STORM WATER MANAGEMENT GUIDE FOR MUNICIPAL OPERATIONS

(Appendix B - Storm Water Management Plan)

January 2021

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SECTION 1

INTRODUCTION

1.1 PURPOSE

The purpose of this Management Guide is to assist Roy City personnel with operation and maintenance activities at Roy City facilities that can potentially impact storm water quality. This guide outlines activities and procedures that are necessary for compliance with the General Permit for Discharges from Small Municipal Separate Storm Sewer Systems.

1.2 CITY DEPARTMENTS

Roy City is organized by departments, each with specific areas of responsibility. Several of these department are involved , in varying degrees, with activities or facilities that have some potential for impacting storm water quality. Some of the departments may have overlapping responsibilities for the same facilties. City departments with storm ater related responsibilities are listed below. Storm water management plans for Public Works Facilities and Parks and Recreation Facilities are provided in the following sections.

CITY DEPARTMENTS

Department	Responsible Person	Storm Water Related Facilities / Responsibilities
Administration	City Manager 801-774-1020	- Budgets - Storm Water Utility Billings
Public Works	Public Works Director 801-774-1090	- Storm Drainage Facilities - Roadways - Culinary Water System - Sanitary Sewer System - City Fleet (vehicles) Maintenance - City Buildings Maintenance
Parks and Recreation	Parks and Recreation Director 801-774-1048	- City Parks - Staffing at Aquatics Center - Staffing at Recreation Complex
Community Development	City Planner 801-774-1040	- Development Standards (see Storm Water Management Guide for Development and Construction)
Fire and Rescue	Fire Chief 801-774-1080	- Emergency spill response

SECTION 2

STORM WATER MANAGEMENT PLANS

2.1 PARKS AND RECREATION DEPARTMENT

Responsible Person

Roy City Parks and Recreation Director
1950 West 4800 South
801-774-1048

Description of Responsibilities

The Parks and Recreation Department operates and maintains city parks and staffs the aquatics center and recreation complex. The primary storm water related responsibility for the department is landscape maintenance. Although the Parks and Recreation Department staffs mosts positions at the aquatics center and recreation complex, they do not perform building maintenance or handle swimming pool chemicals at those facilities.

Pollutants of Concern

Pollutants of concern consist of any pollutants that could potentially be stored or generated on-site and that could have an adverse impact on the quality of the receiving waters. The receiving water is the Howard Slough. Pollutants of concern are listed below by facility type.

Facility	Activity/Source	Pollutants of Concern
Parks	landscape maintenance, public parking lots, pet waste	nutrients, petroleum products, herbicides, trash, and debris

Minimum Control Measures

Minimum control measures for Public Education and Outreach, Public Involvement and Participation, and Construction and Post-Construction Storm Water Management are addressed in the *Guidance Document for Storm Water Management - Storm Water Management Plan*. The minimum control measures that are specific to this Parks and Recreation Department Storm Water Management Plan are: 1) Illicit Discharge and Detection, and 2) Pollution Prevention and Good Housekeeping. Record keeping is also part of the minimum control measures.

Illicit Discharge and Detection - All Parks and Recreation Employees will receive annual training to identify and to report illicit discharges. Newly hired employees will be trained within 3-days. See standard operating procedure (SOP) "IDDE - Opportunistic Illicit Discharge Observation."

Pollution Prevention and Good Housekeeping - Parks and Recreation Department activities with potential to impact storm water quality include landscape maintenance, equipment maintenance, chemical and material storage, and waste management. See the pollution prevention and good housekeeping table for specific tasks, selected controls, and BMPs.

Record Keeping - Maintain records of employee training for illicit discharge detection and reporting, standard operating procedures, and any certifications for pesticide and fertilizer application.

PARKS AND RECREATION
POLLUTION PREVENTION AND GOOD HOUSEKEEPING

General Description	Task/Activity	Controls / BMPs
Landscape Maintenance	Application of Fertilizer	SOP - GHK - Chemical Application of Pesticides, Herbicides, and Fertilizers
	Application of Herbicides	SOP - GHK - Chemical Application of Pesticides, Herbicides, and Fertilizers
	Planting/Vegetation	SOP- GHK - Planting Vegetation (Starters) SOP- GHK - Planting Vegetation (Seeds)
	Lawn Cutting and Trimming	SOP - GHK - Mowing and Trimming
	Green Waste Disposal	SOP - GHK -: Garbage Storage
Equipment Maintenance	General Maintenance	SOP - GHK - Vehicle and Equipment Storage
	Cleaning/Washing	SOP - GHK - Washing
	Fueling	SOP - GHK - Fueling
Chemical/Material Storage	Fertilizers	SOP - GHK - Chemical Handling/Transporting and Spill Response
	Pesticides	SOP - GHK - Chemical Handling/Transporting and Spill Response
	Fuel Cans	SOP - GHK - Chemical Handling/Transporting and Spill Response
	Swiming Pool	SOP - GHK - Dechlorination and Discharge of Swimming Pool Water
Waste Management	Pet Waste Cleanup	SOP - GHK - Pet Waste BMP - Public Education - Provide information signs in off-leash areas
	Trash/Debris Pickup	SOP - GHK - Garbage Storage

Abbrevations: SOP - Standard Operating Procedure, GHK - Good Housekeeping, BMP - Best Management Practice

2.2 PUBLIC WORKS - STORM WATER DEPARTMENT

Responsible Person

Roy City Storm Water Superintendent
2626 W 5525 S Roy, UT 84067
(801) 774-1098

Description of Responsibilities

The Storm Water Department is responsible for most elements of the SWMP implementation and for inspection and maintenance of storm water facilities. Some responsibilities for storm water facilities overlap with the Streets Department.

Pollutants of Concern

Pollutants of concern consist of any pollutants that could potentially be stored or generated on-site and that could have an adverse impact on the quality of the receiving waters. The receiving water is generally the Howard Slough, which also includes a community fishery. The community fishery could be damaged by sediment, nutrients and chemicals that toxic to aquatic life. Pollutants of concern that could potentially be generated by Storm Water Department maintenance activities are listed below.

Facility	Activity/Source	Pollutants of Concern
Storm Water Detention Facilities	landscape maintenance	nutrients, petroleum products, herbicides, trash, and debris
Storm Drains	maintenance and cleaning	sediment, trash, and debris
Drainage Swales and Howard Slough	landscape maintenance and cleaning	sediment, trash and debris

Minimum Control Measures

Minimum control measures for Public Education and Outreach, Public Involvement and Participation, and Construction and Post-Construction Storm Water Management are addressed in the measureable goals section of the *Storm Water Management Plan*. The minimum control measures that are specific to the Storm Water Department's maintenance work are: 1) Illicit Discharge and Detection, and 2) Pollution Prevention and Good Housekeeping. Record keeping is required for several of these control measures.

Illicit Discharge and Detection - All Storm Water Department Employees will receive annual training to identify and to report illicit discharges. Newly hired employees will be trained within 3-days. See standard operating procedure (SOP) "IDDE - Opportunistic Illicit Discharge Observation."

Pollution Prevention and Good Housekeeping - Storm Water Department maintenance activities with potential to impact storm water quality include: shoulder/landscape maintenance; equipment maintenance; chemical and material storage; catch basin cleaning and repairs; stormdrain cleaning and repairs; and waste management. See the table for specific tasks and the selected controls and BMPs.

Record Keeping - Maintain records of employee training for illicit discharge detection and reporting, standard operating procedures, and any certifications for pesticide and fertilizer application.

STORM WATER DEPARTMENT
POLLUTION PREVENTION AND GOOD HOUSEKEEPING

General Description	Task/Activity	Controls / BMPs
Roadway Landscape and Drainage Swale Maintenance	Application of Fertilizer	SOP - GHK - Chemical Application of Pesticides, Herbicides, and Fertilizers
	Application of Pesticides	SOP - GHK - Chemical Application of Pesticides, Herbicides, and Fertilizers
	Mowing	SOP - GHK - Shouldering and Mowing
Stormdrain Facilities Maintenance	Catch Basin and Storm Drain Cleaning	SOP - GHK - Catch Basin and Storm Drain Cleaning
	Detention Basin Maintenance	SOP - GHK - Detention Pond Cleaning
	Drainage Swale and Howard Slough Maintenance	SOP - GHK - Creek Management SOP - GHK - Ditch Management
	Howard Slough Monitoring	BMP - Howard Slough Water Sampling (annually) BMP - Meadow Creek Pond Fish Grate Cleaning (weekly)
Equipment Maintenance	Equipment Transportation	SOP - GHK - Transporting Equipment
	General Maintenance	SOP - GHK - Vehicle and Equipment Storage

Abbrevations: **SOP** - Standard Operating Procedure, **GHK** - Good Housekeeping, **BMP** - Best Management Practice

2.3 PUBLIC WORKS - STREETS DEPARTMENT

Responsible Person

Roy City Streets Superintendent
2626 W 5525 S Roy, UT 84067
(801) 774-1098

Description of Responsibilities

The Streets Department is responsible for maintenance and repair of City streets and parking lots, including snow plowing and de-icing operations in the winter months. Some Streets Department maintenance responsibilities overlap with storm water facilities. The Streets Department also operates the City Shop, storage yards, and salt storage area. This is a high priority facility for storrmwater management and additional inspection and monitoring requirements for this facility will be described in subsequent sections of this guidance document.

Pollutants of Concern

Pollutants of concern consist of any pollutants that could potentially be stored or generated on-site and that could have an adverse impact on the quality of the receiving waters. The receiving water is generally the Howard Slough, which also includes a community fishery. Pollutants of concern that could potentially be generated by Streets Department maintenance activities are listed below.

Facility	Activity/Source	Pollutants of Concern
Streets	sweeping, asphalt repair, asphalt maintenance, concrete, striping, and landscape (park strip) maintenance	sediment, petroleum products, nutrients, trash, and debris
Parking Lots	sweeping, asphalt repair, and asphalt maintenance	sediment, trash, debris, and petroleum products
City Shop	vehicle mainenance, repair, washing and fueling; materials storage; and garbage handling	sediment, petroleum products, chemicals, nutrients, trash and debris

Minimum Control Measures

Minimum control measures for Public Education and Outreach, Public Involvement and Participation, and Construction and Post-Construction Storm Water Management are addressed in the *Guidance Document for Storm Water Management - Storm Water Management Plan*. The minimum control measures that are specific to the Storm Water Department's maintenance work are: 1) Illicit Discharge and Detection, and 2) Pollution Prevention and Good Housekeeping. Record keeping is required for several of these control measures.

Illicit Discharge and Detection - All Streets Department Employees will receive annual training to identify and to report illicit discharges. Newly hired employees will be trained within 3-days. See standard operating procedure (SOP) "IDDE - Opportunistic Illicit Discharge Observation."

Pollution Prevention and Good Housekeeping - Streets Department maintenance activities with potential to impact storm water quality include: shoulder/landscape maintenance; equipment maintenance; chemical and material storage; catch basin cleaning and repairs; stormdrain cleaning and repairs; and waste management. See the table for specific tasks and the selected controls and BMPs.

Record Keeping - Maintain records of employee training for illicit discharge detection and reporting, standard operating procedures, and any certifications for pesticide and fertilizer application.

STREETS DEPARTMENT
POLLUTION PREVENTION AND GOOD HOUSEKEEPING

General Description	Task/Activity	Controls / BMPs
Street Maintenance	Chip Seal	SOP - GHK - Chip Seal
	Slurry Seal	SOP - GHK - Slurry Seal
	Overlays and Patching	SOP - GHK - Overlays and Patching
	Crack Seal	SOP - GHK - Crack Seal
	Secondary Road Maintenance	SOP - GHK - Secondary Road Maintenance
	Concrete Work	SOP - GHK - Concrete Work
	Sweeping	SOP - GHK - Street Sweeping BMP - Sweeping Schedule BMP - Sweepings Disposal Records
	Snow Removal & De-icing	SOP - GHK - Snow Removal & De-icing
Landscape Maintenance	Application of Fertilizer	SOP - GHK - Chemical Application of Pesticides, Herbicides, and Fertilizers
	Application of Herbicides	SOP - GHK - Chemical Application of Pesticides, Herbicides, and Fertilizers
	Shouldering / Mowing	SOP - GHK - Shouldering and Mowing
	Green Waste Disposal	SOP - GHK -: Garbage Storage
Equipment/Fleet Maintenance	General Maintenance	SOP - GHK - Vehicle and Equipment Storage
	Cleaning/Washing	SOP - GHK - Washing

	Fueling	SOP - GHK - Fueling
Chemical/Material Storage	Fertilizers	SOP - GHK - Chemical Handling/Transporting and Spill Response
	Pesticides	SOP - GHK - Chemical Handling/Transporting and Spill Response
	Fuel / Solvents / Paint	SOP - GHK - Chemical Handling/Transporting and Spill Response
City Shop Operation	Garbage Handling	SOP - GHK - Garbage Storage
	Facilities Management	BMP - Facility Evaluation (Section 5.2) BMP - Inspections (see Section 5.3)

Abbrevations: SOP - Standard Operating Procedure, GHK - Good Housekeeping, BMP - Best Management Practice

2.4 PUBLIC WORKS - WATER AND SEWER DEPARTMENT

Responsible Person

Roy City Water and Sewer Superintendent
2626 W 5525 S Roy, UT 84067
(801) 774-0246

Description of Responsibilities

The Water and Sewer Department is responsible for maintenance and repair of the Ctiy's culinary water system and sanitary sewer system.

