Quality
P.O. Box 144870
Salt Lake City, UT 84114-4870

Completing the NOI Form

Please make sure you have addressed all applicable questions and have made a photocopy for your records before sending the completed form to the address above. Attach additional pages as needed for detailed explanations of items on the form.

Part I. MS4 General Information

Provide the legal name of the person, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or other legal entity that operates the MS4 described in this application. The responsible party is the legal entity that controls the MS4's operation. Provide the telephone number of the MS4 operator. Provide the mailing address of the MS4 operator. Include the street address or P.O. box, city, state, and zip code. All correspondence regarding the permit will be sent to this address, not the MS4 address in Section B.

Enter the official or legal name of the MS4.

Enter the city or cities, county or counties, and state in which the MS4 is located. Enter the latitude and longitude of the approximate center of the MS4 in degrees/minutes/seconds. Latitude and longitude can be obtained from U.S. Geological Survey (USGS) quadrangle or topographic maps or by using a GPS unit, calling 1-(888) ASK-USGS, searching for your facility's address on several commercial map sites on the Internet, or searching the U.S. Census Bureau database at <http://www.census.gov/cgi-bin/gazetteer>. Additionally, estimate the acreage of land area that drains to the MS4. This estimate can be made using topographic maps or topographic data in a geographic information system.

Indicate the legal status of the MS4 operator as a Federal, State, private, or other public entity (other than Federal or State). This refers only to the operator, not the owner of the land on which the MS4 is located.

Indicate whether the MS4 discharges storm water into one or more receiving water(s). Enter the name(s) of the receiving water(s).

Indicate whether the MS4 discharges storm water into one or more receiving water(s). Enter the name(s) of the receiving water(s).

Part II. Outfalls and Receiving Waters

Indicate all major outfalls (by outfall description) and the receiving water body for each outfall. Indicate whether any of the receiving water bodies are included on the 303(d) list for water quality impairments.

Part III. Initial Identification of Management Practices

Check the management practices that you have selected to meet each of the minimum measures. If a selected practice is not on the list, check "Other" and write the name of the practice in the space provided.

Part IV. Identification of Initial Measurable Goals

List the person(s) responsible for implementing or coordinating the storm water management program. Provide a narrative description of the measurable goals that will be used for each of the storm water minimum control measures. Indicate the month and year in which you will start and fully implement each of the minimum control measures, or indicate the frequency of the action in the description. Attach additional pages as necessary.

Part V. Certification

Certification statement and signature. (CAUTION: An unsigned or undated NOI form will prevent the granting of permit coverage.) State statutes provide for severe penalties for submitting false information on this application form. State regulations require this application to be signed by either a principal executive or ranking elected official as described in Part VI.H. of the Small MS4 General Permit.

Part VI. Contract Certification for Co-Permittee SWMP Implementation

Contract certification is required when more than one entity will be implementing the SWMP for the operator filing the NOI. The form must be completely filled out to clearly identify all coordinating agencies. Additional pages shall be used as necessary to define the responsibilities for each entity in preparation and implementation of the SWMP. The form must be signed by all coordinating entities, certifying that local agreements and/or contracts have been developed and agreed upon.

Mayor
Randy A. Brailsford

Salem City Corporation

"Modern Living in a Rural Setting"

City Council
Janie Christensen
Aaron D. Cloward
Soren K. Christensen
Sterling M. Rees
Craig B. Warren



PRIDE

UNITY

SERVICE

FAX COVER SHEET

TO AGENCY: D.W.Q.

ATTENTION: JEANNE RILEY

FAX NUMBER:

OF PAGES: 6 (including cover sheet)

PURCHASE ORDER NUMBER:

FROM: WADE REYNOLDS

FAX NUMBER: 801-423-2818

DATE SENT: 2/5/2015



RE: NOI

Appendix B

Implementation Schedule

Salem City

Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
1/29/2014	2/5/2014	One time		1.1	Pass motion adopting SWMP	2	2	City Engineer	
2/1/2014	2/13/2014	One time		1.1	Send NOI and SWMP to State	3	5	City Engineer	
2/1/2014	02/2014	One time		4.2.2.3	Publish SWMP on city website provide method for public to comment (recommend e-mail address)	1	1	City Engineer	
2/22/2014	03/2014	Bi-Monthly	3/27/2014	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
2/22/2014	03/2014	Bi-Monthly	6/16/2014	4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
3/15/2014	03/2014	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
3/15/2014	03/2014	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
3/1/2014	04/2014	One time	41814	4.1.2	Develop standard SOP document form	2	4	City Engineer	
4/1/2014	04/2014	One time		4.1.2	MS4 email & calendar setup and working	7	10	City Engineer	
4/15/2014	04/2014	one time		4.2.6.6	Identify high priority facilities	7	10	City Engineer	
4/15/2014	04/2014	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
4/15/2014	04/2014	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/1/2014	05/2014	One time		4.1.2	MS4 email address added to county activity reporting list	1	1	City Engineer	
4/24/2014	05/2014	Month		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
5/1/2014	05/2014	Annual		4.2.6.6.2	Update list of facilities not covered under permit and document the controlling regulations for each facility 4.2.6.1	15	20	City Engineer	2016
5/1/2014	05/2014	Annual		4.2.6.6	Develop inspection check list for each high priority facility	15	25	City Engineer	
4/24/2014	05/2014	Bi-Monthly	5/22/2014	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
4/24/2014	05/2014	Bi-Monthly	6/16/2014	4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
5/1/2014	05/2014	Bi-Annual		4.2.1.5	Formal Employee Training Posted on bulletin boards	2	3	Storm Water Coordinator	
5/15/2014	05/2014	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
5/15/2014	05/2014	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/25/2014	06/2014	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
2/1/2014	06/2014	Annual		4.2.1.6	Review LID technologies and update design manual as needed	50	70	City Engineer	
6/1/2014	06/2014	Annual		4.2.3.9.1	Develop spill/dumping response procedure and internal flow chart	30	40	City Engineer	
4/1/2014	06/2014	One time		4.2.4.1	Add storm water construction requirements to Construction and development standards	5	10	City Engineer	
6/1/2014	06/2014	One time		4.2.4.3	Sign up for city account on State SWPPP database https://secure.utah.gov/account/login.html?returnToUrl=https%3A%2F%2Fsecure.utah.gov%2Fstormwater%2Fuui_authentication	1	2	City Engineer	
2/1/2014	06/2014	One time		4.2.4.3.2	Develop SWPPP review check list see 4.2.4 for requirements	5	7	City Engineer	
4/2/2014	06/2014	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
4/2/2014	06/2014	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
4/2/2014	06/2014	Quarter	6/25/2014	4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2014	06/2014	Quarter	6/25/2014	4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2014	06/2014	Quarter	6/25/2014	4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2014	06/2014	Quarter	6/25/2014	4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2014	06/2014	Quarter	6/25/2014	4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
6/15/2014	06/2014	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
6/15/2014	06/2014	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
2/15/2014	07/2014	One time		2.3.3.1 / 4.2.2.1	Create storm water ordinance(s) to comply with 1.2.2.2 and 4.2.3.2	80	100	City Engineer	
7/1/2014	07/2014	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
6/24/2014	07/2014	Bi-Monthly	7/31/2014	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
6/24/2014	07/2014	Bi-Monthly	8/4/2014	4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
7/1/2014	07/2014	Quarter	7/29/2014	4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
7/15/2014	07/2014	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
7/15/2014	07/2014	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/15/2014	08/2014	One time		2.3.3.1 / 4.2.2.1	Adopt storm water ordinance(s) to comply with 1.2.2.2 and 4.2.3.2	30	40	City Engineer	
8/1/2014	08/2014	Bi-Annual	10/27/2014	4.2.1.5	Formal Employee Training Posted on bulletin boards	2	3	Storm Water Coordinator	