Pollutants of Concern

Pollutants of concern consist of any pollutants that could potentially be stored or generated on-site and that could have an adverse impact on the quality of the receiving waters. The receiving water is generally the Howard Slough, which also includes a community fishery. Pollutants of concern are listed below.

Facility	Activity/Source	Pollutants of Concern
Sewer System	pump station operation, maintenance and repairs, cleaning, vehicle maintenance, sewer backup and spills	sediment, nutrients, pathogens, and petroleum products
Water System	pump station operation, maintenance and repairs, disinfection, flushing, and vehicle maintenance	sediment, disinfection chemicals, petroleum products

Minimum Control Measures

Minimum control measures for Public Education and Outreach, Public Involvement and Participation, and Construction and Post-Construction Storm Water Management are addressed in the *Roy City Storm Water Management Plan*. The minimum control measures that are specific to this Water Department Storm Water Management Plan are: 1) Illicit Discharge and Detection, and 2) Pollution Prevention and Good Housekeeping. Record keeping is required for several of these control measures

Illicit Discharge and Detection - All Water and Sewer Department Employees will receive annual training to identify and to report illicit discharges. Newly hired employees will be trained within 3-days. See standard operating procedure (SOP) "IDDE - Opportunistic Illicit Discharge Observation."

Pollution Prevention and Good Housekeeping - Water and Sewer Department activities with potential to impact storm water quality include repairs/replacement, waterline flushing, equipment maintenance, and wellhouse floor drain discharges. See the table for specific tasks and the selected controls and BMPs.

Record Keeping - Maintain records of employee training for illicit discharge detection and reporting, standard operating procedures, and any certifications for system operation.

WATER AND SEWER DEPARTMENT
POLLUTION PREVENTION AND GOOD HOUSEKEEPING

General Description	Task/Activity	Controls / BMPs
Waterline Repairs/Replacement	Waterline Replacement	SOP - GHK - Planned Waterline Excavation Repair/Replacement
	Waterline Repairs	SOP - GHK - Unplanned Waterline Excavation Repair/Replacement
	Waterline Replacement	SOP - GHK - Transporting Dry Excavated Materials & Spoils BMP - Certified Operators (Utah Division of Drinking Water)
	Waterline Repairs	SOP - GHK - Transporting Wet Excavated Materials & Spoils
Waterline Flushing	Flushing for Maintenance	SOP - GHK - Waterline Flushing for Routine Maintenance
	Flushing after Construction	SOP - GHK - Waterline Flushing after Construction with Storm Drain Discharge SOP - GHK - Waterline Flushing after Construction with Haul Off
Wellhouse Floor Drain Discharge	Facility Operation/ Maintenance	SOP - GHK - Cleaning and Maintenance at HAFB Wellhouse and 4000 South Wellhouse BMP - DWQ Guidance for Floor Drain Discharges from Public Drinking Water Well Houses & Pump Houses
Sewer Maintenance and Repairs	Sewer Repairs	SOP - GHK - Sewer Excavation and Repairs BMP - Certified Operators (Utah Division of Water Quality)
	Overflows	BMP - Consider Sewer Overflows as a “Spill Response” if uncontained BMP - Report per Division of Water Quality Requirements
Waterline Flushing	Flushing for Maintenance	SOP - GHK - Waterline Flushing for Routine Maintenance
	Flushing after Construction	SOP - GHK - Waterline Flushing after Construction with Storm Drain Discharge SOP - GHK - Waterline Flushing after Construction with Haul Off
Equipment Maintenance	Equipment Transportation	SOP - GHK - Transporting Equipment
	General Maintenance	SOP - GHK - Vehicle and Equipment Storage
	Cleaning/Washing	SOP - GHK - Washing

Abbrevations: **SOP** - Standard Operating Procedure, **GHK** - Good Housekeeping, **BMP** - Best Management Practice

2.5 PUBLIC WORKS - FACILITIES MANAGEMENT DEPARTMENT

Responsible Person

Roy City Facilities Superintendent
2626 W 5525 S Roy, UT 84067
(801) 774-0246

Description of Responsibilities

The Facilities Management Department is responsible for maintenance and repair of the City-owned buildings. Buildings include recreation facilities and office buildings.

Pollutants of Concern

Pollutants of concern consist of any pollutants that could potentially be stored or generated on-site and that could have an adverse impact on the quality of the receiving waters. The receiving water is generally the Howard Slough, which also includes a community fishery. Pollutants of concern are listed below.

Facility	Activity/Source	Pollutants of Concern
Administration Building Office Buildings	dumpsters/garbage storage, and parking lots	trash and debris
Aquatics Center Recreation Complex	dumpsters/garbage storage, parking lots, swimming pool operation	trash, debris, and swimming pool chemicals

Minimum Control Measures

Minimum control measures for Public Education and Outreach, Public Involvement and Participation, and Construction and Post-Construction Storm Water Management are addressed in the *Roy City Stom Water Management Plan*. The minimum control measures that are specific to this Water Department Storm Water Management Plan are: 1) Illicit Discharge and Detection, and 2) Pollution Prevention and Good Housekeeping. Record keeping is required for several of these control measures

Illicit Discharge and Detection - All Facilities Management Department employees will receive annual training to identify and to report illicit discharges. Newly hired employees will be trained within 3-days. See standard operating procedure (SOP) "IDDE - Opportunistic Illicit Discharge Observation."

Pollution Prevention and Good Housekeeping - Facilities Management Department activities with potential to impact storm water quality include garbage storage, parking lot maintenance, and swimming pool operation. See the table for specific tasks and the selected controls and BMPs.

Record Keeping - Maintain records of employee training for illicit discharge detection and reporting, standard operating procedures, and any certifications for pesticide and fertilizer application.

FACILITIES MANAGEMENT DEPARTMENT
POLLUTION PREVENTION AND GOOD HOUSEKEEPING

General Description	Task/Activity	Controls / BMPs
Building Maintenance	Garbage Handling	SOP - GHK - Dumpsters/Garbage Storage
	Parking Lot Upkeep	SOP - GHK - Parking Lot Maintenance
	Cleaning	SOP - GHK - Chemical Handling/Transporting and Spill Response
Swimming Pools Maintenance	Chemical Treatment	SOP - GHK - Chemical Handling/Transporting and Spill Response
	Pool Draining	SOP - GHK - Swimming Pool Water Discharge

Abbrevations: **SOP** - Standard Operating Procedure, **GHK** - Good Housekeeping, **BMP** - Best Management Practice

SECTION 3

ILLICIT DISCHARGE DETECTION AND ELIMINATION

3.1 RESPONSIBILITIES

Responsibilities - City employees that do field work or perform facilities maintenance are expected to identify and to report any illicit discharges that they observe. Roy City Storm Water Department is responsible for response to reports, notification of other agencies, dry weather screening of storm drain outfalls, and record keeping for illicit discharge incidents.

Training - All City employees that do field work or perform facilities maintenance should receive annual training for illicit discharge identification and reporting. New employees should be trained within 3 working days of their hire date.

Documentation - Each Department should maintain training records. Roy City Storm Water Department will keep records for illicit discharge incidents.

3.2 RECOGNIZING ILLICIT DISCHARGES

Definition - An illicit discharge is any flow containing pollutants or pathogens that discharges into a storm drain from a source other than rainfall or snowmelt.

Allowable Non-Storm Water Discharges:

- Landscape irrigation or lawn watering with potable water
- Diverted stream flows
- Rising groundwater and groundwater infiltration to storm drains
- Uncontaminated pumped groundwater (permits or approval required)
- Discharges from potable water sources
- Foundation or footing drains
- Crawl space pumps
- Lawn watering runoff
- Individual residential car washing
- Air conditioning condensation
- Irrigation water
- Springs or natural riparian habitat or wet-land flows
- Swimming pools if dechlorinated, typically less than one PPM chlorine
- Water reservoir discharges if dechlorinated, typically less than one PPM chlorine
- Firefighting activities
- Any other uncontaminated water source

Types of Illicit Discharges:

Direct – The illicit discharge is a result of piping plumbed directly into the storm drainage system.

Indirect – The illicit discharge enters the system via inlets or infiltration.

Continuous – Discharges that are on-going and un-interrupted.

Intermittent – Discharges occuring over a shorter period of time (e.g., a few hours per day or a few days per year). Intermittent discharges come and go on an irregular basis.

Transient – Transient discharges are short in duration or temporary. These events areu sually in response to a singular event such as an overturned tanker truck, industrial spill, illegal dumping, etc.

Other Important Field Observations:

Most storm drains in Roy City have flow in dry weather due to land drains connections, groundwater infiltration, and irrigation runoff. Identification of illicit discharges requires recognition of other characteristics. These characteristics can include the following:

Odor - Pungent chemical or petroleum odors should be investigated. Gasoline, solvents, concrete waste, chlorine, and sewage all have distinctive and sometimes identifiable odors.

Color - Discharges with a noticeable color should be considered illicit. The color can help identify the substance and source (ie. green/orange - antifreeze, grey - sewage, white - paint or latex product)

Turbidity - Highly turbid waters are often discharges from construction sites or soil tracked onto City streets.

Floatables - Surface sheens, bubbles, and foams can be indicators of illicit discharges. Surface sheens can be related to petroleum products, and foams or bubbles can be from soaps or detergents. Please note that natural decay or organic materials can also produce sheens and foams, so determination of the source is important.

Common Illicit Discharges:

Description	Type	How to Recognize
Concrete Washout/Cleanup in Gutter or Catch Basin	Indirect Transient and Intermittent	• Concrete truck washing operations without a proper containment basin • White residue and gravel in gutter • Dry weather flows in the gutter below active construction sites
Disposal of Household or Automotive Chemicals in Storm Drain (pesticides, paint, oil, antifreeze, etc.)	Indirect Transient	• Containers left at catch basins • Staining around catch basin • Chemical odor from storm drain manholes, catch basins, pipes, or ditches • Sheen or discoloration on water surface
Accidental Spills or Overturned Vehicle (fuel, anti-freeze, oil, paint, cleaners, waste, etc)	Indirect Transient	• Discolored pavement • Chemical odor • Containers left on pavement
Commercial Pavement Washing without Containment	Indirect Intermittent	• Observation of parking lot washing • Foam or soap residue in gutter or storm drain
Discharge of Chlorinated Pool Water	Indirect Transient or Intermittent	• Significant dry weather flows in gutter • Chlorine odor
Discharge of Septic Tanks	Indirect Transient or Intermittent	• Hoses from motor homes or trailers to catch basin • Sewer smell
Illegal Sewer Connections	Direct Continuous or Intermittent	• Sewer smell • Toilet paper
Industrial or Commercial Wastewater Discharge (dry cleaners, automotive maintenance shops, manufacturing etc)	Direct or Indirect Continuous or Intermittent	• Discolored soil or pavement • Chemical odor • Water color, oil sheen, or turbidity

3.3 REPORTING AN ILLICIT DISCHARGE

Gathering Information

When you call to report an illicit discharge, the following are typical of the questions you may be asked:

1. What is the location of the discharge? (address and other details)

2. What is the description of the discharge? (Dumped solids, an unusual dry weather flow, odor, color, foam, etc.)

3. What is the discharge frequency? (One time dump, or an on-going issue)

4. What is the source of the discharge? (Do you have an idea of where the potential illicit discharge may be coming from?)

5. Is the illicit substance in, or discharging to the street, ground surface, a waterway or the storm drain system?

6. Does the illicit discharge appear to be a hazardous (immediate threat to life and health) material?

Reporting Procedure

Non-emergency reporting:

Call Roy City Public Works - 801-774-1090 (working hours)

Call Roy City Public Works Dispatch - 801-629-8221 (after hours)

Emergency Reporting (spill of suspected hazardous materials) :

Call Roy City Fire Department - 801-774-1080 Emergency: 911

Reporting procedures are detailed in the following SOPs:

SOP - IDDE - Call-in Inspections
SOP - IDDE - Opportunistic Illicit Discharge Observations
SOP - IDDE - Removing Illicit Discharges
SOP - IDDE - Tracing Illicit Discharges

Records - Maintain records of IDDE reports, resolution, cleanup, and fines in Roy City Public Works files. Report incidents in the annual storm water report.

3.4 DRY WEATHER SCREENING

Responsibilities - The Roy City Storm Water Department is responsible for annual dry weather screening of storm drain outfalls.

Outfall Locations - See map maintained by Public Works Department. All Roy City storm drain outfalls are located along the Howard Slough.

Screening Procedure - See Exhibit 3 for the reporting form. Applicable SOPs are listed below:

SOP - IDDE - Outfall Inspections
SOP - IDDE - Removing Illicit Discharges
SOP - IDDE - Tracing Illicit Discharges

SECTION 4

STORM DRAIN SYSTEM

4.1 DESCRIPTION OF STORM WATER FACILTIES

General Description

Roy City's storm drainage facilities consist of curb and gutter, storm drain pipe, local and regional detention basins, ditches, and the Howard Slough. Runoff is generally collected by curb and gutter along roadways, and is then conveyed by storm drains to detention basins and eventually to outfalls that are directly tributary to the Howard Slough or to ditches that soon discharge to the Howard Slough. Regional detention basins have been constructed by Roy City at many key locations, and local detention basins have been required by Roy City for many commercial and a some residential developments. Existing drainage facilities have been mapped. Maps are maintained by the Roy City Public Works Department.

HAFB/MIDA Agreement

Roy City has entered into an agreement to include an area within HAFB as part of it's MS4 permit area. This area, which will be referred to as MIDA, is located near the Roy Gate of HAFB. Runoff from this area is directed to a retention basin and other retention facilities. The development entity for this area has indicated that future development will continue the use of retention and infiltration for storm water discharge. Although this area has a storm water collection system that does not discharge to any waters of the State of Utah, it will be administered as part of Roy City's Storm Water Management Plan. Roy City will fulfill MS4 responsibilities and provide maintenance of storm water facilities in the MIDA area.

4.2 STORM WATER OUTFALLS

Receiving Waters

The Howard Slough is the receiving water for storm water runoff from Roy City, with the exception of several areas on the east side of Roy City and areas within HAFB that discharge to sumps or retention basins. The Howard Slough receives runoff from Roy City and portions of neighboring communities. The slough originates in West Haven City, flows southward along the west side of Roy City, through Hooper City and then discharges into the Great Salt Lake. Protecting and maintaining the slough channel through Roy City is a priority for storm drainage management.

Screening and Inspections

The City’s storm water permit requires dry weather screening of storm water outfalls. Responsibilities and requirements for screening are described in Section 3.3. Dry weather screening is required for the outfalls that that discharge to the Howard Slough. Outfalls discharging to sumps and retention basins will be inspected as part of the storm water facilities inspections.

4.3 CONSTRUCTION APPROVAL AND PROJECT TRACKING

Project Approval

Private Development - Specific requirements for private development (including redevelopment and commercial sites) are outlined in the Storm Water Management Guide for Development and Construction - BMP Manual (Appendix A - Storm Water Management Plan).

City Projects - New storm drain facilities or other Roy City facilities with storm drainage impacts will be approved by the Public Works Director. Specific drainage related information and requirements are described below:

- Identify FEMA floodplain and floodway locations, if applicable.
- Provide drainage calculations prepared by a professional civil engineer registered in the State of Utah.
- Prepare an analysis of LID feasibility based upon specific site conditions.
- Identify LID design features and BMPs (best management practices) included in the design. Comply with the design requirements and criteria outlined in the Storm Water Management Guide for Development and Construction - BMP Manual (Appendix A - SWMP).
- Analyze water quality impacts (see the form in Exhibit 3).
- Prepare construction drawings.
- Show engineering and design related features of the storm water pollution prevention plan (SWPPP) on the design drawings.
- Submit a SWPPP (sites 1 acre, or larger or part of a common plan of development). The project contractor may be responsible to prepare and submit the SWPPP to Roy City Public Works.
- Obtain a Storm Water Construction Activities Permit and Dust Control Permit from the Utah Division of Water Quality. The project contractor may be required to obtain the permit and submit copies of the permits to Roy City Public Works.
- Obtain a Roy City Land Disturbance Permit.

A preconstruction conference is required before beginning construction. The preconstruction conference provides a final check to verify: approved construction drawings; approved SWPPP; and completion of all required permits and approvals. The Storm Water Superintendent will verify completion of all storm water related requirements prior to issuing the Land Disturbance Permit.

Project Tracking

Responsibilties - The storm water department will track all active projects. Tracking will include review, permits, approval for construction, inspections, and final approval. A tracking form is provided in Exhibit 3.

4.4 POST CONSTRUCTION STORM WATER MANAGEMENT

Minimum Control Measures

See the design requirements and procedures presented in *Storm Water Management Guide For Development and Construction - BMP Manual* (Appendix A - Guidance Document for Storm Water Management - Storm Water Management Plan). Authority to establish and to enforce design requirements is provided in the Roy City Storm Water Ordinance (Roy City Municipal Code - Section 8.4).

Non-Structural Controls

Roy City Zoning requires commercial sites to meet minimum landscaping requirements (see the Zoning Ordinance). Enforcement is by the Planning Department.

Structural Controls

Responsibilities - The Roy City Storm Water Department is responsible to maintain an inventory of structural controls. Structural controls consist of detention basins, retention basins, sumps, LID facilities, infiltration BMPs, and any type of treatment BMPs.

Structural Control Locations - See maps maintained by Public Works Department and the Structural Controls Inventory and Inspect Table.

Inspection Frequency - Structural control inspection frequency will be established by the Storm Water Superintendent based upon the age of the facility, past issues and concerns, and proximity to receiving waters. At a minimum, structural controls at City facilities will be inspected annually, and private facilities will be inspected once every five years. See Exhibit 3 for the reporting form. See Exhibit 1 for applicable SOPs.

Catch Basin, Storm Drain, and Detention Basin Maintenance

Responsibilities - The Roy City Storm Water Department is responsible for maintenance and inspection.

BMPs:

- Perform drive-by inspection catch basins and detention basins during or after significant storm events.
- Perform annual inspections of catch basins, detention basins, and ditches.
- Increase frequency of inspections for facilities with re-occurring problems.
- Develop cleaning schedules.
- Perform video inspections of storm drains with known maintenance issues.

SOPs:

- SOP - GHK - Catch Basin and Storm Drain Cleaning
- SOP - GHK - Detention Pond Cleaning
- SOP - GHK - Creek Management
- SOP - GHK - Ditch Management

Street and Parking Lot Sweeping

Responsibilities - The Roy City Streets Department is responsible for street sweeping operations.

BMPs:

- Sweep streets and City parking lots at least two times per year.
- Develop sweeping schedules, prioritizing locations where sediment accumulation and trash are observed.

SOPs:

- SOP - GHK - Street Sweeping

SECTION 5

CITY FACILITIES

5.1 INVENTORY

Roy City Physical Facilities (Offices, Recreation Centers, and Maintenance Facilities)

Description	Address	Features
Roy Complex	2174 West 4800 South	public parking, swimming pool, recreation facilities, gym
Roy City Municipal Building and Hope Community Center	5051 South 1900 West	public parking, administration offices, community center
Roy City Public Works Offices	2626 West 5525 South	public parking, administration offices
Roy City Public Works Maintenance Shed	5460 South 2700 West	public parking, fleet maintenance, materials storage, equipment parking/storage, fueling, vehicle wash area, salt and sand storage, salt and sand loading operations, waste transfer
Roy City Aquatic Center	2977 West 5200 South	public parking, swimming pool
Roy City Parks Department Maintenance Shed	1950 West 4800 Siuth	public parking, equipment storage, minor maintenance work, materials storage
Fire Station No. 1	5051 South 1900 West	public parking, equipment storage, training operations
Fire Station No. 2	3271 West 5200 South	public parking, equipment storage, training operations

Roy City Parks

Description	Address	Features
George E. Wahlen North Park	4150 South 1900 West	public parking, playground, sports fields, sports courts, splash pad, detention basin, walking path
Sand Ridge Park	2175 West 4400 South	public parking, playground, sports fields, detention basin
West Park	2900 West 4800 South	public parking, skate park, sports fields, sports courts, overflow detention, walking path
Frank Tremea Roy Park	2500 West 5525 South	public parking, sports fields
Municipal Park	5700 South 2200 West	public parking, sports courts, sports fields, playground, walking path
UTA Trail	D&RG Railroad Right-of-Way	walking path (trail), public parking at 6000 S Trailhead
Foxglen Park	3900 West 4600 South	sports fields, playground
McCall Fields Park	3275 West 5600 South	sports fields
Meadow Creek Pond	5075 South 4200 West	public parking, community fishery
Emma Russell Park	5700 South 4300 West	public parking, detention basin, sports fields, sports courts, playground, walking path
Memorial Park	5065 S 1900 W	walking path, detention
City Entry Signs	Riverdale Road, 5600 South	water features
Roy City Cemetery	5200 South 2300 West	cemetery

Storm Water Structural Controls - Roy City Facilities

Description	Location	Structural Control
George E. Wahlen North Park Detention	4150 S 1900 W	• Detention Basin/Outlet • LID - Parking Lot Infiltration Basin
Sand Ridge Park Detention	2175 W 4400 S	• Detention Basin/Outlet
West Park - Detention	2900 W 4800 S	• Detention Basin/Overflow
Foxglen Park	3900 W 4600 S	• Detention Basin/Outlet
Meadow Creek Pond	5075 South 4200 West	• Detention Basin/Outlet • BMP - Fish Grate/Trash Rack
Emma Russell Park	5700 South 4300 West	• Detention Basin/Outlet • BMP - Sediment Basin
Memorial Park	5065 S 1900 W	• Detention Basin/Outlet
4000 South Detention	2500 W 4000 S	• Detention Basin/Outlet • BMP - Sediment Basin
4800 South Detention	2800 W 4800 S	• Detention Basin/Outlet
5600 South Detention	2500 W 5500 W	• Detention Basin/Outlet • BMP - Sediment Basin
Southfork Detention (6000 South Detention)	4050 W 6050 S	• Detention Basin/Outlet
Summer	2275 W 4000 S	• Detention Basin/Outlet
Dog Park Detention	5700 S 3260 W	• Detention Basin/Outlet
Mountain Meadows Detention	3800 W 5250 S	• Detention Basin/Outlet
Midland Detention #1	4200 Midland Dr	• Detention Basin/Outlet
Midland Detention #2	4275 Midland Dr	• Detention Basin/Outlet
Eagle Lake GC Detention	5300 S 2800 W	• Detention Basin/Outlet
Airport Road Retention Pond	4400 S Airport Rd	• LID - Infiltration Basin
HAFB Retention	5650 S HAFB Entry	• LID - Retention/Infiltration Basin
Roy Jr. High	5400 S 2100 W	• Detention Basin/Outlet

Storm Water Structural Controls - Roy City Sumps

Description	Address	Location
Roy City Sumps	5150 S 1900 W	Retention Pond
Roy City Sumps	4400 S Airport Rd	Retention Pond
Roy City Sump	2338 W 4925 S	Guter
Roy City Sump	4926 S 2325 W	Gutter
Roy City Sump	2079 W 4975 S	Roadway
Roy City Sump	4900 S 2250 W	Gutter
Roy City Sump	5085 S 1825 S	Gutter
Roy City Sump	5088 S 1825 W	Gutter
Roy City Sump	3778 S 2050 W	Gutter
Roy City Sump	3779 S 2050 W	Gutter
Roy City Sump	2060 W 3775 S	Gutter
Roy City Sump	5401 S 2100 W	Gutter
Roy City Sump	1845 W 4400 S	Roadway
Roy City Sump	1784 W 4400 S	Roadway

Note: Sumps may also be part of a storm water retention/infiltration system that are listed are also listed as a retention or infiltration structural control.