Salem City

Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
8/15/2014	08/2014	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
8/15/2014	08/2014	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/1/2014	09/2014	One time		4.1.2	Develop standard e-mail subjects for documenting SWMP activities in storm water account	2	4	City Engineer	
8/25/2014	09/2014	Annual		4.1.2.2	Annual Fiscal Analysis	10	15	City Engineer	
8/25/2014	09/2014	Quarter	8/9/2014	4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
9/1/2014	09/2014	Quarter		4.2.1.3	Verify & update institutions, industrial and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	
9/1/2014	09/2014	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
7/1/2014	09/2014	Quarter		4.2.1.6	Review LID technologies and update design manual as needed	50	60	City Engineer	
7/3/2014	09/2014	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
7/3/2014	09/2014	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
8/25/2014	09/2014	Bi-Monthly	9/25/2014	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
8/25/2014	09/2014	Bi-Monthly	9/25/2014	4.2.1	Document Salem coalition meeting activities for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
7/3/2014	09/2014	Quarter	9/16/2014	4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2014	09/2014	Quarter	9/18/2014	4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2014	09/2014	Quarter	9/16/2014	4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2014	09/2014	Quarter	9/18/2014	4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2014	09/2014	Quarter	9/18/2014	4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
9/15/2014	09/2014	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
9/15/2014	09/2014	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/2/2014	10/2014	Annual	10/17/2014	1.1/4.2.2/4.2.6.7	Review storm water management plan (SWMP) & complete annual report	20	30	City Engineer	
10/1/2014	10/2014	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
10/1/2014	10/2014	Quarter	No Measurable Rain	4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
10/15/2014	10/2014	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
10/15/2014	10/2014	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
3/1/2014	11/2014	One time		4.2.3.6	Develop SOP for investigating and ceasing illicit discharges	10	15	City Engineer	
10/25/2014	11/2014	Bi-Monthly	12/4/2014	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
10/25/2014	11/2014	Bi-Monthly	12/4/2014	4.2.1	Document Salem coalition meeting activities for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
11/1/2014	11/2014	Bi-Annual	11/17/2014	4.2.1.5	Formal Employee Training Meeting on BMPs and SOPs	50	75	Storm Water Coordinator	
11/15/2014	11/2014	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
11/15/2014	11/2014	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
11/24/2014	12/2014	Quarter	11/18/2014	4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
12/1/2014	12/2014	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
12/1/2014	12/2014	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
10/1/2014	12/2014	Quarter		4.2.1.6	Review LID technologies and update design manual as needed	50	60	City Engineer	
6/1/2014	12/2014	One time		4.2.3.3.1	Develop procedure to locate priority IDDE areas	5	7	City Engineer	
3/1/2014	12/2014	One time		4.2.3.5	Develop SOP for police & hotline response of IDDE post public work number on website (4.2.3.9)	20	30	City Engineer	
4/1/2014	12/2014	One time		4.2.4.1	Update construction storm water ordinance to comply w/ state updates	20	30	City Engineer	
4/1/2014	12/2014	One time		4.2.4.2	Develop enforcement mechanism(s) and penalties for non-compliance for construction activities	30	40	City Engineer	
10/2/2014	12/2014	Quarter	24-Nov	4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
10/2/2014	12/2014	Quarter	24-Nov	4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
4/1/2014	12/2014	Annual		4.2.6.1	Develop SWPPP plans for city facilities listed in 4.2.6.1	40	60	Storm Water Coordinator	
10/2/2014	12/2014	Quarter	11/24/2014	4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016