Storm Water Structural Controls - Private

Name	Location	Structural Control
Auto Zone	5780 S 1900 W	• Detention Basin/Outlet
7-11	3976 S Midland Dr	• Detention Basin/Outlet
O'Reilly Auto Parts	4020 S Midland Dr	• Detention Basin/Outlet
Midland Dental	4040 S Midland Dr	• Detention Basin/Outlet
Wash Factory	4148 S Midland Dr	• Detention Basin/Outlet
Arbys	4181 S Midland Dr	• Detention Basin/Outlet
Aderra Apartments	4643 S 3500 W	• Detention Basin/Outlet
Bridge Academy	4824 S Midland Dr	• Detention Basin/Outlet
Winegers	3440 W 4800 S	• Detention Basin/Outlet
Pediatric Dental	4800 S 3500 W	• Detention Basin/Outlet
Kent's Market	3650 W 5500 S	• Detention Basin/Outlet
Sunridge Assisted Living	3673 W 5500 S	• Underground Detention Basin/Outlet
Maverick	3500 W 5600 S	• Detention Basin/Outlet
Wee Care Pediatrics	5666 S 3500 W	• Detention Basin/Outlet
7-11	5605 S 3500 W	• Detention Basin/Outlet
Rock Run Dental	3540 W 6000 S	• Detention Basin/Outlet
Winco	6060 S 3500 W	• 2 - Detention Basins/Outlets • Underground Detention Basin/Outlet
LDS Church	3301 W 6000 S	• Detention Basin/Outlet
Roy Bible Church	5757 S 3100 W	• Retention Basin
	5405 S 3200 W	• Retention/Detention Basin
LDS Church	3345 W 5200 S	• Detention Basin/Outlet
Bank of Utah	5729 S 1900 W	• Underground Detention Basin/Outlet
Project Unity	HAFB	• 4 Detention Basins • 3 Underground Detention Basins
Japanese Wasabi	1780 W 5600 S	• Detention Basin/Outlet
Common Cents	1888 W 5600 S	• Detention Basin/Outlet
Walgreen's	5554 S 1900 W	• Detention/Retention Basin
Mountain Shine Car Wash	5275 S 1900 W	• Detention Basin/Outlet
The Orchards Apartments	4497 S 1900 W	• Detention Basin/Outlet

Kingdom Hall of JWs	4431 S 1950 W	• Retention Basin
Southwest Branch Library	2039 W 4000 S	• Detention Basin/Outlet
Bonneville Meats	1815 W 4000 S	• Retention Basin
McDonald's	5413 S 1900 W	• Underground Detention Basin/Outlet
	4341 W 5125 S	• Detention Basin/Outlet
Stoney Brook	1600 W Airport Rd	• Detention Basin/Outlet
The Crest	1606 W Airport Rd	• Retention Basin
America First Credit Union	4059 S 1900 W	• Underground Detention Basin/Outlet
West Park Subdivision	4600 S Trailside Drive	• Detention Basin/Outlet
Advanced Auto Parts	5740 S 1900 W	• Retention Basin
Aarons Jewelry	5718 S 1900 W	• Retention Basin
So Delicious	1853 W 5600 S	• Detention Basin/Outlet
Silver Creek	1750 W 5500 S	• Detention Basin/Outlet
Kidz Town	5682 S 2050 W	• Retention Basin/LID
Station Square	2298 W 4000 S	• Detention Basin/Outlet
Jiffy Lube	4070 S Midland Dr	• Detention Basin/Outlet
CJ Kippen	1930 W 3350 S	• Retention Basin
Absolute Auto	1916 W 3350 S	• Retention Basin
Summers Pointe Subdivision	2725 W 4000 S	• Detention Basin/Outlet

Storm Water Structural Controls - Private Sumps

Description	Address	Location
CJ Kippen	1930 W 3350 S	1 -
Les Schwab Tire	5832 S 1900 W	1 - NW corner
Autozone	5870 S 1900 W	1 - West of building
Zions Bank	5774 S 1900 W	1 - West of parking lot
Roy Complex	2150 W 4700 S	1 - East of building
Common Cents	1888 W 5600 S	1 - SE Corner
Walgreens	5554 S 1900 W	1 - East of building
Hertz Cars	1805 W Riverdale Rd	2 - Behind building
Lee's Fish and Rice	1864 W 5300 S	1 - South of building
Elk's Lodge	1875 W 5200 S	2 - In parking lot
Silver Creek	1750 W 5500 S	2 - In parking lot
Point Embles	1885 W 5075 S	2 - South of building, parking lot
Alpha Professional Center	4902 S 1900 W	2 - In parking lot
Roy Dental & Vision	4902 S 1900 W	1 - In parking lot
Bloom & Sparrows	1775 W 4800 S	1 - Behind Bloom & Sparrows
Brown Apartments	4449 S 1900 W	1 - In parking lot
Calvery Church	4737 S 1900 W	1 - East of parking lot
Key Bank	5201 S 1900 W	1 - In parking lot
	5156 S 1950 W	1 - In parking lot
Royal Inn	5223 S 1900 W	1 - In parking lot
Premier Funeral Services	5335 S 1900 W	1 - In back (Class V)
Thai Foods	5357 S 1900 W	1 - In roadway
	5519 S 1900 W	1 - End of west parking lot
Cricket	5571 S 1900 W	1 - East of parking lot
	1946 W 5625 S	1 - In parking lot, north of carwash
America First Credit Union	5662 S 2050 W	2 - In parking lot
Fayes Laundry	1995 W 5600 S	1 - West of building
City Buffet	5700 S 2000 W	1 - West of building
Eos Gym	1985 W 5700 S	1 - Behind building

Myers Mortuary	5865 S 1900 W	1 - Back of parking lot
O'Reilly Auto Parts	5881 S 1900 W	1 - West of parking lot
Preschool	5971 S 1900 W	1 - In parking lot
7-11	6000 S 1900 W	1 - South of building
LeDawn Apartments	1775 W. 4800 S.	4 - In roadways

Note: Sumps may also be part of a storm water retention/infiltration system that are also listed as a retention or infiltration structural control.

5.2 FACILITIES EVALUATION AND PRIORITY DETERMINATION

Description	Features	Activity/Pollution Source	Pollutants of Concern	Controls	Priority
Roy Complex	public parking, swimming pool, recreation facilities, gym	parking lots - sweeping, asphalt repair, and asphalt maintenance swimming pool - maintenance and chemical storage dumpster (site waste only)	sediment, trash, debris, and petroleum products swimming pool chemicals (chlorine) trash and debris	SOPs	Normal
Roy City Municipal Building/Hope Community Center	public parking, administration offices, community center	parking lots - sweeping, asphalt repair, and asphalt maintenance dumpster (site waste only)	sediment, trash, debris, and petroleum products trash and debris	SOPs	Normal
Roy City Public Works Offices	public parking, administration offices	parking lots - sweeping, asphalt repair, and asphalt maintenance dumpster (site waste only)	sediment, trash, debris, and petroleum products trash and debris	SOPs	Normal
Roy City Public Works Maintenance Shed	public parking, fleet maintenance, equipment parking/storage, fueling, vehicle wash area, salt and sand storage, salt and sand loading operations, waste transfer	vehicle mainenance and repair, washing and fueling; materials storage; salt and sand storage and loading; and garbage handling (public disposal of green waste)	sediment, petroleum products, chemicals, nutrients, trash and debris	SOPs BMPs SWPPP	**High**
Roy City Aquatic Center	public parking, swimming pool	parking lots - sweeping, asphalt repair, and asphalt maintenance swimming pool - maintenance and chemical storage dumpster (site waste only)	sediment, trash, debris, and petroleum products swimming pool chemicals (chlorine) trash and debris	SOPs	Normal

Roy City Parks Department Maintenance Shed	public parking, equipment storage, minor maintenance work, materials storage	minor equipment mainenance and repair, washing and fueling (fuel cans); materials storage; chemical storage (herbicides); dumpsters (site waste only)	sediment, petroleum products, chemicals, nutrients, trash and debris	SOPs BMPs	Normal
Fire Stations	public parking, equipment storage, training operations	parking lots - sweeping, asphalt repair, and asphalt maintenance dumpster (site waste only)	sediment, trash, debris, and petroleum products	SOPs	Normal
City Parks	public parking, detention basins, sports fields, sports courts, playgrounds, walking paths	landscape maintenance, public parking lots, pet waste	nutrients, petroleum products, herbicides, trash, and debris	SOPs	Normal

Determination of Facilities Priority

The City's storm water permit requires evaluation of all facilities and determination of "high-priority" facilities or operations based upon the following criteria:

- Pollutants stored at the site
- Identification of improperly stored materials
- Potential pollutant-generating activities performed outside (e.g. changing automotive fluids)
- Close proximity water bodies, including but not limited to streams, canals, rivers, ponds and lakes
- Potential discharge of pollutant(s) of concern to impaired water(s).

Proximity to Water Bodies and Impaired Waters - There are no facilities with close proximity to water bodies that have significant pollution potential. Several parks are near the Howard Slough. However, these parks pose a low risk of pollution. Roy City has does not discharge storm water to any waters classified as impaired. No facilities were classified as "high" priority because of proximity to water bodies or impaired waters.

Public Parking Lots and Offices - The permit identifies parking lots as potential high priority facilties. Roy City maintains parking lots by sweeping. Informal observations of parking lot conditions are made weekly or daily, depending upon location. Sweeping can be provided by the City as needed and existing SOPs related to parking lots appear to provide adequate control of potential pollutants at parking lots. All public parking lots are classifed as "normal" priority.

Roy Complex - This facility includes a swimming pool and public parking. Chemical storage for the swimming pool is indoors and a chemical spill does not represent significant potential for storm water pollution. Pollution controls are provided by indoor storage of chemicals and SOPs related to landscape maintenance, trash collection, parking lots, and the swimming pool. This facility is considered "normal" priority.

Roy Municipal Building/Hope Community Center - Pollution controls are provided by SOPs related to the landscape maintenance, trash collection, and public parking lots. This facility is considered "normal" priority.

Roy City Public Works Offices - Pollution controls are provided by SOPs related to the landscape maintenance, trash collection, and public parking lots. This facility is considered "normal" priority.

Roy City Public Works Maintenance Shed - This facility is considered "high" priority because it is used for fleet maintenance, fueling operations, salt and sand loading storage and loading operations, materials storage, and chemical storage. On-site chemicals include petroleum products, anti-freeze, waste oil, and solvents. Chemicals are generally stored inside the building. Outside storage of waste oil in barrels sometimes occurs. Pollution controls include SOPs, BMPs, structural controls, and other features as identified in the SWPPP.

Roy City Parks Department Maintenance Shed - This facility is considered "normal" priority because SOPs are adequate to control potential pollutants. Storage of small amounts of herbicides and fuel is indoors. Equipment maintenance and cleaning is minor and more extensive maintenance is done at the Public Works Maintenance Shed.

City Parks - Parks are considered normal priority because SOPs are adequate to control potential pollutants. See Section 2.

5.3 INSPECTIONS

Normal Priority Facilities

- Inspect at least once during the permit period.
- Maintain maps that show floor drains are connected to sewer

High Priority Facilities

- **Monthly Visual Inspections**: Perform monthly visual inspections of the overall facility, BMPs, and related storm water outfalls in accordance with Roy City SOPs. Track monthly inspections in an inspection log and keep the records with the SWMP document. The inspection log should also include any identified deficiencies and the corrective actions taken to fix the deficiencies.
- **Semi-Annual Comprehensive Inspections:** Perform a comprehensive inspection of facilities at least twice a year. The comprehensive inspection includes observation of all storm water controls with specific attention paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant-generating areas. Document inspection results and keep the records with the SWMP document. The inspection report must also include any identified deficiencies and the corrective actions taken to remedy the deficiencies.
- **Annual Visual Observation of Storm Water Discharges**: Observe the storm water discharge from the facility at least once per year. Visual observation of the quality of the storm water discharges from the "high priority" facilities should note color, foam, sheen, turbidity, and any other characteristic that may be associated with pollutant sources. Visual observations must be documented, and records kept with the SWMP document. This inspection must be done in accordance with the developed SOPs. The inspection report must also include any identified deficiencies and the corrective actions taken to remedy the deficiencies.

Roy City Storm Drain Controls

- Conduct necessary maintenance and inspect (formal inspection on inspection form) at least every other year. Document date, date, findings, follow up activities, prioritization, and compliance status.

- Conduct informal inspections (drive-by or walk through inspections of detention basin outlets, trash racks, etc.) after storm events.

Private Storm Drain Controls

- Inspect at least once during the permit period. Document date, date, findings, follow up activities, prioritization, and compliance status.
- Require owner maintenance or corrections if deficiencies are observed..
- Conduct followup inspections to verify owner compliance of deficiency corrections.

5.4 SWPPPs

SWPPPs will be maintained in the public works files (Storm Water Department) for the following facilities:

- Public Works Maintenance Sheds

5.5 EVALUATION OF WATER QUALITY TRENDS

Receiving Waters

Roy City Storm Water Department will perform water quality testing of samples obtained in the Howard Slough and dry weather screening of storm drain outfalls. Dry weather screening of outfalls is described in Section 3.3.

Water Quality Sampling

Sampling Locations: Howard Slough (preferred locations are near 4600 South and near the Meadow Creek Pond).

Sampling Frequency: At least one time per year.

Monitoring Parameters: turbidity, total suspended solids, pH, alkalinity, nitrate, and phosphate.

Data Evaluation: Identify trends when the data is sufficient.