Salem City Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
10/2/2014	12/2014	Quarter	11/24/2014	4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2014	12/2014	Quarter	11/24/2014	4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2014	12/2014	Quarter	11/24/2014	4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2014	12/2014	Quarter	11/24/2014	4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/1/2014	12/2014	One time		4.2.4.1	Adopt construction storm water ordinance to comply w/ state construction permit	10	15	City Engineer	
12/1/2014	12/2014	One time		4.2.4.2	Adopt enforcement code changes per new construction permit (if necessary)	30	40	City Engineer	
12/15/2014	12/2014	Quarter		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
12/15/2014	12/2014	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
6/1/2014	01/2015	One time		4.2.3.3.2	Develop written IDDE screening SOP & inspection forms	5	10	City Engineer	
1/1/2015	01/2015	Month	1/15/2015	4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
1/1/2014	01/2015	Annual		4.2.3.1	Update & verify system map, document all discharge locations	40	60	GIS Administrator	
1/1/2015	01/2015	Annual		4.2.6.1	Review inventory of city owned facilities identify "high risk facilities" (4.2.6.3) Also Review list of exempt facilities 4.2.6.4.2	10	15	GIS Administrator	
1/1/2015	01/2015	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
12/25/2014	01/2015	Bi-Monthly	1/15/2015	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
12/25/2014	01/2015	Bi-Monthly	1/15/2015	4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
1/1/2015	01/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
1/1/2015	01/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
1/1/2015	01/2015	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
1/15/2015	01/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
1/15/2015	01/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
2/1/2015	02/2015	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
2/1/2014	02/2015	One time		4.2.5.2	Develop SOP for post construction inspections and enforcement actions. See 4.2.5.2.1, 4.2.5.5, 4.2.5.5.3 for details	15	20	City Engineer	
2/1/2015	02/2015	Bi-Annual		4.2.1.5	Formal Employee Training Posted on bulletin boards	2	3	Storm Water Coordinator	
2/1/2015	02/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
2/1/2015	02/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
2/15/2015	02/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
2/15/2015	02/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
2/22/2015	03/2015	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
3/1/2015	03/2015	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
3/1/2015	03/2015	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
1/1/2015	03/2015	Quarter		4.2.1.6	Review LID technologies and update design manual as needed	50	60	City Engineer	
3/1/2015	03/2015	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
12/31/2014	03/2015	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
12/31/2014	03/2015	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
2/22/2015	03/2015	Bi-Monthly	3/19/2015	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
2/22/2015	03/2015	Bi-Monthly	3/19/2015	4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
12/31/2014	03/2015	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/31/2014	03/2015	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/31/2014	03/2015	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/31/2014	03/2015	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/31/2014	03/2015	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
3/1/2015	03/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
3/1/2015	03/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	15	30	SWPPP Inspector	

Salem City

Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
3/15/2015	03/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
3/15/2015	03/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
4/1/2015	04/2015	One time		4.1.2.2	Adopt NPDES Phase II agreement for Interlocal cooperation from the coalition	1	1	City Engineer	
4/1/2015	04/2015	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
4/1/2015	04/2015	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
4/1/2015	04/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
4/1/2015	04/2015	Quarter		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
4/1/2015	04/2015	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
4/15/2015	04/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
4/15/2015	04/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/1/2015	05/2015	Month	5/12/2015	4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
5/1/2015	05/2015	Annual		4.2.6.6.2	Update list of facilities not covered under permit and document the controlling regulations for each facility	15	20	City Engineer	2016
5/1/2015	05/2015	Annual		4.2.6.6	Develop inspection check list for each high priority facility	5	10	City Engineer	
4/24/2015	05/2015	Bi-Monthly	5/14/2015	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
4/24/2015	05/2015	Bi-Monthly	5/14/2015	4.2.1	Document Salem coalition meeting activities for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
5/1/2015	05/2015	Bi-Annual		4.2.1.5	Formal Employee Training Meeting on BMPs and SOPs	50	75	Storm Water Coordinator	
5/1/2015	05/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
5/1/2015	05/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	25	40	SWPPP Inspector	
5/15/2015	05/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
5/15/2015	05/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/25/2015	06/2015	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
6/1/2015	06/2015	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
6/1/2015	06/2015	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
6/1/2015	06/2015	Annual		4.2.3.9.1	Review and Update spill/dumping response procedure and internal flow chart	10	15	City Engineer	
6/1/2015	06/2015	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
12/1/2014	06/2015	One time		4.2.4.4	Prepare to start SWPPP inspections of all construction sites w/ SWPPP plans. Download state form, Develop SOP for inspectors, Identify Inspector(s)	20	25	City Engineer	
4/2/2015	06/2015	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
4/2/2015	06/2015	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
6/1/2015	06/2015	Annual		4.2.6.1	Develop / review SWPPP plans for city facilities listed in 4.2.6.1	20	30	Storm Water Coordinator	
4/2/2015	06/2015	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2015	06/2015	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2015	06/2015	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2015	06/2015	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2015	06/2015	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
6/1/2015	06/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
6/1/2015	06/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	25	40	SWPPP Inspector	
6/1/2015	06/2015	Month	6/26/2015	4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
6/15/2015	06/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
6/15/2015	06/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
3/1/2016	06/2015	One time		1.1	Review new permit & update SWMP to meet additional requirements	40	60	City Engineer	
7/1/2015	07/2015	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
7/1/2015	07/2015	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
6/24/2015	07/2015	Bi-Monthly	7/16/2015	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
6/24/2015	07/2015	Bi-Monthly	7/16/2015	4.2.1	Document Salem coalition meeting activities for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
7/1/2015	07/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	

Salem City Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
7/1/2015	07/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
7/1/2015	07/2015	Month	7/23/2015	4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
7/1/2015	07/2015	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
7/15/2015	07/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
7/15/2015	07/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/1/2015	08/2015	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
8/1/2015	08/2015	Bi-Annual		4.2.1.5	Formal Employee Training Posted on bulletin boards	2	3	Storm Water Coordinator	
8/1/2015	08/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
8/1/2015	08/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
8/1/2015	08/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
8/15/2015	08/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
8/15/2015	08/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/25/2015	09/2015	Annual		4.1.2.2	Annual Fiscal Analysis	10	15	City Engineer	
8/25/2015	09/2015	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
9/1/2015	09/2015	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
9/1/2015	09/2015	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
9/1/2015	09/2015	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
7/3/2015	09/2015	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
7/3/2015	09/2015	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
8/25/2015	09/2015	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
8/25/2015	09/2015	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
7/3/2015	09/2015	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2015	09/2015	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2015	09/2015	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2015	09/2015	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2015	09/2015	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
9/1/2015	09/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
9/1/2015	09/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
9/1/2015	09/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	60	75	SWPPP Inspector	
9/15/2015	09/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
9/15/2015	09/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/2/2015	10/2015	Annual		1.1/4.2.2/4.2.6.7	Review storm water management plan (SWMP) & complete annual report	8	15	City Engineer	
10/1/2015	10/2015	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/1/2015	10/2015	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
10/1/2015	10/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
10/1/2015	10/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	15	30	SWPPP Inspector	
10/1/2015	10/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
10/1/2015	10/2015	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
10/15/2015	10/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
10/15/2015	10/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
11/1/2015	11/2015	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/25/2015	11/2015	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
10/25/2015	11/2015	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
11/1/2015	11/2015	Bi-Annual		4.2.1.5	Formal Employee Training Meeting on BMPs and SOPs	50	75	Storm Water Coordinator	
11/1/2015	11/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
11/1/2015	11/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	25	SWPPP Inspector	