Sampling Results (through 2020)

Client:	Roy City
Project:	Storm Water Management Plan
Feature:	Water Quality Monitoring - Howard Slough
Date:	1/13/2021

Sampling Date	Howard Slough Location	Turbidity (NTU)	TSS (mg/L)	pH (SU)	Total Alkalinity (mg/L)	Nitrate (IC) (mg/L)	ortho-Phosphate (IC) mg/L)
12/26/2018	Roy, MCP Inlet	15.70	27.30	8.11	276	1.226	0.121
12/26/2018	Roy, MCP Outlet	16.30	22.30	7.99	263	1.156	0.108
7/29/2019	Roy, MCP Inlet	22.60	46.40	7.90	316	1.672	0.090
7/29/2019	Roy, MCP Outlet	12.55	20.80	7.96	316	1.399	0.100
6/29/2020	Roy, 4600 South	3.80	4.00	7.71	247	0.707	0.094
6/29/2020	Roy, MCP Inlet	7.28	11.00	7.85	255	0.977	0.086
6/29/2020	Roy, MCP Outlet	17.25	47.80	7.92	282	1.077	0.099

SECTION 6

FACILITIES CONSTRUCTION AND RETROFITTING

6.1 FACILITIES CONSTRUCTION

Projects constructed by the City will comply with applicable design standards, permit requirements, approvals, and inspection requirements as outlined in the **Storm Water Management Guide for Development and Construction - BMP Manual (Appendix A - Storm Water Management Plan).** Approval of City Projects will by the applicable department head, Public Works Director, City Administration, City Council, and the Mayor.

Summary of Applicable Standards:

- Low Impact Development (LID)
- Peak runoff flow rate control
- Runoff volume control
- Water quality and best management practices
- Construction storm water management requirements (permits, inspections, SWPPP comliance)

Summary of Approval requirements:

- Budget and Contracts - City Administration, City Council, and Mayor
- Overall Facilities - Public Works Director
- SWPPP and Construction Activities Permit - Storm Water Superintendent
- Land Use Disturbance Permit - Public Works Director (or designee)
- LID Design and Water Quality Evaluation - City Engineer

6.2 MIDA FACILITIES

Roy City has an agreement with MIDA to meet MS4 permit requirements for their facilities near the Roy Gate of HAFB. These facilities do not have a point of discharge to a receiving water (stream or lake), so all storm water must be retained on-site.

Applicable standards for MIDA projects include the following:

- Runoff volume control (full on-site containment)
- Water quality and best management practices
- Construction storm water management requirements (permits, inspections, SWPPP comliance)

Approval requirements:

- Storm Water Related Features - Public Works Director
- SWPPP and Construction Activities Permit - Storm Water Superintendent
- Retention Volume Evaluation - City Engineer

6.3 RETROFITTING PRIORITIES AND CRITERIA

Roy City will retrofitting existing facilities for additional BMPs, implementation of LID, and to complete other water quality related improvements as practical. Partial compliance with current design standards is acceptable for retrofit projects. Factors that will be considered when planning retrofit projects include: available budget, known problems, feasibility of LID, feasibility of additional best management practices, and potential improvements to water quality. Recently completed retrofit projects and additional projects under consideration are listed below:

- North Park - Construction of a Shallow Detention Basin (Completed in 2017)
- 5600 South Detention Basin - Sedimentation Basin (Completed in 2018)
- Emma Russell Park Detention Basin - Sedimentation Basin (Planned for 2021)
- Public Works Facility - Add concrete storage/decant basin for street sweeping, storm drain cleaning material (No Date)
- 4000 South Detention Basin - Expand volume. Consider operating the basin as wet pond for water treatment benefits (No Date)

EXHIBIT 1

SOPs

STANDARD OPERATING PROCEDURES

UPDATED JANUARY 2021

Note: These SOPs were originally developed by the Weber County Storm Water Coalition (now - Golden Spike Storm Water Coalition). Roy City has modified the SOPs for the City's use and has included additional SOPs as needed. SOPs can be modified, added, or updated without updates to the Stormwater Management Plan.

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BUILDINGS – Dumpsters/Garbage Storage

1. Preparation.

    a. Locate dumpsters and trash cans in convenient, easily observable areas.

    b. If practical, store garbage containers beneath a covered structure or inside to prevent contact with storm water.

2. Process.

    a. Inspect garbage bins for leaks regularly, and have repairs made by responsible party.

    b. Request/use dumpsters, and trash cans with lids and without drain holes.

    c. When practical, locate dumpsters on a flat, hard surface that does not slope or drain directly into the storm drain system.

3. Clean-up.

    a. Keep areas around dumpsters clean of all garbage.

    b. Have garbage bins emptied regularly to keep from overfilling.

    c. Wash out bins or dumpsters as needed to keep odors from becoming a problem.

BUILDINGS – Parking Lot Maintenance

1. Preparation.

    a. Schedule sweeping during times when parking area use is minimal.

2. Process.

    a. Sweep parking areas, as needed, or as directed by the city's responsible official.

    b. Hand sweep sections of gutter if soil and debris accumulate.

    c. Pick-up litter as required to keep parking areas clean and orderly.

3. Clean-up.

    a. Dispose of sweepings properly (appropriate solid waste facility).

    b. Street sweepers to be cleaned out in a manner as instructed by the manufacturer and in a location that swept materials cannot be introduced into a storm drain.

    c. Swept materials will not be stored in locations where storm water could transport fines into the storm drain system.

IDDE - Call-in Inspections

1. Preparation

    a. Have a system in place to receive phone calls and collect information regarding suspected illicit discharges**.**

2. Process

    a. Calls will be received by Roy City Public Works Office or Public Works Dispatch (after hours). The Incident Tracking Sheet will be used to collect the appropriate information from the caller.

    b. The Incident Tracking Sheet will be immediately transferred to the Storm Water Superintendent or his designee, who will promptly investigate the report.

    c. The Stormwater Superintendent will determine additional notifications which may include: Fire Department (if suspected hazardous materials), Weber-Morgan Health Department (if immediate public health threat is suspected, or if cleanup resources are needed), and Roy City Public Works Director (if additional staff or resources are needed).

    d. If an illicit discharge of unknown source is confirmed, follow the procedure of SOP IDDE - Tracing Illicit Discharges.

    e. If an illicit discharge known source is confirmed, follow the procedure of SOP IDDE - Removing Illicit Discharges.

3. Clean-up

    a. Clean catch basin, clean storm drain, or initiate spill response, as applicable. Follow relevant SOPs**.**

4. Documentation

    a. File all completed forms.

    b. Document any further action taken.

IDDE - Opportunistic Illicit Discharge Observation

1. Preparation

    a. Be alert for potential illicit discharges to the municipal storm water system while going about normal work activities.

2. Process

    a. Call Roy City Public Works or the Public Works Dispatch (after hours) to report the incident.

    b. Assess the general area of the illicit discharge to see if you can identify its source.

    c. Whenever possible, take photographs of the suspected illicit discharge.

    d. Responding Public Works personnel will follow the SOP for IDDE - Call-in Inspections, IDDE - Tracing Illicit Discharges, and IDDE – Removing Illicit Discharges.

3. Clean-up

    a. Clean catch basin, clean storm drain, or initiate spill response, as needed. Follow relevant SOPs.

4. Documentation

    a. File all completed forms (ie. Incident Tracking Form, Outfall Inspection Form)

    b. Document any further action taken.

IDDE - Outfall Inspections

1. Preparation:
   a. Know the past and present weather conditions. Conduct inspections during dry weather periods.
   b. Gather all necessary equipment including: tape measure, clear container, clipboard with necessary forms, flashlight, and camera (optional).
   c. Obtain maps showing outfall locations and identifiers.
   d. Obtain outfall description and observations from previous inspections, so the outfall can be identified and observations compared.

2. Process
   a. Perform an inspection of each outfall at least once per year. Whenever, possible use the same personnel for consistency in observations.
   b. Identify each outfall with a consistent and unique identifier. For example "Howard Slough-#13". Use maps and previous inspection reports to confirm the outfall identity and location.
   c. If dry weather flow is present at the outfall, then document and evaluate the discharge by completing the following steps:

      1. Collect field samples for visual observations in a clean, clear container and in a manner that avoids stirring up sediment that might distort the observation.
      2. Characterize and record observations on basic sensory and physical indicators (e.g., outfall condition, flow, odor, color, oil sheen) on the Outfall Inspection Form.
      3. Compare observations to previous inspections.
      4. If the flow does not appear to be an obvious illicit discharge (e.g., flow is clear, odorless, etc.), attempt to identify the source of the flow (groundwater, intermittent stream, etc.)

   d. If an illicit discharge (such as raw sewage, petroleum products, paint, etc.) is encountered or suspected, follow the procedure of SOP IDDE - Tracing Illicit Discharges.

3. Cleanup - as necessary

4. Documentation
   a. File completed outfall inspection forms.
   b. Update maps if new outfalls are observed and inspected.

IDDE - Removing Illicit Discharges

1. Preparation

   a. Obtain available property ownership information for the source of the illicit discharge.

2. Process

   a. Determine who is financially responsible; and follow associated procedures as given below.

      For Private Property Owner:
      Contact Owner,
      Issue Notice of Violation for violations of the municipal ordinance, and
      Determine schedule for removal.

      For Roy City Facility:
      Notify Public Works Director,
      Schedule removal, and
      Remove illicit connection.

   b. Suspend access to storm drain if threats of serious physical harm to humans or the environment are possible.

   c. Direct responsible party to initiate repairs/corrections/cleanup. Coordinate with enforcement official for escalating penalties in accordance with the municipal ordinance.

   d. Repair/correct cause of discharge if Roy City is responsible. Schedule the work through the Public Works Director.

   e. Seek technical assistance from the Weber-Morgan Health Department or Utah Department of Water Quality, if needed.

3. Clean up

   a. Confirm illicit discharge is removed or eliminated by follow-up inspection.

4. Documentation

   a. Maintain records of notice of violation and penalties.

   b. Document repairs, corrections, and any other actions required.

IDDE - Tracing Illicit Discharges

1. Preparation

    a. Review / consider information collected when illicit discharge was initially identified and document using Incident Tracking Form or Outfall Inspection Form.

    b. Obtain storm drain mapping for the area of the reported illicit discharge.

    c. Gather all necessary equipment including: tape measure, clear container, clipboard with necessary forms, flashlight, and camera (optional).

2. Process

    a. Survey the general area / surrounding properties to identify potential sources of the illicit discharge as a first step.

    b. Trace illicit discharges using visual inspections of upstream points as a second step. Use available mapping to identify tributary pipes, catch basins, etc.

    c. If the source of the illicit discharge cannot be determined by a survey of the area or observation of the storm drain system, then consider the following additional steps:

        1. Use weirs, sandbags, dams, or optical brightener monitoring traps to collect or pool intermittent discharges during dry weather.

        2. Smoke test or televise the storm drain system to trace high priority, difficult to detect illicit discharges.

        3. Dye test individual discharge points within suspected buildings.

        4. Consider collecting bacterial samples of flowing discharges to confirm/refute illicit discharge.

    d. If the source is located, follow SOP IDDE - Removing Illicit Discharges.

    e. If the source cannot be found, add the location to a future inspection program.

3. Clean up

    a. Clean catch basin, clean storm drain, or initiate spill response, as applicable. Follow relevant SOPs.

4. Documentation

    a. Document tracing results for future reference.

PARKS – Chemical Application Pesticides, Herbicides, Fertilizers

1. Preparation

    a. Verify that appropriate certifications are complete and up-to-date before handling any chemicals.

    b. Calibrate fertilizer and pesticide application equipment to avoid excessive application.

    c. Use pesticides only if there is an actual pest problem.

    d. Time and apply the application of fertilizers, herbicides or pesticides to coincide with the manufacturer's recommendation for best results ("Read the Label").

    e. Know the weather conditions. Do not use pesticides if rain is expected. Apply pesticides only when wind speeds are low (less than 5 mph).

2. Process

    a. Always follow the manufacturer's recommendations for mixing, application and disposal. ("Read the Label").

    b. Do not mix or prepare pesticides for application near storm drains, preferably mix inside a protected area with impervious secondary containment (preferably indoors) so that spills or leaks will not contact soils.

    c. Employ techniques to minimize off-target application (e.g. spray drift, over broadcasting.) of pesticides and fertilizers. Avoid over application.

3. Clean-up

    a. Sweep pavements or sidewalks where fertilizers or other solid chemicals have fallen, back onto grassy areas before applying irrigation water.

    b. Triple rinse containers, and use rinse water as product. Dispose of unused pesticide as hazardous waste.

    c. Always follow all federal and state regulations governing use, storage and disposal of fertilizers, herbicides or pesticides and their containers. ("Read the Label")

4. Documentation

    a. Keep copies of MSD sheets for all pesticides, fertilizers and other hazardous products used.

PARKS – Cleaning Equipment

1. Preparation
    a. Review process with all Parks employees

2. Process
    a. Wipe off dirt, dust and fluids with disposable towel
    b. Wash equipment in approved wash station

3. Clean-up
    a. Dispose of towels in proper trash receptacle
    b. Sweep floor and dispose of debris.

PARKS – Mowing and Trimming

1. Preparation

    a. Process overview with all employees

    b. Check the oil and fuel levels of the mowers and other equipment; fill if needed.

2. Process

    a. Put on eye and hearing protection

    b. Mow and trim the lawn

    c. Sweep or blow clippings to grass areas

3. Clean-up

    a. Scrape and brush mowers only in areas where dry spoils cannot be carried by runoff into the storm drain system.

    b. Sweep up and dispose of any dry spoils cleaned from the mowers.

    c. Wash equipment in approved wash station

PARKS – Open Space Management

1. Preparation

    a. Provide a regular observation and maintenance of parks, golf courses, and other pubic open spaces.

    b. Identify public open spaces that are used for stormwater detention and verify that detention areas are included on the storm drain system mapping, inspection schedules, and maintenance schedules.

2. Process

    a. Ensure that any storm drain or drainage system components on the property are properly maintained.

    b. Avoid placing bark mulch (or other floatable landscaping materials) in stormwater detention areas or other areas where stormwater runoff can carry the mulch into the storm drainage system.

    c. Follow all SOPs related to irrigation, mowing, landscaping, and pet waste management.

3. Clean Up

    a. Keep all outdoor work areas neat and tidy. Clean by sweeping instead of washing whenever possible. If areas must be washed, ensure that wash water will enter a landscaped area rather than the storm drain. Do not use soap for outdoor washing.

    b. Pick up trash on a regular basis.

4. Documentation

    a. Document any observed deficiencies for correction or repair.

PARKS – Pet Waste

1. Preparation

    a. If public off-leash areas are designated, make sure they are clearly defined. Avoid designating public off-leash areas near streams and water bodies.

    b. Whenever practical and cost effective, install dispensers for pet waste bags and provide disposal containers at locations such as trail heads or parks where pet waste has been a problem. Provide signs with instructions for proper cleanup and disposal.

2. Process

    a. Check parks and trails for pet waste as needed.

    b. Check public open space for pet waste prior to mowing and watering.

    c. Provide ordinance enforcement as needed.

3. Clean-up

    a. Remove all pet waste, provide temporary storage in a covered waste container, and dispose of properly. Preferred method of disposal is at a solid waste disposal facility.

4. Documentation

    a. Document problem areas for possible increased enforcement and/or public education signs.

PARKS – Planting Vegetation (Starters)

1. Preparation

    a. Call the Blue Stakes Center of Utah at least 2 working days before any digging will be done, to reveal the location of any underground utilities.

    b. Decide where any spoils will be taken.

2. Process

    a. Dig holes; place spoils near the hole where they may easily be placed back around roots. Avoid placing spoils in the gutter.

    b. Bring each plant near the edge of the hole dug for it.

    c. Check the depth of the hole, and adjust the depth if necessary. The depth of the hole for a tree should be as deep as the root ball, so that the top of the root ball is level with the top of the hole.

    d. Carefully remove pot or burlap.

    e. Place the plant in the hole.

    f. Backfill the hole with existing spoils, compost, and a litter fertilizer if desired. Do not use excessive amendments.

    g. Water the plant.

    h. Stake the plant, if necessary, to stabilize it.

3. Clean-up

    a. Move any extra spoils into truck or trailer.

    b. Sweep dirt from surrounding pavement(s) into the planter area

    c. Transport spoils to their designated fill or disposal area.

PARKS – Planting Vegetation (Seeds)

1. Preparation

    a. Call the Blue Stakes Center of Utah at least two working days before any digging will be done, to reveal the location of any underground utilities.

    b. Decide on the application rate, method, water source, and ensure adequate materials are on hand.

    c. Grade and prepare the soil to receive the seed. Place any extra soil in a convenient location to collect.

2. Process

    a. Place the seed and any cover using the pre-determined application method (and rate).

    b. Water as necessary.

3. Clean-up

    a. Move any extra spoils into truck or trailer.

    b. Sweep dirt, seed, and any cover material from surrounding pavement(s) into the planter area

    c. Transport spoils to their designated fill or disposal area.

PARKS – Transporting Equipment

1. Preparation
    a. Determine equipment needed for transport and method (trailer, truck bed) needed to transport equipment.
    b. Conduct pre-trip inspection of equipment
2. Process
    a. Load and secure equipment on trailer or truck
    b. Load and secure fuel containers for equipment usage
3. Clean-up
    a. Off-load equipment
    b. Store equipment and trailer in proper locate on
    c. Conduct post-trip inspection of equipment
    d. Wash equipment, if needed, according to the SOP for Cleaning Equipment SOP

STREETS/STORM DRAIN – Storm Drain and Catch Basin Cleaning

1. Preparation:

    a. Review cleaning schedule or conduct visual inspections to identify structures to be cleaned.

2. Process

    a. Clean sediment and trash off grate.

    b. Do visual inspection on outside of the frame and grate and note any deficiencies or needed repairs.

    c. Clean inside of basin using hand tools or a vacuum truck.

    d. If necessary, use a pressure washer to clean any remaining material out of catch basin, while capturing the slurry with the vacuum.

    e. If significant trash, sediment, or debris is observed in connecting pipes, use the vacuum truck and other cleaning tools clean pipes.

    f. Move to the next catch basin. The preferred cleaning direction is upstream to downstream where practical.

3. Clean-up

    a. Empty the vacuum truck at a designated location that sufficiently contained by topography, berms, or barriers to prevent the waste materials from entering a storm drain or waterway.

    b. When the waste is sufficiently dry, load the waste material and dispose in a landfill.

    c. Dispose of liquid waste, if collected, at the wastewater treatment facility.

4. Documentation

    a. Keep any notes or comments of any problems.

Note: An alternative to this SOP is reviewing and approving a contractor's SOP for Storm Drain and Catch Basin Cleaning. The contractor's SOP should include the basic elements of this SOP with emphasis on proper disposal of solid and liquid waste, and documentation of problem areas.

STREETS/STORM DRAIN – Curb Painting

1. Preparation

    a. Calculate the amount of paint required for the job

    b. Use water-based paints if possible.

    c. Determine whether the wastes will be hazardous or not and the required proper disposal of said wastes.

    d. Determine locations of storm drain inlets and sewer inlets that may need to be protected

    e. Prepare surfaces to be painted by sandblasting and/or scraping.

    f. Thoroughly sweep up all sand blastings, and/or paint scrapings.

2. Process

    a. Paint curb.

    b. Prevent over-spraying of paints and/or excessive sandblasting.

    c. Use drip pans and drop clothes in areas of mixing paints and painting

    d. Store latex paint rollers and brushes in air tight bags to be reused later with the same color.

    e. Have available absorbent material and other BMP's ready for an accidental paint spill.

3. Clean-up

    a. Paint out brushes and rollers as much as possible. Squeeze excess paint from brushes and rollers back into the containers prior to cleaning them.

    b. Pour excess paint from trays and buckets back into the paint can containers and wipe with cloth or paper towels. Dispose of the towels according to the recommendations on the paint being used.

    c. Rinse water-based paint brushes in the sink after pre-cleaning. Never pour excess paint or wastewater from cleanup of paint in the storm drain.

    d. Cleanup oil based paints with paint thinner. Never clean oil based brushes in a sink or over a storm drain. Filter solvents for reuse if possible and/or store in approved drum for recycling.

    e. Dispose of waste collected by placing it in a garbage container. Left-over paint and solvents should be stored for later use (do not place these liquids in the garbage).

STREETS/STORM DRAIN – Detention Basin Cleaning

1. Preparation:

    a. Schedule the basin cleaning work for a time when dry weather is expected.

    b. Do a visual inspection to make sure any grates, structures, manholes, boxes, and pipes are in good working order. Remove manhole covers and grates as necessary for inspecting. Note any deficiencies or needed repairs.

2. Process

    a. Provide outlet protection where feasible to minimize the amount of debris that might leave basin during cleaning process.

    b. Remove any sediment and trash from grates, placing it in a truck for disposal.

    c. Clean basin using backhoe to remove debris and sediment off the basin bottom.

    d. Cleaning detention structures by sweeping or shoveling or vacuum truck. Where a vacuum truck is used, follow catch basin cleaning procedures as applicable.

    e. Load all material removed from the basin into a truck and haul to a designated disposal location.

3. Clean-up

    a. After cleaning basins, clean off the concrete pads using dry methods (sweeping and shoveling).

    b. Verify that concrete pads are swept clean.

4. Documentation

    a. Keep a log of detention basins cleaned including the date and a description of the type of debris removed.

    b. Keep any notes or comments of any problems.

STREETS/STORM DRAIN – Stream Management

1. Preparation
    a. Monitor streams on a regular basis, no less than once a year.
    b. Maintain access to stream channels.
2. Process
    a. Check culverts, grates, and crossings during/after every storm.
    b. Identify areas requiring maintenance
    c. Determine what manpower or equipment will be required.
    d. Determine method of maintenance that will be least damaging to the channel.
    e. Obtain a Stream Alteration Permit.
    f. Perform all maintenance work in accordance with the conditions of the Stream Alteration Permit.
    g. Use appropriate construction BMPs. Consider wheel wash pads, sediment control measures, and limiting disturbed areas.
    h. Remove unwanted material (debris, vegetation, sediment, etc.) from the creek channel and place it in a truck to be hauled away to an approved disposal location.
3. Clean-up
    a. Stabilize all disturbed soils.
    b. Remove all tracked sediment from paved surfaces near maintenance site, if applicable.
    c. Haul all debris or sediment removed from area to approved dumping site.
4. Documentation
    a. Keep log of actions performed.
    b. Record the amount of materials removed or imported.
    c. Keep any notes of any problems.
    d. Keep records as required by the Stream Alteration Permit.

STREETS/STORM DRAIN – Ditch Management

1. Preparation

    a. Monitor ditches on a regular basis, no less than once a year.

    b. Maintain access to ditch channels wherever possible.

    c. Contact affected property owners and utility owners prior to work on the ditch.

2. Process

    a. Identify areas requiring maintenance

    b. Determine what manpower or equipment will be required.

    c. Identify access and easements to area requiring maintenance.

    d. Determine method of maintenance that will be least damaging to the channel and adjacent properties or utilities.

    e. Use appropriate construction BMPs. Consider wheel wash pads, sediment control measures, and limiting disturbed areas.

    f. Clean the ditch of any unwanted debris, sediment, and vegetation and place it in a truck to be hauled away to an approved disposal location

3. Clean-up

    a. Stabilize all disturbed soils.

    b. Remove all tracked sediment from paved surfaces near maintenance site, if applicable.

4. Documentation

    a. Keep records of actions performed.

    b. Keep any notes or comments of any problems.

STREETS/STORM DRAIN – Chip Seal

1. Preparation

   a. Plan chip seal work during summer months when the chance of precipitation is low.

   b. Clean and dry areas where materials are to be applied.

   c. Apply temporary covers as needed to valve boxes, manholes and catch basins to prevent oil and materials from getting inside of them.

2. Process

   a. Apply emulsion at rate specified in the project technical specifications.

   b. Spread chips closely behind emulsion distributor, slowly such that the chips do not roll when they hit the surface.

   c. Roll chips. Rollers follow closely behind the chip spreader. Roll entire surface at least twice.

3. Clean-up

   a. All loose aggregate is removed from the roadway by sweeping (see SOP for Street Sweeping).

   b. Remove excessive asphalt applications and spills with shovels and scraping tools.

   c. Remove the temporary covers from manholes and catch basins. If it appears that any chip seal materials have gotten into the inlet boxes, remove the material according to the SOP for cleaning inlet boxes.

   d. Dispose of the waste material that has been swept and scraped up by taking it to the landfill. If waste material is free of oil, it may be used as fill or aggregate base.

STREETS/STORM DRAIN – Slurry Seal

1. Preparation

    a. Plan slurry seal work during periods when the chance of precipitation is low.

2. Process

    a. Apply materials in a smooth and uniform manner. Slurry material should not run onto adjacent pavement surface, curb and gutter or waterways.

    b. Remove vegetation from cracks in the pavement. Sweep areas where materials are to be applied, and allow to dry, if necessary.

    c. Verify that existing pavement has been inspected for detrimental effects of poor drainage.

    d. Cover/protect catch basins and manholes as needed.

    e. Apply slurry seal per project specifications.

3. Clean-up

    a. If loose aggregate is remaining in street or curb, sweep it up.

    b. Ensure that excess emulsion materials are removed from the site and stored for later use in an area or container that is not exposed to the weather.

    c. Remove covers/protection from catch basins and manholes, and valves.

STREETS/STORM DRAIN – Overlays and Patching

1. Preparation

    a. Plan asphalt overlay work during periods when the chance of precipitation is very low.

2. Process

    a. Measure and mark locations of manholes and valves on the curb.

    b. Cover manholes and protect catch basins as needed to prevent oil and materials from getting inside the structures or storm drain system.

    c. Clean and dry existing asphalt surface.

    d. Carefully apply tack coat and allow tack coat curing prior to placement of overlay.

    e. Place and compact hot mix asphalt per project specifications.

    f. Raise manhole lids and valve boxes to new asphalt surface elevation.

3. Clean-up

    a. Covering should be removed as soon as the threat of imported materials entering the system is reduced and prior to a storm event.

    b. Sweep gutters if loose aggregate is present.

STREETS/STORM DRAIN – Crack Seal

1. Preparation

    a. Plan work for periods when the weather is suitable for the work. Avoid crack seal work when precipitation is expected.