Salem City

Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
11/1/2015	11/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	45	SWPPP Inspector	
11/15/2015	11/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
11/15/2015	11/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
11/24/2015	12/2015	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
12/1/2015	12/2015	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
12/1/2015	12/2015	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
12/1/2015	12/2015	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/2/2015	12/2015	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
10/2/2015	12/2015	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
12/1/2015	12/2015	Annual		4.2.3.3.1	Review and Update priority IDDE areas	4	6	GIS Administrator	
10/2/2015	12/2015	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2015	12/2015	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2015	12/2015	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2015	12/2015	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2015	12/2015	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/1/2015	12/2015	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
12/1/2015	12/2015	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
12/1/2015	12/2015	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	37.5	SWPPP Inspector	
12/15/2015	12/2015	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
12/15/2015	12/2015	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
1/1/2016	01/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
1/1/2016	01/2016	Annual		4.2.3.1	Update & verify system map, document all discharge locations	40	60	GIS Administrator	
1/1/2016	01/2016	Quarter		4.2.5.3.3	Develop map of existing post construction BMPs and identify priority sites	20	30	GIS Administrator	2016
1/1/2016	01/2016	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
12/25/2015	01/2016	Bi-Monthly	14-Jan	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
12/25/2015	01/2016	Bi-Monthly	14-Jan	4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
1/1/2016	01/2016	Annual	20-Jan	4.2.6.1	Review inventory of city owned facilities identify "high risk facilities" (4.2.6.3) Also Review list of exempt facilities 4.2.6.4.2	5	7	Storm Water Coordinator	
1/1/2016	01/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
1/1/2016	01/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
1/1/2016	01/2016	Month	29-Jan	4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	22.5	37.5	SWPPP Inspector	
8/1/2015	01/2016	One time		4.2.5.5.3	Develop post construction SOP & inspection forms	20	30	SWPPP Inspector	
1/1/2016	01/2016	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
1/15/2016	01/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
1/15/2016	01/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
2/1/2016	02/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
2/1/2016	02/2016	Bi-Annual		4.2.1.5	Formal Employee Training Posted on bulletin boards	2	3	Storm Water Coordinator	
2/1/2016	02/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
2/1/2016	02/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
2/1/2016	02/2016	Month	25-Feb	4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	37.5	SWPPP Inspector	
2/15/2016	02/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
2/15/2016	02/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
2/23/2016	03/2016	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
3/1/2016	03/2016	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
3/1/2016	03/2016	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
3/1/2016	03/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	

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Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
1/1/2016	03/2016	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
1/1/2016	03/2016	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
2/23/2016	03/2016	Bi-Monthly	10-Mar	4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
2/23/2016	03/2016	Bi-Monthly	10-Mar	4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
1/1/2016	03/2016	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
1/1/2016	03/2016	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	2016
1/1/2016	03/2016	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
1/1/2016	03/2016	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
1/1/2016	03/2016	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
3/1/2016	03/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
3/1/2016	03/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	15	30	SWPPP Inspector	
3/1/2016	03/2016	Month	31-Mar	4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	45	SWPPP Inspector	
3/1/2016	03/2016	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilites annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
3/15/2016	03/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
3/15/2016	03/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
4/1/2016	04/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
4/1/2016	04/2016	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
4/1/2016	04/2016	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
4/1/2016	04/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
4/1/2016	04/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
4/1/2016	04/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	37.5	52.5	SWPPP Inspector	
4/1/2016	04/2016	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
4/15/2016	04/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
4/15/2016	04/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/1/2016	05/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
5/1/2016	05/2016	Annual		4.2.6.6.2	Update list of facilities not covered under permit and document the controlling regulations for each facility	15	20	City Engineer	2016
5/1/2016	05/2016	Annual		4.2.6.6	Develop / review inspection check list for each high priority facility	5	10	City Engineer	
4/24/2016	05/2016	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
4/24/2016	05/2016	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
5/1/2016	05/2016	Bi-Annual		4.2.1.5	Formal Employee Training Meeting on BMPs and SOPs	50	75	Storm Water Coordinator	
5/1/2016	05/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
5/1/2016	05/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	25	40	SWPPP Inspector	
5/1/2016	05/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	67.5	SWPPP Inspector	
5/15/2016	05/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
5/15/2016	05/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/25/2016	06/2016	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
6/1/2016	06/2016	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
6/1/2016	06/2016	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
6/1/2016	06/2016	Annual		4.2.3.9.1	Review and Update spill/dumping response procedure and internal flow chart	10	15	City Engineer	
6/1/2016	06/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
4/2/2016	06/2016	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
4/2/2016	06/2016	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
6/1/2016	06/2016	Annual		4.2.6.1	Develop / review SWPPP plans for city facilities listed in 4.2.6.1	20	30	Storm Water Coordinator	

Salem City Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
4/2/2016	06/2016	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2016	06/2016	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
4/2/2016	06/2016	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2016	06/2016	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2016	06/2016	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
6/1/2016	06/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
6/1/2016	06/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	25	40	SWPPP Inspector	
6/1/2016	06/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	48.75	63.75	SWPPP Inspector	
6/1/2016	06/2016	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilites annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
6/15/2016	06/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
6/15/2016	06/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
3/1/2016	06/2016	One Time		1.1	Review new permit and update SWMP to meet additional requirements	40	50	City Engineer	2016
6/1/2016	06/2016	One Time		4.2.2.3.	Publish SWMP on city website and provide method for public to comment for the life of the document	10	15	City Engineer	2016
7/1/2016	07/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
7/1/2016	07/2016	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
7/1/2016	07/2016	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
6/24/2016	07/2016	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
6/24/2016	07/2016	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
7/1/2016	07/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
7/1/2016	07/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
7/1/2016	07/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
7/1/2016	07/2016	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	4	6	SWPPP Inspector	
7/15/2016	07/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
7/15/2016	07/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/1/2016	08/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
8/1/2016	08/2016	Bi-Annual		4.2.1.5	Formal Employee Training Posted on bulletin boards	2	3	Storm Water Coordinator	
8/1/2016	08/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
8/1/2016	08/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
8/1/2016	08/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	60	75	SWPPP Inspector	
8/15/2016	08/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
8/15/2016	08/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/25/2016	09/2016	Annual		4.1.2.2	Annual Fiscal Analysis	10	15	City Engineer	
8/25/2016	09/2016	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
9/1/2016	09/2016	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
9/1/2016	09/2016	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
9/1/2016	09/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
7/3/2016	09/2016	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
7/3/2016	09/2016	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
9/1/2016	09/2016	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
8/25/2016	09/2016	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
8/25/2016	09/2016	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
7/3/2016	09/2016	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2016	09/2016	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
7/3/2016	09/2016	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016