2. Process

    a. Remove vegetation and loose materials from the roadway.

    b. Air-blast the cracks to remove sediments from the crack to allow for proper adhesion.

    c. Ensure that surface is clean and dry.

    d. Place crack seal materials per project technical specifications.

3. Clean-up

    a. Remove excessive sealant application and any material spills.

STREETS/STORM DRAIN – Shouldering

1. Preparation

    a. Set up temporary traffic control devices as need to ensure the safety of the work crew and public.

2. Process

    a. Place untreated base course material as needed to create a smooth transition and proper drainage from the pavement edge to the existing ground surface.

3. Clean-up

    a. Clean any loose material off the asphalt and gutter.

STREETS/STORM DRAIN – Secondary Road Maintenance

(Not Used)

STREETS/STORM DRAIN – Concrete Work

1. Preparation

    a. Install inlet protection as needed.

2. Process

    a. Remove any damaged concrete that may need to be replaced, and dispose of existing concrete at a landfill or material recycling facility.

    b. Prepare and compact untreated base course foundation for concrete.

    c. Set forms and place any reinforcing steel that may be required.

    d. Locate or construct a concrete washout facility per standard drawings.

    e. Place concrete per project specifications new concrete in form.

    f. Remove forms as indicated by the project specifications.

    g. Place and compact backfill at the edges of the concrete per project specifications.

2. Clean-up

    a. Perform washout of concrete trucks and equipment in designated areas only.

    b. Cement and concrete dust from grinding activities is swept up and removed from the site.

    c. Sweep dirt and debris from street and gutter.

STREETS/STORM DRAIN – Garbage Storage

1. Preparation

    a. Locate dumpsters and trash cans with lids in convenient, easily observable areas.

    b. Provide properly labeled recycling bins to reduce the amount of garbage disposed.

    c. Provide training to employees to prevent improper disposal of general trash.

2. Process

    a. Inspect garbage bins for leaks regularly, and have repairs made immediately by responsible party.

    b. Locate dumpsters on a flat, impervious surface. If practical select a surface that does not slope or drain directly into the storm drain system.

    c. Keep lids closed when not actively filling dumpster.

3. Clean-up

    a. Keep areas around dumpsters clean of all garbage.

    b. Have garbage bins empted as often as needed to keep from overfilling.

    c. Wash out bins or dumpsters as needed to keep odors from becoming a problem. Wash out in properly designated areas only.

STREETS/STORM DRAIN – Snow Removal and De-icing

1. Preparation

    a. Store de-icing material in the designated, covered storage area.

    b. Wash out vehicles (if necessary) in approved washout area before preparing them for snow removal.

    c. Calibrate spreaders if the amount of de-icing material on road is excessive.

    d. Train employees to recognize storm drain catch basins in the salt storage loading area and spills that could cause de-icing material to enter the storm drain.

2. Process

    a. Load material into trucks carefully to minimize spillage.

    b. After loading operations are complete scrape or sweep the loading area to reduce the amounts of de-icing materials exposed to runoff.

    c. Distribute the minimum amount of de-icing material required to be effective on roads.

    d. Park trucks loaded with de-icing material inside when practical.

3. Cleanup

    a. At the conclusion of loading operations, scrape or sweep any spilled de-icing material in the loading area.

    b. Clean out trucks after snow removal duty in approved washout area.

    c. Provide maintenance for vehicles inside the City Shop.

STREETS/STORM DRAIN – Street Sweeping

4. Preparation

   a. Prioritize cleaning routes to more frequently sweep the areas with the greatest potential for pollutants.

   b. Sweep streets at frequency specified by the City Streets Superintendent.

   c. Use street maps to track sweeping and to ensure all streets are swept at a specified interval.

   d. Perform preventative maintenance and services on sweepers to increase and maintain their efficiency.

3. Process

   a. Drive street sweeper safely when sweeping up debris.

   b. When full, take the sweeper to an approved street sweeper cleaning area.

4. Clean-up

   a. Street sweepers are to be cleaned out in an approved street sweeper cleaning area.

   b. Street sweeping cleaning stations shall separate the solids from the liquids.

   c. When solids have dried sufficiently for easy handling, haul them to the local landfill for disposal.

   d. Collect decant water and dispose to the wastewater collection system (sewer or wastewater treatment plant).

5. Documentation

   a. Track streets swept and streets still requiring sweeping.

   b. Log the amount of debris collected and hauled off.

STREETS/STORM DRAIN – Transporting Soil and Gravel

5. Preparation

   a. Avoid hauling materials that are too wet (draining from truck) or too dry (blowing dust).

   b. Make sure you know and understand the SWPPP requirements for the work.

   c. Determine the location that the truck and other equipment will be cleaned afterwards.

3. Process

   a. Use a stabilized construction entrance to access or leave the site if where materials are being transported to/from.

   b. Cover truck bed with a secured tarp before transporting.

   c. Follow the SWPPP requirements for the specific site to/from which the materials are being hauled.

   d. Make sure not to overfill materials when loading trucks.

4. Clean-up

   a. Use sweeper to clean up any materials tracked out on the roads from site.

   b. Wash out truck and other equipment in designated areas selected to prevent soil from entering the storm water system.

VEHICLES – Fueling

1. Preparation

    a. Train employees on proper fueling methods and spill cleanup techniques.

    b. Use properly designed fueling areas when practical.

    c. Provide absorbent spill clean-up materials and spill kits in fueling areas and on mobile fueling vehicles.

2. Process

    a. Shut off the engine.

    b. Ensure that the fuel is the proper type of fuel for the vehicle.

    c. Nozzles used in vehicle and equipment fueling shall be equipped with an automatic shut off to prevent overfill.

    d. Fuel vehicle carefully to minimize drips to the ground.

    e. Avoid 'topping off' fuel tanks.

    f. Minimize mobile fueling. Whenever practical, vehicles and equipment shall be transported to the designated fueling area at the Public Works Shop.

    g. When fueling small equipment from portable containers, fuel in an area away from storm drains and water bodies.

3. Clean Up

    a. Immediately clean up spills using dry absorbent (e.g., kitty litter, sawdust, etc.) sweep up absorbent material and properly dispose of contaminated clean up materials.

    b. Large spills shall be contained as best as possible and the HazMat team should be notified ASAP.

4. Records

    a. Comply with underground storage tank records and monitoring requirements.

    b. Document training of employees.

VEHICLES – Vehicle and Equipment Storage

1. Preparation

    a. Inspect parking areas for stains/leaks on a regular basis.

    b. Provide drip pans or adsorbents for leaking vehicles.

2. Process

    a. Whenever possible, store vehicles inside where floor drains have been connected to sanitary sewer system.

    b. When inside storage is not available, Vehicles and equipment will be parked in the approved designated areas.

    c. Maintain vehicles to prevent leaks as much as possible.

    d. Address any known leaks or drips as soon as possible. When a leak is detected a drip pan will be placed under the leaking vehicle to collect the drip.

    e. The shop will provide a labeled location to empty and store drip pans.

    f. If any leaks are discovered, a drip pan will be used to collect the fluids and vehicle will be scheduled for repairs.

    g. Clean-up all spills using dry methods.

    h. Never store leaking vehicles over a storm drain.

3. Clean Up

    a. Any leaks that are spilled on the asphalt will be cleaned up with dry absorbent; the dry absorbent will be swept up and disposed of in the garbage.

    b. The paved surfaces around the building will be swept every two weeks, weather permitting.

VEHICLES – Washing

1. Preparation

    a. Provide wash pads with drains to the sanitary sewer system.

    b. No vehicle washing will be done where the drain system is connected to the storm sewer system.

2. Process

    a. Use hoses with automatic shut off nozzles to minimize water usage.

    b. When washing outside the building, it is the operators' responsibility to make sure all wash water is contained on the wash pad and does not have access to the storm drain.

    c. Never wash vehicles over or a storm drain.

3. Clean Up

    a. Sweep any dirty areas around washing site to prevent materials from washing down the drain system.

    b. Clean solids from the settling pits on an as needed basis.

WATER – Planned Waterline Excavation Repair/Replacement

1. Preparation
    a. Determine where water system discharges will go.
    b. Protect downstream catch basins (inlet protection BMPs) if sediment transport is likely.
    c. Clean gutters leading to catch basin.

2. Process
    a. Minimize water discharge.
    b. Maintain inlet protection BMPs as required.
    c. Backfill excavation following completed repair/replacement.
    d. Haul-off excavated material or stockpile at a location where sediment transport is controlled.

3. Clean-up
    a. Clear gutter/waterway where water flowed.
    b. Clean up sediment from all areas around the excavation.
    c. Remove inlet protection BMPs.

WATER – Unplanned Waterline Excavation Repair/Replacement

1. Preparation
    a. Equip service trucks materials for inlet protection BMPs.

2. Process
    a. Slow the discharge.
    b. Protect catch basin inlets if impacted (inlet protection BMPs).
    c. Maintain inlet protection BMPs as required.
    d. Backfill excavation following completed repair/replacement.
    e. Haul-off excavated material or stockpile at a location where sediment transport is controlled.
3. Clean-up
    a. Repair eroded areas as needed
    b. Clear gutter/waterway where water flowed.
    c. Clean up sediment from all areas around the excavation.
    d. Remove inlet protection BMPs.

WATER – Transporting Dry Excavated Materials & Spoils

1. Preparation
    a. Utilize truck with proper containment of materials.
    b. Determine disposal site of excavated materials.

2. Process
    a. Load
    b. Check truck after loading for possible spillage.
    c. Transport in manner to eliminate spillage & tracking.
    d. Utilize one route for transporting.

3. Clean-up
    a. Clean loading area.
    b. Clean transporting route.
    c. Wash trucks and equipment in at the Roy City Shop equipment cleaning area.

WATER – Transporting Wet Excavated Materials & Spoils

1. Preparation

    a. Utilize truck with containment for material.

    b. Determine disposal site of excavated material. Excavated material will be disposed of at a landfill or stockpiled in designated area where sediment transport is controlled.

2. Process

    a. Load and transport in manner to minimize spillage & tracking of material.

    b. Check truck for spillage.

    c. Utilize one route of transport.

3. Clean-up

    a. Observe transport route and provide cleaning of any spilled material.

    b. Wash out trucks and equipment in the Roy City Shop equipment wash area.

WATER – Waterline Flushing for Routine Maintenance

1. Preparation
    a. Determine flow path of discharge to inlet of waterway.

2. Process
    a. Clean flow path.
    b. Protect catch basin inlets (inlet protection BMPs) if sediment transport is possible.
    c. Use diffuser to dissipate pressure to reduce erosion possibilities.

3. Clean-up
    a. Clean flow path
    b. Remove inlet protection BMPs.

WATER – Waterline Flushing after System Disinfection with Discharge

1. Preparation

    a. Determine chlorine content of discharged water, and select de-chlorination equipment to be used.

    b. Determine flow path of discharge.

2. Process

    a. Protect inlets in flow path if sediment transport is possible (inlet protection BMPs).

    b. Install de-chlorination equipment.

    c. Test chlorine levels before discharging.

    d. Sweep and clean the flow path.

    e. Use diffuser to reduce discharge velocities.

3. Clean-up

    a. Clean flow paths.

    b. Remove inlet protection BMPs.

    c. Remove equipment from flush point.

4. Documentation

    a. Residual test of discharged water

WATER – Waterline Flushing after System Disinfection - Construction Use

1. Preparation
    a. Determine chlorine content of discharged water.
    b. Determine appropriate construction activity for treatment.

2. Process
    a. Flush to tanker for disposal on unpaved construction activity for dust control or compaction
    b. Conform that application of water is in appropriate location.

3. Clean-up
    a. Remove equipment from flush point.

4. Documentation
    a. Residual test of discharged water.

WATER – Chemical Handling/Transporting and Spill Response

1. Preparation
    a. Understand MSDS sheets for handling of product.
    b. Have necessary containment and spill kits available.

2. Process
    a. Begin transfer process.
    b. Discontinue operations if spill occurs.
    c. Disconnect and store handling equipment.

3. Clean-up
    a. Clean up spills with proper material.
    b. Dispose of contaminated material at appropriate facility.

4. Documentation
    a. Report spills to Weber-Morgan Health Department ,801-399-7100.
    b. Follow State and Federal Regulations for reportable spills.

WATER – Cleaning and Maintenance at HAFB Wellhouse and 4000 South Wellhouse

1. Preparation

   a. Train water department employees to understand that the floor drains for the HAFB Wellhouse and 4000 South Wellhouse discharge directly to the storm drainage system. Explain that the only acceptable discharge to the floor drains is culinary water discharged during maintenance of waterlines and pumps.

2. Process

   a. Clean the floor by sweeping prior to any waterline or pump maintenance work inside the wellhouse. Do not use solvents or chemicals for cleaning. If the floor cannot be cleaned adequately by sweeping, use a damp mop. If cleaners are required use a non-toxic cleaner such as "Simple Green" from a spray bottle.

   b. If painting is required, follow the applicable measures outlined in standard operating procedures for painting roadways.

   c. Do not store any cleaners or other chemicals in rooms with floor drains.

   d. Block floor drains if wellhouse maintenance exposes floor drains to potential oil, solvent or chemical spills.