Salem City

Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
7/3/2016	09/2016	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2016	09/2016	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
9/1/2016	09/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
9/1/2016	09/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
9/1/2016	09/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
9/1/2016	09/2016	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilities annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
9/15/2016	09/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
9/15/2016	09/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
6/1/2016	09/2016	One Time		4.2.5.3.4	Modify design guidelines for calculating runoff volumes to comply with Part 4.2.5.3.4.	16	18	City Engineer	2016
8/2/2016	10/2016	Annual		1.1/4.2.2/4.2.6.7	Review storm water management plan (SWMP) & complete annual report	8	15	City Engineer	
10/1/2016	10/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/1/2016	10/2016	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
10/1/2016	10/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
10/1/2016	10/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	15	30	SWPPP Inspector	
10/1/2016	10/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	60	75	SWPPP Inspector	
10/1/2016	10/2016	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
10/15/2016	10/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
10/15/2016	10/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
11/1/2016	11/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/25/2016	11/2016	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
10/25/2016	11/2016	Bi-Monthly		4.2.1	Document Salem coalition meeting activities for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
11/1/2016	11/2016	Bi-Annual		4.2.1.5	Formal Employee Training Meeting on BMPs and SOPs	50	75	Storm Water Coordinator	
11/1/2016	11/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
11/1/2016	11/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	25	SWPPP Inspector	
11/1/2016	11/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
11/15/2016	11/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
11/15/2016	11/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
11/24/2016	12/2016	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
12/1/2016	12/2016	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
12/1/2016	12/2016	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
12/1/2016	12/2016	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/2/2016	12/2016	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
10/2/2016	12/2016	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
12/1/2016	12/2016	Annual		4.2.3.3.1	Review and Update priority IDDE areas	2	3	GIS Administrator	
10/2/2016	12/2016	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2016	12/2016	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
10/2/2016	12/2016	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2016	12/2016	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2016	12/2016	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/1/2016	12/2016	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
12/1/2016	12/2016	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
12/1/2016	12/2016	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	45	SWPPP Inspector	
12/1/2016	12/2016	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilities annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
12/15/2016	12/2016	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	

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Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
12/15/2016	12/2016	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
10/1/2016	12/2016	Quarterly		4.2.6.5.	Complete quarterly visual observation of storm water discharges of high priority sites	4	6	Storm Water Coordinator	2016
1/1/2017	01/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
1/1/2017	01/2017	Annual		4.2.6.1	Review inventory of city owned facilities identify "high risk facilities" (4.2.6.3)	5	7	City Engineer	
1/1/2017	01/2017	Annual		4.2.3.1	Update & verify system map, document all discharge locations	40	60	GIS Administrator	
1/1/2017	01/2017	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
1/1/2017	01/2017	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
12/25/2016	01/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
12/25/2016	01/2017	Bi-Monthly		4.2.1	Document Salem coalition meeting activities for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
1/1/2017	01/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
1/1/2017	01/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
1/1/2017	01/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	37.5	SWPPP Inspector	
1/1/2017	01/2017	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
1/15/2017	01/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
1/15/2017	01/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
2/1/2017	02/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
2/1/2017	02/2017	Bi-Annual		4.2.1.5	Formal Employee Training Posted on bulletin boards	2	3	Storm Water Coordinator	
2/1/2017	02/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
2/1/2017	02/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
2/1/2017	02/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	22.5	37.5	SWPPP Inspector	
2/15/2017	02/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
2/15/2017	02/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
2/22/2017	03/2017	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
3/1/2017	03/2017	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
3/1/2017	03/2017	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
3/1/2017	03/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
12/31/2016	03/2017	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
12/31/2016	03/2017	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
2/22/2017	03/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
2/22/2017	03/2017	Bi-Monthly		4.2.1	Document Salem coalition meeting activities for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
12/31/2016	03/2017	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/31/2016	03/2017	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
12/31/2016	03/2017	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/31/2016	03/2017	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/31/2016	03/2017	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
3/1/2017	03/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
3/1/2017	03/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	15	30	SWPPP Inspector	
3/1/2017	03/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	37.5	SWPPP Inspector	
3/1/2017	03/2017	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilities annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
3/1/2017	03/2017	Annual		4.2.4.1.2	Verify permit status is current for all active construction sites in compliance with 4.2.4.1.2.	2	3	Storm Water Coordinator	2016
3/15/2017	03/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
3/15/2017	03/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
1/1/2017	03/2017	Quarterly		4.2.6.5.	Complete quarterly visual observation of storm water discharges of high priority sites	4	6	Storm Water Coordinator	2016
4/1/2017	04/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
4/1/2017	04/2017	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
4/1/2017	04/2017	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	

Salem City Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
4/1/2017	04/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
4/1/2017	04/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
4/1/2017	04/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	45	SWPPP Inspector	
4/1/2017	04/2017	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
4/15/2017	04/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
4/15/2017	04/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/1/2017	05/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
5/1/2017	05/2017	Annual		4.2.6.6	Develop / review inspection check list for each high priority facility	5	10	City Engineer	
4/24/2017	05/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
4/24/2017	05/2017	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
5/1/2017	05/2017	Bi-Annual		4.2.1.5	Formal Employee Training Meeting on BMPs and SOPs	50	75	Storm Water Coordinator	
5/1/2017	05/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
5/1/2017	05/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	25	40	SWPPP Inspector	
5/1/2017	05/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	37.5	52.5	SWPPP Inspector	
5/15/2017	05/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
5/15/2017	05/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/25/2017	06/2017	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
6/1/2017	06/2017	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
6/1/2017	06/2017	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
6/1/2017	06/2017	Annual		4.2.3.9.1	Review and Update spill/dumping response procedure and internal flow chart	20	40	City Engineer	
6/1/2017	06/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
4/2/2017	06/2017	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
4/2/2017	06/2017	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
6/1/2017	06/2017	Annual		4.2.6.1	Develop / review SWPPP plans for city facilities listed in 4.2.6.1	20	30	Storm Water Coordinator	
4/2/2017	06/2017	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2017	06/2017	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
4/2/2017	06/2017	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2017	06/2017	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2017	06/2017	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
6/1/2017	06/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
6/1/2017	06/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	25	40	SWPPP Inspector	
6/1/2017	06/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	67.5	SWPPP Inspector	
6/1/2017	06/2017	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilites annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
6/15/2017	06/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
6/15/2017	06/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
4/1/2017	06/2017	Quarterly		4.2.6.5.	Complete quarterly visual observation of storm water discharges of high priority sites	4	6	Storm Water Coordinator	2016
7/1/2017	07/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
7/1/2017	07/2017	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
6/24/2017	07/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
6/24/2017	07/2017	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
7/1/2017	07/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
7/1/2017	07/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
7/1/2017	07/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	48.75	63.75	SWPPP Inspector	
7/1/2017	07/2017	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	SWPPP Inspector	
7/1/2017	07/2017	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
7/1/2017	07/2017	Annual		4.2.3.3.2	Conduct dry weather screenings and investigations on all outfalls identified as priority areas	8	10	Storm Water Coordinator	2016

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Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
7/15/2017	07/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
7/15/2017	07/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/1/2017	08/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
8/1/2017	08/2017	Bi-Annual		4.2.1.5	Formal Employee Training Posted on bulletin boards	2	3	Storm Water Coordinator	
8/1/2017	08/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
8/1/2017	08/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
8/1/2017	08/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
8/15/2017	08/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
8/15/2017	08/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/25/2017	09/2017	Annual		4.1.2.2	Annual Fiscal Analysis	10	15	City Engineer	
8/25/2017	09/2017	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
9/1/2017	09/2017	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
9/1/2017	09/2017	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
9/1/2017	09/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
7/3/2017	09/2017	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
7/3/2017	09/2017	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
9/1/2017	09/2017	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
8/25/2017	09/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
8/25/2017	09/2017	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
7/3/2017	09/2017	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2017	09/2017	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
7/3/2017	09/2017	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2017	09/2017	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2017	09/2017	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
9/1/2017	09/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
9/1/2017	09/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
9/1/2017	09/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
9/1/2017	09/2017	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilities annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
9/15/2017	09/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
9/15/2017	09/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
7/1/2017	09/2017	Quarterly		4.2.6.5.	Complete quarterly visual observation of storm water discharges of high priority sites	4	6	Storm Water Coordinator	2016
8/2/2017	10/2017	Annual		1.1/4.2.2/4.2.6.7	Review storm water management plan (SWMP) & complete annual report	8	15	City Engineer	
10/1/2017	10/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/1/2017	10/2017	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
10/1/2017	10/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
10/1/2017	10/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	15	30	SWPPP Inspector	
10/1/2017	10/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
10/1/2017	10/2017	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
10/15/2017	10/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
10/15/2017	10/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
11/1/2017	11/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/25/2017	11/2017	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
10/25/2017	11/2017	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
11/1/2017	11/2017	Bi-Annual		4.2.1.5	Formal Employee Training Meeting on BMPs and SOPs	50	75	Storm Water Coordinator	
11/1/2017	11/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
11/1/2017	11/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	25	SWPPP Inspector	

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Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
11/1/2017	11/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	60	75	SWPPP Inspector	
11/15/2017	11/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
11/15/2017	11/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
11/24/2017	12/2017	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
12/1/2017	12/2017	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
12/1/2017	12/2017	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
12/1/2017	12/2017	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/2/2017	12/2017	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
10/2/2017	12/2017	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
12/1/2017	12/2017	Annual		4.2.3.3.1	Review and Update priority IDDE areas	2	3	GIS Administrator	
10/2/2017	12/2017	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2017	12/2017	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
10/2/2017	12/2017	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2017	12/2017	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2017	12/2017	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/1/2017	12/2017	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
12/1/2017	12/2017	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
12/1/2017	12/2017	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
12/1/2017	12/2017	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilities annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
12/15/2017	12/2017	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
12/15/2017	12/2017	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
2/1/2014	12/2017	One time		4.2.5	Review and revise as necessary ordinances and construction standards for compliance with 4.2.5	20	30	City Engineer	2016
1/1/2017	12/2017	One Time		3.2.1.3.	Prioritize targeted sources for additional nitrogen and phosphorus reduction education	3	5	Storm Water Coordinator	2016
1/1/2017	12/2017	One Time		4.1.3.3.	Develop roles and responsibilities document in accordance with Part 4.1.3.3. and include in Appendix C	10	12	Storm Water Coordinator	2016
10/1/2017	12/2017	Quarterly		4.2.6.5.	Complete quarterly visual observation of storm water discharges of high priority sites	4	6	Storm Water Coordinator	2016
1/1/2017	12/2017	One Time		4.2.3.3.2	Document the basis for selection of each priority area and create a list of all priority areas identified in the system	8	10	City Engineer	2016
2/1/2017	12/2017	One Time		4.2.4.3.3	Develop procedure to identify Priority Construction Site. See Part 4.2.4.3.3. for requirements	8	10	City Engineer	2016
1/1/2017	12/2017	One Time		4.2.3.3.4	Develop SOP for the city to notify for the Division of a discharger that may need a separate UPDES Permit	10	12	City Engineer	2016
1/1/2017	12/2017	One Time		4.2.3.11.	Develop IDDE training program	10	12	City Engineer	2016
1/1/2017	12/2017	One Time		4.2.4.1.	Update construction storm water ordinance to comply with state updates	8	10	City Engineer	2016
1/1/2017	12/2017	One Time		4.2.4.4.2	Prepare procedures for notification of termination by the operator of a permitted site in compliance with Part 4.2.4.4.2.	8	10	City Engineer	2016
1/1/2017	12/2017	One Time		4.2.4.4.5	Develop SOP for police and hotline response of storm water related issues on construction sites and post on website	10	12	City Engineer	2016
1/1/2018	01/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
1/1/2018	01/2018	Annual		4.2.6.1	Review inventory of city owned facilities identify "high risk facilities" (4.2.6.3)	5	7	City Engineer	
1/1/2018	01/2018	Annual		4.2.3.1	Update & verify system map, document all discharge locations	40	60	GIS Administrator	
1/1/2018	01/2018	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
1/1/2018	01/2018	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
12/25/2017	01/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
12/25/2017	01/2018	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
1/1/2018	01/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
1/1/2018	01/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
1/1/2018	01/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	45	SWPPP Inspector	
1/1/2018	01/2018	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
1/15/2018	01/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
1/15/2018	01/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
2/1/2018	02/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	

Salem City Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
2/1/2018	02/2018	Bi-Annual		4.2.1.5	Formal Employee Training Posted on bulletin boards	2	3	Storm Water Coordinator	
2/1/2018	02/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
2/1/2018	02/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
2/1/2018	02/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	37.5	SWPPP Inspector	
2/1/2017	02/2018	One Time		4.2.5.3.2	Develop SOP for evaluating and documenting implementation of LID approach for each project. See 4.2.1.6, 4.2.5.3.3, & 4.2.5.5.3. for details.	10	12	City Engineer	2016
2/15/2018	02/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
2/15/2018	02/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
6/1/2016	02/2018	One Time		4.2.6.4.	Develop and implement or update a SWPPP or O&M manual for each "high priority" city-owned or operated facility identified in Part 4.2.6.3. and in compliance with Part 4.2.6.4.	45	60	City Engineer	2016
2/22/2018	03/2018	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
3/1/2018	03/2018	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
3/1/2018	03/2018	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
3/1/2018	03/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
12/31/2017	03/2018	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
12/31/2017	03/2018	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
2/22/2018	03/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
2/22/2018	03/2018	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
12/31/2017	03/2018	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/31/2017	03/2018	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
12/31/2017	03/2018	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/31/2017	03/2018	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/31/2017	03/2018	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
3/1/2018	03/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
3/1/2018	03/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	15	30	SWPPP Inspector	
3/1/2018	03/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	22.5	37.5	SWPPP Inspector	
3/1/2018	03/2018	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilites annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
3/1/2018	03/2018	Annual		4.2.4.1.2	Verify permit status is current for all active construction sites in compliance with 4.2.4.1.2.	2	3	Storm Water Coordinator	2016
3/15/2018	03/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
3/15/2018	03/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
1/1/2018	03/2018	Quarterly		4.2.6.5.	Complete quarterly visual observation of storm water discharges of high priority sites	4	6	Storm Water Coordinator	2016
4/1/2018	04/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
3/1/2018	04/2018	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
4/1/2018	04/2018	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
4/1/2018	04/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
4/1/2018	04/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
4/1/2018	04/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	37.5	SWPPP Inspector	
4/1/2018	04/2018	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
4/15/2018	04/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
4/15/2018	04/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/1/2018	05/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
5/1/2018	05/2018	Annual		4.2.6.6	Develop / review inspection check list for each high priority facility	5	10	City Engineer	
4/24/2018	05/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
4/24/2018	05/2018	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
5/1/2018	05/2018	Bi-Annual		4.2.1.5	Formal Employee Training Meeting on BMPs and SOPs	50	75	Storm Water Coordinator	
5/1/2018	05/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
5/1/2018	05/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	25	40	SWPPP Inspector	

Salem City

Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
5/1/2018	05/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	45	SWPPP Inspector	
5/15/2018	05/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
5/15/2018	05/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
5/25/2018	06/2018	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
6/1/2018	06/2018	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
6/1/2018	06/2018	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
6/1/2018	06/2018	Annual		4.2.3.9.1	Review and Update spill/dumping response procedure and internal flow chart	10	15	City Engineer	
6/1/2018	06/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
4/2/2018	06/2018	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
4/2/2018	06/2018	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
6/1/2018	06/2018	Annual		4.2.6.1	Develop / review SWPPP plans for city facilities listed in 4.2.6.1	10	15	Storm Water Coordinator	
4/2/2018	06/2018	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2018	06/2018	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
4/2/2018	06/2018	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2018	06/2018	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
4/2/2018	06/2018	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
6/1/2018	06/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
6/1/2018	06/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	25	40	SWPPP Inspector	
6/1/2018	06/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	37.5	52.5	SWPPP Inspector	
6/1/2018	06/2018	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilities annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
6/15/2018	06/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
6/15/2018	06/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
4/1/2018	06/2018	Quarterly		4.2.6.5.	Complete quarterly visual observation of storm water discharges of high priority sites	4	6	Storm Water Coordinator	2016
7/1/2018	07/2018	Annual		4.2.3.3.2	Conduct dry weather screenings and investigations on all outfalls identified as priority areas	8	10	Storm Water Coordinator	2016
7/1/2018	07/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
6/1/2018	07/2018	One time		4.2.5.3.3	Identify existing city owned facilities that require modification to reduce impacts to water quality	30	40	City Engineer	2016
5/1/2018	07/2018	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
7/1/2018	07/2018	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	2	3	GIS Administrator	
6/24/2018	07/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
6/24/2018	07/2018	Bi-Monthly		4.2.1	Document Salem coalition meeting activities for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
7/1/2018	07/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
7/1/2018	07/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
7/1/2018	07/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	67.5	SWPPP Inspector	
7/1/2018	07/2018	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	2	4	SWPPP Inspector	
7/1/2018	07/2018	Annual		4.2.3.3.2	Conduct dry weather screenings and investigations on all outfalls identified as priority areas	8	10	Storm Water Coordinator	2016
7/15/2018	07/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
7/15/2018	07/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/1/2018	08/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
8/1/2018	08/2018	Bi-Annual		4.2.1.5	Formal Employee Training Posted on bulletin boards	2	3	Storm Water Coordinator	
8/1/2018	08/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
8/1/2018	08/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
8/1/2018	08/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	48.75	63.75	SWPPP Inspector	
8/15/2018	08/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
8/15/2018	08/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
8/25/2018	09/2018	Annual		4.1.2.2	Annual Fiscal Analysis	10	15	City Engineer	
8/25/2018	09/2018	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	

Salem City Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
9/1/2018	09/2018	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
9/1/2018	09/2018	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
9/1/2018	09/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
7/3/2018	09/2018	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016
7/3/2018	09/2018	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
9/1/2018	09/2018	Quarter		4.2.5.3.3	Review & update map of existing post construction BMPs and identify priority sites	15	20	GIS Administrator	
8/25/2018	09/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
8/25/2018	09/2018	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
7/3/2018	09/2018	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2018	09/2018	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
7/3/2018	09/2018	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2018	09/2018	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
7/3/2018	09/2018	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
9/1/2018	09/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
9/1/2018	09/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	20	40	SWPPP Inspector	
9/1/2018	09/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	45	SWPPP Inspector	
9/1/2018	09/2018	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilites annually, private facilities at least every 5 years)	10	15	SWPPP Inspector	
9/15/2018	09/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
9/15/2018	09/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
7/1/2018	09/2018	Quarterly		4.2.6.5.	Complete quarterly visual observation of storm water discharges of high priority sites	4	6	Storm Water Coordinator	2016
8/2/2018	10/2018	Annual		1.1/4.2.2/4.2.6.7	Review storm water management plan (SWMP) & complete annual report	8	15	City Engineer	
10/1/2018	10/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/1/2018	10/2018	Quarter		4.2.6.6	Complete quarterly inspection of high priority sites	8	10	GIS Administrator	
10/1/2018	10/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
10/1/2018	10/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	30	50	SWPPP Inspector	
10/1/2018	10/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	30	45	SWPPP Inspector	
10/1/2018	10/2018	Quarter		4.2.6.6.3	Wet weather inspection of runoff from high priority sites	8	10	SWPPP Inspector	
10/15/2018	10/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
10/15/2018	10/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
11/1/2018	11/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/25/2018	11/2018	Bi-Monthly		4.2.1	Attend coalition meeting	2	3	Storm Water Coordinator	
10/25/2018	11/2018	Bi-Monthly		4.2.1	Document Salem coalition meeting activites for Salem, e.g. copy send meeting minutes to storm water e-mail account	3	5	Storm Water Coordinator	
11/1/2018	11/2018	Bi-Annual		4.2.1.5	Formal Employee Training Meeting on BMPs and SOPs	50	75	Storm Water Coordinator	
11/1/2018	11/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
11/1/2018	11/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	25	SWPPP Inspector	
11/1/2018	11/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	22.5	30	SWPPP Inspector	
11/15/2018	11/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
11/15/2018	11/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
10/2/2018	12/2018	Quarter		4.1.3	See section 4.2.6.6 for documentation and review of BMPs/SOPs	15	30	City Engineer	
11/24/2018	12/2018	Quarter		4.2.1.2	Document Salem City news letter distribution & SWAG handout at parade's, schools etc.	3	5	City Engineer	
12/1/2018	12/2018	Quarter		4.2.1.3	Verify & update institutions, industrial, and commercial facilities storm water packet distribution w/ business licensing	4	5	City Engineer	2016
12/1/2018	12/2018	Quarter		4.2.1.4	Verify & update Construction storm water packet distribution w/building permits	4	5	City Engineer	
12/1/2018	12/2018	Month		4.2.4.3	Review SWPPPs and properly documented	2	3	City Engineer	
10/2/2018	12/2018	Quarter		4.2.6.6.5	Document and Review one ongoing BMP/SOP for roads, highways and parking lots (i.e. street sweeping, pothole repairs, sealing and repaving, deicing, etc.) and one general BMP/SOP	10	12	City Engineer	2016

Salem City Storm Water Management Plan Task Summary

Start	Due Date	Interval	Completion Date	Whole Section ref	Task	Estimated Time Commitment Minimum in Hours	Estimated Time Commitment Maximum in Hours	Responsible Party	Revised Date
10/2/2018	12/2018	Quarter		4.2.6.6.6	Document and Review one ongoing BMP/SOP for the storm water and conveyance system (catch basins, ditches and irrigation canals, culverts, flow control facilities, etc.)and one general BMP/SOP	10	12	City Engineer	2016
12/1/2018	12/2018	Annual		4.2.3.3.1	Review and Update priority IDDE areas	2	3	GIS Administrator	
10/2/2018	12/2018	Quarter		4.2.6.6.1	Document and Review one ongoing BMP/SOP for city buildings and facilities (offices, police and fire stations, swimming pool, parking lots, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2018	12/2018	Quarter		4.2.6.6.2	Document and Review one ongoing BMP/SOP for material storage areas, heavy equipment storage areas, and maintenance areas and one general BMP/SOP	10	12	Storm Water Coordinator	
10/2/2018	12/2018	Quarter		4.2.6.6.3	Document and Review one ongoing BMP/SOP for the parks division and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2018	12/2018	Quarter		4.2.6.6.4	Document and Review one ongoing BMP/SOP for all divisions and departments addressing vehicle maintenance and repairs (specifically , fleets department, parks department, etc.) and one general BMP/SOP	10	12	Storm Water Coordinator	2016
10/2/2018	12/2018	Quarter		4.2.6.6.7	Document and Review one ongoing BMP/SOP by each department for other facilities and operations that could discharge to the MS4 and one general BMP/SOP	10	12	Storm Water Coordinator	2016
12/1/2018	12/2018	Month		4.2.3.3.2	Conduct dry weather screenings & investigations	15	20	SWPPP Inspector	
12/1/2018	12/2018	Month		4.2.4.3	Review preliminary site plan's and recommend where LID could be better utilized	10	20	SWPPP Inspector	
12/1/2018	12/2018	Month		4.2.4.4	Complete SWPPP inspections on all active construction projects w/ SWPPP plans. High priority sites require inspections every 2 weeks	45	60	SWPPP Inspector	
12/1/2018	12/2018	Quarter		4.2.5.5.3	Inspect post construction BMP's (city owned facilites annually, private facilities at least every 5 years)	20	30	SWPPP Inspector	
12/15/2018	12/2018	Month		4.2.5.2.2	Document newly permitted post construction BMPs & Upload to GIS	5	7	GIS Administrator	
12/15/2018	12/2018	Month		4.2.5.7.2	Document newly permitted post construction BMPs & Upload to GIS. Verify ownership of previously documented items)	10	12	GIS Administrator	
9/1/2016	12/2018	Weekly		4.2.6.5.	Complete weekly visual inspection of high priority sites	1	1	Other	2016
10/1/2018	12/2018	Quarterly		4.2.6.5.	Complete quarterly visual observation of storm water discharges of high priority sites	4	6	Storm Water Coordinator	2016

Appendix C

Identification of Roles and Responsibilities

(Pending Document to be completed December 2017)