3. Clean-up.

   a. Clean the floor using procedures outlined above.

EXHIBIT 2

BMPs

Storm Drain Facility Maintenance BMPs:

- Perform drive-by inspection catch basins and detention basins during or after significant storm events.
- Perform annual inspections of catch basins, detention basins, and ditches.
- Increase frequency of inspections for facilities with re-occurring problems.
- Develop cleaning schedules.
- Perform video inspections of storm drains with known maintenance issues.

Street and Parking Lot Sweeping BMPs:

- Sweep streets and City parking lots at least two times per year.
- Develop sweeping schedules, prioritizing locations where sediment accumulation and trash are observed.

Miscellaneous BMPs:

- Fish Rack Cleaning - Clean trash and moss from the Howard Slough fish racks with rakes or other tool at least weekly. Load and dispose of the waste materials at a landfill.

- Sediment Basin Maintenance - Observe sediment basins after storm events for the accumulation of sediment. Remove sediment and dispose of the waste materials consistent with storm drain cleaning SOPs.

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

DWQ Floor Drain Discharges from Public Drinking Water Well Houses & Pump Houses

Utah Division of Water Quality
April 2016

Contacts:

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Best Management Practices (BMPs)

BMPs are structural, operational, educational, and informational practices that when used singly or in combination, prevent or reduce the pollution of water. Water utilities are encouraged to implement the following BMPs to minimize contaminant discharges into floor drains in well houses and pump houses.

Employee Training

Providing ongoing education and training of employees on the pollution prevention and good housekeeping practices described in this fact sheet will ensure that these practices are understood and consistently applied. Stenciling or painting around the drain or providing signage will remind employees of the risk of pollution.

Discharges to Storm Water Systems

Storm water is commonly transported through storm water systems for ultimate discharge into Utah's receiving waters. Storm drains, unlike wastewater treatment plants, do not treat the water before it reaches canals, rivers, lakes, and streams. Storm drains are not designed to remove pollutants so the following BMPs will help minimize the threat of pollutants discharged via floor drains located in drinking water well houses and pump houses.



Floor Drain in Typical Well House

Pollution Prevention & Good Housekeeping:

- Do not store chemicals unrelated to water supply treatment or distribution in the well/pump house.
- Use secondary containment or protective barriers for the storage of water supply treatment chemicals.

- Install berms around all areas with pumps or engines that require periodic oil/fluid changes.
- Temporarily isolate and protect all floor drains during work that uses potential contaminants.
- Immediately clean all potential contaminant spills/leaks to the well/pump house floor using dry cleaning methods (i.e, rags, absorbents). Properly dispose of the collected wastes.
- Keep the well/pump house floor clean. When possible, floors should be dry-cleaned by sweeping for the removal of dirt and debris. Water should be used for cleaning only when absolutely necessary at which time the floor drains must be temporarily sealed/isolated and wash water contained, collected and properly disposed.

Discharges to UIC Class V Special Drainage Wells

Well houses and pump houses are located within Drinking Water Source Protection Zone 1 of the public drinking water well. When fluid entering a floor drains in a well or house is discharged to a dry well or a drainage field, that fluid poses a potential for impacting the underlying ground water. These discharges fall under the regulatory authority of the Underground Injection Control (UIC) Program and are classified as Class V Special Drainage Wells. It is imperative that employees working in and around well and pump houses be aware of the potential risk associated with having a UIC drainage well within a source protection zone. Applying and utilizing the following BMPs will greatly reduce the risk of polluting our drinking water sources.

Pollution Prevention & Good Housekeeping:

- Utilize dry cleanup methods such as sweeping for removal of dirt and debris, or use rags and absorbents for leaks and spills. Properly dispose of collected wastes.
- Utilize drain inlet protection devices such as covers or filter inserts.
- Use secondary containment or protective barriers for storage of chemicals related to water supply treatment or distribution.

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
WATER QUALITY

Best Managament Practices for Discharging Swimming Pool & Hot Tub Water

Why does it matter?
Water from swimming pools and hot tubs contains high levels of chlorine, bromine and other chemicals that can harm the environment when drained improperly. Chlorinated water can percolate down through the soil, inhibit plant growth, and contaminate groundwater. It could also enter storm drains and ultimately discharge to surface waters (rivers, lakes, streams, ponds, etc.) where it can harm aquatic life.

Use the following best management practices when draining your pool or hot tub.

Utah Division of Water Quality

July 2020

Contact:

Jeanne Riley

Storm Water Section Manager

(801) 536-4369

jriley@utah.gov

Stormwater.utah.gov

Discharge to Wastewater Treatment Plant
Discharging chlorinated water from pools and hot tubs to the sanitary sewer is the preferred method. Permission must be granted from the local wastewater authority before discharging to the sewer to ensure the discharge complies with local regulations. Public pools must comply with Utah Administrative Code (UAC) R392-302-5 which requires discharge to a public sanitary sewer when available within 300 feet of the property line.

If discharging to a sanitary sewer is not possible, either because it is unavailable or not allowed, then dechlorinated water from pools and hot tubs may be discharged slowly to a vegetated landscape (avoiding runoff).

Irrigation Using Pool and Hot Tub Water
UAC R392-302-5 (4) (5) allows for the discharge of non-backwash water to be used for irrigation on the owner's property as long as chlorine and bromine levels are less than one part per million, the water does not flow off site into a storm drain or surface water, and does not create a nuisance condition.

Discharge to Storm Drain
Dechlorinated swimming pool and hot tub water is an allowable discharge to the storm drain system according to the Utah Pollutant Discharge Elimination System (UPDES) Municipal Separate Storm Sewer System (MS4) permits (General Small MS4 UPDES Permit, Salt Lake City MS4 UPDES Permit, Jordan Valley MS4 UDPES Permit, Part 1.2.2.2, https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4s-permits-updes-permits). Authorization must be granted by the municipality prior to discharge.

Dechlorination of Swimming Pool and Hot Tub Water
Follow these steps when discharging water to the ground or storm drain. Water can only be discharged to a storm drain if discharging to the ground is not feasible.

1. Stop adding chlorine and/or shut off chlorination system.
2. Leave water in the pool or hot tub for a week or longer to allow chlorine to dissipate.

3. Measure chlorine levels to ensure there's no detectable levels of chlorine present. Even at low concentrations, chlorine is harmful to aquatic life. Measure the pH to ensure the range is within 6.5-9.0. This can be done by purchasing chlorine and pH test strips.
4. When you're ready to discharge water:
    a. Discharge water slowly to prevent soil erosion, especially on a slope.
    b. Ensure water does not contain solids (algae, sediment, leaves, etc.) by filtering or skimming out solids before discharging.
    c. Ensure water does not flow onto someone else's property.
    d. Prevent nuisance conditions, such as those caused by ponded water for a prolonged period of time.

Other Considerations

Pool filter back-flush must not be discharged to the ground, storm drain system or surface waters. Filter back-flush must be discharged to the sanitary sewer system or to an onsite septic system. All water containing solids must be filtered prior to discharge to the sanitary sewer, onsite system, ground for irrigation, or storm drain system.

Salt Pools

Salt pool water should not be discharged to surface waters. Discharge salt pool water and backwash water with no solids to the public sanitary sewer or use a licensed sewage handling service to dispose of salt pool water properly.

EXHIBIT 3

Forms

HIGH PRIORITY INSPECTION FORM

Dry Weather Inspection ☐ Other ☐

Comments:

Site Name:	Date: Time:
Site Address:	Contact Name:

Receiving Body of Water: Howard Slough

Business Type: Institution ☐ Commercial ☐ Industrial ☐

Weather: Clear ☐ Partly Cloudy ☐ Cloudy ☐ Sunny ☐ Other ☐

Precipitation in the Last Three Days: Yes ☐ No ☐ Inches:

Dumping Evidence: Yes ☐ No ☐

Comments:

Structural Condition: Excellent ☐ Good ☐ Fair ☐ Poor ☐

Maintenance Status: Yes ☐ No ☐
(Documented Cleaning of Inlets and Pipes-Sumps)

Parking and Pavement Clear of Grass clippings, Fertilizers, Dirt and Debris? Yes ☐ No ☐

Staining or Other Pollution Indicators: Yes ☐ No ☐
(Around Catch Basin or Waterways)

Waste Collection: Yes ☐ No ☐
(Dumpster Fully Enclosed – Lids Open or Closed)

Odor: ☐ No Odor: ☐

Diesel ☐ Gas ☐ Solvent ☐ Musty ☐ Sewage ☐ Chlorine ☐ Rotten Eggs ☐ Sulfur ☐

Debris or Pollution in Inlet Boxes or Water Ways:

None ☐ Trash ☐ Foam ☐ Scum ☐ Oil Film ☐ Other: ☐

Color: N/A ☐ Black ☐ Dark Gray ☐ Medium Gray ☐ Light Gray ☐ Dark Chocolate Brown ☐
Medium Brown ☐ Light Brown ☐ Tan ☐ Yellow ☐ Green ☐ Other: ☐

Clarity: N/A ☐ Totally Opaque ☐ Slightly Translucent ☐ Translucent ☐ Nearly Transparent ☐ Transparant ☐

COMMENTS

Inspector: Signature: Title:	Date:
Site Contact: Signature:	Date:

High Priority Facilities Monthly Inspection Report Form

Facility Name	Inspection Date	Inspector Name	Deficiency Identified	Corrective Actions Taken

ILLICIT DISCHARGE - INCIDENT TRACKING SHEET

Responder Information

Incident ID#: _____ Call taken by: _____

Call date: _____ Call time: _____

Person dispatched for investigation of incident _____

Report Information:

Incident time: _____ Incident Date: _____

Caller Contact Information (optional): _____

Details: _____

Incident Location:

Latitude/longitude: _____

Stream address or outfall#: _____

Closest street address/landmarks: _____

Details _____

Inspector Observations (to be completed during site visit):

Narrative description:_____

_____

Water quality observations from the following location _____

Obvious debris/pollution: None _____, Trash _____, Foam _____, Staining _____,
Scum _____, Oil/Film ____, Sewage _____, Other _____

Odor: None/Natural _____, Musty ____, Sewage ____, Petroleum____, Chemical _____

Water clarity: Clear _____, Cloudy ___, Opaque ____

Precipitation in the past 3 days: No ☐ Yes ☐ Inches _____

Illicit discharge confirmed? No ☐ Yes ☐ Flow/Pollution source: _____

Suspected responsible party: _____

General comments:_____

Additional Information:

Actions taken: _____

_____

Describe any follow up actions required: _____

_____

Inspector signature _____

SEMI-ANNUAL COMPREHENSIVE INSPECTION
"High Priority" Facilities

Qualitied personnel shall conduct site compliance evaluations at appropriate intervals specified in the plan

Inspection Frequency: ☐ Semi-Annual

Date of Evaluation: _____

Area Evaluated	Y/N	MNTC REQ? Y/N	Comments
High Priority Facility	-	-	
Evidence of Spills?			List Pollutants:
If spill was it cleaned up?			
Any identified deficiencies?			
Waste Storage Areas			
Dumpsters			
Vehicle & Equipment maintenance areas			
Vehicle & Equipment fueling areas			
Material handling areas			
Pollutant generating areas			

This report shall be made and retained as part of the Storm Water Pollution Prevention Plan

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

Name of Examiner _____ Title _____

Signature _____ Date _____

STORM WATER INSPECTION AND EVALUATION FORM FOR POST CONSTRUCTION COMPLIANCE

Site Name:			**Date:**
Site Address:			
Facility Contact Information			
	NAME	PHONE	EMAIL
Contact:			
Contact:			
Facility Type:	SUBDIVISION ☐ COMMERCIAL ☐ INDUSTRIAL ☐ HOA ☐		
	CITY OWNED DETENTION ☐ CITY OWNED RETENTION ☐ PRIVATELY OWNED ☐		
Snout required for site:	Yes ☐ No ☐		
Orifice required for site:	Yes ☐ No ☐	Orifice Size:	

Items Inspected	Checked			Maintenance Req'd		Observations and Remarks
	Yes	No	N/A	Not Req'd	Req'd	
1. Class V Injection Wells						
2. Sumps						
3. Parking Lot						
A. Clear of Trash/Debris						
B. Signs of Spills						
4. Garbage Bins						
5. Curb Inlets						
6. Man Holes						
7. Pipes						
8. Det/Ret Ponds						
A. Vegetation						
B. Embankments						
C. Structures						
D. Man Holes						
E. Clear of Trash/Debris						
F. Fencing Around Pond						

Any signs of debris or polutants coming into the city storm drain system:

Notes:

Inspector:		**Site Contact:**	
Signature:	Title:	Signature:	Date: