WEST BOUNTIFUL CITY
STORMWATER MANAGEMENT PLAN

UPDES Permit Number UTR090053

General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s)

Submitted to:

State of Utah
Department of Environmental Quality
Division of Water Quality

Submitted by:

West Bountiful City, Public Works
550 North 800 West
West Bountiful, Utah 84087

Updated November 2026

PURPOSE

The purpose of the Stormwater Management Plan (SWMP) for West Bountiful City is to provide direction to satisfy federal and state water quality requirements as set forth under the National Pollutant Discharge Elimination System and Utah Pollutant Discharge Elimination System (UPDES) permits. The purpose of the SWMP is to establish a program that effectively limits the discharge of pollutants from West Bountiful City's storm drainage system.

The SWMP for West Bountiful City outlines the implementation of controls in specific areas with the intention to prevent harmful pollutants from being carried by storm water runoff into local water bodies. The six minimum control measures addressed under the UPDES permit consist of the following:

1. Public Education and Outreach on Stormwater Impacts (SWMP Section 3.1)
2. Public Involvement and Participation (SWMP Section 3.2)
3. Illicit Discharge Detection and Elimination (SWMP Section 3.3)
4. Construction Site Stormwater Runoff Control (SWMP Section 3.4)
5. Post-Construction Site Stormwater Runoff Control (SWMP Section 3.5)
6. Pollution Prevention and Good Housekeeping for Municipal Operations (SWMP Section 3.6)

The SWMP for West Bountiful City includes the following information for each of the six minimum control measures:

- The best management practices (BMPs) to be implemented
- The measurable goals for each BMPs
- The Staff Department responsible for implementing BMPs
- The Budget source to implement the BMPs

CONTENTS

Section 1. Introduction 1
1.1 Overview of the Stormwater Management Plan 1
1.2 Stormwater Management Plan Coordination 1
1.2.1 Davis County Stormwater Coalition 1
1.3 Stormwater Management Plan Purpose and Goals 2
1.4 Staffing and Resource Allocations 2
1.5 Public Works Department 3
1.6 Public WorksMission Statement 3
1.7 Stakeholders 3
1.8 Overall Environmental Concerns 4
1.8.1 General 4
1.8.2 Threatened and/or Endangered Species 4
1.8.3 Historic Properties 4
Section 2. Authority and Background 4
2.1 Federal 4
2.1.1 Clean Water Act – 33 U.S.C. Chapter 26 4
2.1.2 NPDES Phase II Stormwater Permit 5
2.1.3 Federal Emergency Management Agency 5
2.1.4 Protection of U.S. Waters 6
2.2 State 6
2.3 County 7
2.4 Local 7
2.4.1 Chapter 13.30 Storm Water Management 7
2.4.2 Title 8 Health and Safety 7
2.4.3 Title 12 Streets, Sidewalks and Public Places 7
2.4.4 Title 17 Zoning 7
2.4.5 Title 16 Subdivisions 8
Section 3. Minimum Control Measures 8
3.1 Public Education and Outreach (Permit Section 4.2.1) 8
3.1.1 Permit Section 4.2.1 Requirements 8
3.1.2 Goals 8
3.1.3 Forming Partnerships 9
3.1.4 Proposed BMPs 9
3.1.5 Budgeting 10
3.1.6 Educational Materials and Strategies (Permit Section 4.2.1.) 10
3.1.7 Reaching Audiences 11
3.1.8 Goals 11
3.1.9 BMPs/Activities Being Implemented by Davis County and the Davis County Stormwater Coalition 13
3.1.10 Budgeting 14
3.2 Public Involvement/Participation (Permit Section 4.2.2) 16
3.2.1 Permit Section 4.2.2 Requirements 16
3.2.2 Goals 16
3.2.3 Proposed BMPs 17

3.2.4 Budgeting 17
3.3 Illicit Discharge Detection and Eliminiation (Permit Section 4.2.3) 19
3.3.1 Permit Section 4.2.3 Requirements 19
3.3.2 Proposed BMPS 20
3.3.3 Budgeting 25
3.3.4 Measurable Goals 25
3.4 Construction Site Storm Water Runoff Control (Permit Section 4.2.4) 26
3.4.1 Permit Section 4.2.4 Requirements 26
3.4.2 Proposed BMPs 27
3.4.3 Budgeting 32
3.4.4 Measurable Goals 32
3.5 Long-Term Storm Water Management in New Development and Redevelopment (Permit Section 4.2.5) 34
3.5.1 Permit Section 4.2.5 Requirements 34
3.5.2 Proposed BMPs 34
3.5.3 Regulatory Mechanism 38
3.5.4 Plan Review 41
3.5.5 Inventory (Permit Section 4.2.5.5) 41
3.5.6 Training (Permit Section 4.2.5.6) 42
3.5.7 Measurable Goals 43
3.6 Pollution Prevention and Good Housekeeping for Municipal Operations (Permit Section 4.2.6) 45
3.6.1 Permit Section 4.2.6. Requirements 45
3.6.2 Proposed BMPs 45
3.6.3 Budgeting 52
3.6.4 Goals 52

Appendices

Appendix A. City Facility
Appendix B. Inspection Forms
Appendix C. West Bountiful City Standard Operating Procedures
Appendix D. West Bountiful City High Priority City Owned Facility Assessment
Appendix E. Spill Prevention Plan & Map

Tables

Table 1. Stakeholders Involved in the Stormwater Management Plan 3
Table 2. Status of Measurable Goals for Public Education and Outreach 12
Table 3. Status of Measurable Goals for Education Materials and Strategies 12
Table 4. Status of Measurable Goals for Reaching Audiences 15
Table 5. Status of Measurable Goals for Public Involvement/Participation 18
Table 6. Impaired Assessment Units in West Bountiful City 21
Table 7. Status of Measurable Goals for Illicit Discharge Detection and Elimination 26
Table 8. Status of Measurable Goals for Construction Site Storm Water Runoff 33
Table 9. Minimum Control Measure 5 Measurable Goals 44
Table 10. West Bountiful City-Owned/Operated 46
Table 11. Permittee-Owned and Operated Facility Retrofitting Priority List 51
Table 12. Measurable Goal Status for Pollution Prevention and Good Housekeeping Measures 52

SECTION 1. INTRODUCTION

1.1 OVERVIEW OF THE STORMWATER MANAGEMENT PLAN

This Stormwater Management Plan (SWMP) provides an overview of integrated storm water management, floodplain management, and technologies used by West Bountiful City (City) for implementing the storm water management program as required by the Utah Small MS4 Permit. Additionally, this plan is designed to provide guidance for developers, contractors, and the general public based on the basic principles of effective urban stormwater management in the state of Utah. The SWMP will be implemented to limit the discharge of pollutants from West Bountiful City's storm drain system to the maximum extent practicable (MEP).

This plan also includes the following supporting appendices:

- Appendix A. City Facility and Pollutant Inventory
- Appendix B. Inspection Forms
- Appendix C. West Bountiful City Standard Operating Procedures

1.2 STORMWATER MANAGEMENT PLAN COORDINATION

Agency:

West Bountiful City – Public Works Department

Division Contacts:

Steve Maughan – Public Works Director
Phone: (801) 292-4486

Blake Anderson – Stormwater Coordinator

Phone: (801) 292-4486

1.2.1 Davis County Stormwater Coalition

The Davis County Stormwater Coalition (DCSWC or Coalition) consists of representatives from 15 cities and Davis County. The purpose of the Coalition is to minimize pollutants entering the storm drain systems and receiving water bodies, to comply with storm water regulations, and to receive input from stakeholders. Representatives from other entities such as Hill Air Force Base, consultants, vendors, and contractors are also invited to participate. The Coalition meets regularly and plans to continue regular meetings during the coming years to discuss storm water issues and coordinate activities.

The Coalition member entities initially entered into an interlocal agreement to jointly implement a portion of the SWMP in 2002. Coalition members have continued to perform Coalition activities and are committed to continue conducting and supporting ongoing Coalition activities. As a member of the Coalition, West Bountiful City will continue to work with other municipalities in Davis County for Coalition purposes. It is anticipated that the entities will jointly perform the following responsibilities:

7. Purchase educational and training materials, as determined by the Coalition, for distribution to

   a. Residents
   b. Businesses
   c. Developers/contractors
   d. Municipal Separate Storm Sewer System (MS4) industrial facilities
8. Use the Coalition as a county-wide Committee to
   a. Train personnel
   b. Create partnerships
   c. Obtain input and feedback from special interest groups
9. Annually contribute updated storm drain system information for county-wide mapping purposes.
10. Jointly prepare and promote a model ordinance that addresses:
   a. Illicit discharges
   b. Construction site storm water runoff
   c. Long-term storm water management
11. Jointly arrange for and provide education about hydrologic methods and criteria for sizing post-construction best management practices (BMPs).
12. Jointly participate to develop standard operating procedures (SOPs).

1.3 STORMWATER MANAGEMENT PLAN PURPOSE AND GOALS

The purpose of this SWMP is to facilitate and improve the management of storm water in West Bountiful City with the intent of improving water quality. The goals for the SWMP are as follows:

1. Comply with the six minimum control measures as identified by the U.S. Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) Phase II requirements and Utah Pollutant Discharge Elimination System (UPDES) permit, which consist of:
   a. Public education and outreach activities to increase public participation in addressing storm water issues and BMPs.
   b. Minimizing illicit discharges through education and implementing a detection program.
   c. Minimizing construction site runoff by education contractors and implementing practical institutional controls.
   d. Improve and promote pollution prevention and good housekeeping practices.
   e. Improve and promote practical and achievable BMPs and measurable goals.
   f. Improve storm water quality and comply with applicable local public notice requirements.
2. Increase protection from flooding through better floodplain management practices.

1.4 STAFFING AND RESOURCE ALLOCATIONS

Management and oversight of the SWMP is Budgeted by West Bountiful City through the City's Storm drain Budget. The revenue source of this Budget is a utility fee assessed citywide.

Implementation of the SWMP is performed mostly by Public Works Staff. Public works is assisted by other City departments as outlined in the SWMP.

1.5 PUBLIC WORKS DEPARTMENT

1.6 PUBLIC WORKS MISSION STATEMENT

The mission of West Bountiful City's SWMP is to develop, implement, operate, and Budget storm water and subsurface water drainage systems. This includes the acquisition, construction, operation, maintenance, and regulation of the systems. The program is intended to safely and efficiently control drainage runoff, enhance public health and safety, facilitate mobility and access to homes and businesses during and after storm events, protect lives and property, complement and support other City programs and priorities, reduce the discharge of pollutants to receiving waters, and enhance the natural resources of the community

1.7 STAKEHOLDERS

The success of any plan depends on the support and involvement of the storm water plan stakeholders. Stakeholders should be cognizant of their involvement and how they can play an important role in the SWMP's success. See Table 1 for lists of the stakeholders and their interest in the SWMP.

Table 1. Stakeholders Involved in the Stormwater Management Plan

Stakeholder	Interest
West Bountiful City Planning and Zoning	Prepare and develop ordinances related to land use and construction of storm water controls on new and redeveloped properties. Building inspectors will be involved in the enforcement and compliance of ordinances. Construction permits will be issued through this department.
West Bountiful City Public Works Department	Oversee the operations of the Public Works Department in preparing and implementing the SWMP. Coordinate with Street and Water Divisions on storm water-related issues and participation in pollution prevention and good housekeeping activities.
West Bountiful City Parks and Recreation Department	Manage and maintain City-owned open space. Use BMPs and participates in pollution prevention and good housekeeping activities.
Business owners	Minimize the impacts to storm water by employing BMPs and participate in pollution prevention and good housekeeping activities. Pay fees associated with the Storm Drain Utility.
Contractors and builders	Minimize the impacts to storm water by employing BMPs and participate in pollution prevention and good housekeeping activities. Obtain storm water permits from West Bountiful City.
West Bountiful City residents	Minimize the impacts to storm water by employing BMPs and participate in pollution prevention and good housekeeping activities. Pay fees associated with the Storm drain utility. Identifies storm water management issues and develops new ideas.
Davis County	Coordinate storm water management activities, such as public education and monitoring of creeks. Partner in protecting the watershed and water resources of the community. Identify storm water management issues and develops new ideas.
DCSWC	Coordinate storm water management activities, such as public and municipal education. Identify storm water management issues and develops new ideas.

1.8 OVERALL ENVIRONMENTAL CONCERNS

1.8.1 General

The overall program goal is to implement the storm water program according to the SWMP and permit requirements. Annually reviewing the status of each program implemented, according to the goals, will provide a way to measure the effectiveness of the program in general.

Storm water runoff from West Bountiful City is received by four streams (creeks): Mill Creek (Davis County), Barton Creek, Stone Creek, and Deuel Creek. Each of these creeks ultimately discharge to the Great Salt Lake. None of the portions of these streams receiving the City's storm water discharge are listed as impaired (according to the Clean Water Act [CWA] Section 303(d) list of approved total maximum daily loads [TMDLs] on the Utah Division of Water Quality website) or as "high quality" streams (according to Utah Administrative Code R317-2-12 and R317-2-13.7(b)). Oversight and maintenance of these streams fall under the jurisdiction of the Davis County Public Works Department.

1.8.2 Threatened and/or Endangered Species

Based upon information from the U.S. Fish and Wildlife Services website there are species in Davis County listed as endangered or threatened, see full list at Utah Species of Greatest Conservation Need, by county - 2025.

1.8.3 Historic Properties

West Bountiful City will comply with current law as it pertains to storm water construction activities adjacent to historic properties. City projects supported by federal, state, or Redevelopment Agency Budgets that could impact a historic property (sites that are listed in the National Register of Historic Properties or at least 50 years old) will allow a 30-day advance evaluation period of the project and affected site by the State Historic Preservation Officer prior to any modification being made. The City will notify the State Historic Preservation Officer in writing. Further information regarding West Bountiful City's historic properties ordinances can be found in West Bountiful City Municipal Code (WBCMC) 2.44 (Historic Preservation Commission).

SECTION 2. AUTHORITY AND BACKGROUND

West Bountiful City's policies must be consistent with the regulatory requirements of local, county, state, and federal entities. Several of the entities and the requirements they impose are described in the following sections.

2.1 FEDERAL

2.1.1 Clean Water Act – 33 U.S.C. Chapter 26

In 1972, Congress enacted the first comprehensive national clean water legislation in response to growing public concern for serious and widespread water pollution. The CWA is the primary federal law that protects our nation's waters, including lakes, rivers, aquifers, and coastal areas. The CWA provides the backbone for the national approach to water quality policy and action.

The objective of this federal law is the total elimination of the discharge of pollutants into the nation's navigable waters and to restore and maintain the integrity of the nation's waters. This objective translates into two Fundamental national goals:

1. Eliminate the discharge of pollutants in the nation's waters.
2. Achieve water quality levels that are fishable and swimmable.

The CWA focuses on improving the quality of the nation's waters. It provides a comprehensive framework of standards, technical tools, and financial assistance to address the many causes of pollution and poor water quality, including municipal and industrial wastewater discharges, polluted runoff from urban and rural areas, and habitat destruction. For example, the CWA

1. Requires major industries, to meet performance standards to ensure pollution control.
2. Charges states and Tribes with setting specific water quality criteria appropriate for their waters and developing pollution control programs to meet them.
3. Provides Budgeting to states and communities to help them meet their clean water infrastructure needs.
4. Protects wetlands and other aquatic habitats through a permitting process that ensures development and other activities are conducted in an environmentally sound manner.

Point and non-point source discharges are the two types of discharges defined in the CWA. The CWA has three main requirements:

1. Municipalities are required to effectively prohibit non-storm water discharges into the publicly owned or operated storm drain system.
2. Municipalities are required to control the discharge of pollution into the storm drain system to the maximum extent practicable.
3. Municipalities are required to have one system-wide permit rather than individual discharge permits for each point.

Although pollutants entering the storm and surface water systems are primarily non-point in nature, discharges from the storm and surface water systems have been defined as point sources (40 Code of Federal Regulations [CFR] Section 122.45). As a result, storm and surface water systems are subject to the permitting process of the CWA's NPDES.

2.1.2 NPDES Phase II Stormwater Permit

The NPDES Phase II Stormwater Permit focuses on small municipalities and is issued by the EPA. The program's main objective is to control non-point source pollution of waterways in urban areas to the MEP. The application deadline for Phase II municipalities was March 2003. The Phase II permit required the community to prepare a Notice of Intent that describes the BMPs to be implemented to fulfill the EPA's goal of public education and outreach on storm water impacts, public involvement and participation, illicit discharge detection and elimination, construction site runoff control, post-construction storm water management in development and redevelopment, and pollution prevention and good housekeeping of municipal operations.

2.1.3 Federal Emergency Management Agency

The Federal Emergency Management Agency (FEMA) was created to provide accountability for all federal emergency preparedness, mitigation, and response activities. FEMA is organized to strengthen the

multiple uses of emergency preparedness and response resources at the federal, state, and local levels of government in preparing for and responding to the full range of emergencies and to integrate into a comprehensive framework activity concerned with hazard mitigation, preparedness planning, relief operations, and recovery assistance.

FEMA oversees the National Flood Insurance Program (NFIP). The NFIP is a federal program enabling property owners to participate in communities to purchase insurance protection against flooding.

The U.S. Congress established the NFIP with the passage of the National Flood Insurance Act of 1968. The NFIP was broadened and modified with the passage of the Flood Disaster Protection Act of 1973 and other legislative measures. It was further modified by the National Flood Insurance Act of 1994, signed into law on September 23, 1994. The NFIP is administered by the Federal Insurance Administration and the Mitigation Directorate (MT), which are components of FEMA. The full requirements of the NFIP can be found in 44 CFR Parts 59, 60, 65, and 70.

Participation is based on an agreement between local communities and the federal government that states if a community will adopt and enforce a floodplain management ordinance to reduce future flood risks to new construction in Special Flood Hazard Areas, the federal government will make flood insurance available within the community as a financial protection against flood losses. This insurance is designed to provide an insurance alternative to disaster assistance to meet the escalating costs of repairing damage to buildings and their contents caused by floods.

Further information regarding West Bountiful City's flood hazard and prevention ordinances can be found in WBCMC 15.16 (Flood Damage Prevention In Special Flood Hazard Areas).

2.1.4 Protection of U.S. Waters

The U.S. Army Corps of Engineers (ACE) of the Department of Defense manages and constructs civil works programs such as research and development, planning, design, construction, O&M, and real estate activities related to rivers, harbors, and other bodies of waters. ACE administers laws for protection and preservation of navigable waters and related resources such as wetlands. ACE's authority for the protection of navigable waters falls under Section 404 of the U.S. Rivers and Harbors Act of 1899. Section 10 of the U.S. Rivers and Harbors Act prohibits any obstruction or alteration of navigable waters without an ACE permit. The term *navigable waters* has a broad definition that states that wetlands are included along with streams having average annual flows greater than 5 cubic feet per second. ACE will also assists in recovery from natural disasters.

2.2 STATE

The Utah Department of Environmental Quality's (DEQ's) mission is *to "protect, maintain and enhance the quality of Utah's surface and underground waters for appropriate beneficial uses; and to protect the public health through elimination and preventing water related health hazards which can occur as a result of improper disposal of human, animal or industrial wastes while giving reasonable consideration to the economic impact."*

The Utah DEQ is responsible for overseeing the EPA NPDES Phase I and Phase II storm water regulations and issue UPDES permits in Utah. The Utah Administrative Code Title R317 – Environmental Quality, Water Quality sets forth the requirements and procedures needed for compliance with state law. Utah Administrative Code R317-8.3.9 specifically lists the requirements for municipalities to obtain a UPDES permit from the State of Utah. The UPDES permit will be issued in compliance with the provision of the Utah Water Quality Act, set forth in Title 19 Chapter 5, of the Utah Code.

2.3 COUNTY

Davis County is responsible for flood control and maintenance of the creeks that transverse through West Bountiful City. Coordination must be made with the county on projects that affect any of the creeks or right-of-way issues related to them.

2.4 LOCAL

Currently, West Bountiful City has several ordinances that pertain to various aspects of storm water management. Some of these ordinances have been modified to meet compliance with the new federal and state laws associated with the NPDES and UPDES permit requirements and to be more effective in improving the quality of storm water runoff. With the implementation of this updated SWMP, additional ordinances will be added/updated as needed.

The following is a brief overview of the city code(ordinances currently enacted by West Bountiful City. A more detailed analysis and application of these ordinances will be included when needed to describe their application to the SWMP.

2.4.1 WBCMC 13.30 Storm Water Management

2.4.1.1 WBCMC 13.30

WBMC 13.30 regulates storm water within the city and contains the storm water management ordinances for requirements, enforcement and penalties

2.4.2 Title 8 Health and Safety

2.4.2.1 Chapter 8.08

Chapter 8.08 (Garbage Collection and Disposal) addresses garbage and litter issues such as collection, transportation, and proper disposal of hazardous materials and other wastes.

2.4.2.2 Chapter 8.28

Chapter 8.28 (Hazardous Materials) addresses hazardous materials.

2.4.3 Title 12 Streets, sidewalks, and Public Places

2.4.3.1 Chapters in Title 12 Street, Sidewalks, & Public Places

These chapters regulate the use and constriction in street right of way and public places. These regulations help avoid adding large amounts of sediments to storm water during storm events.

2.4.4 Title 17 Zoning

2.4.4.1 Chapters in Title 17

These chapters are the planning and zoning ordinances (city code) of the City. The ordinances found in these regulations include provisions for general land use.

2.4.5 Title 16 Subdivisions

Title 16 provides rules, regulations, standards, and specifications which regulate subdivision growth and development in the City. The Community Development Department is the primary overseer of the majority of the requirements found in Title 16 (Subdivisions), as well as those in Title 17 (Zoning).

SECTION 3. MINIMUM CONTROL MEASURES

The following sections describe the BMPs West Bountiful City implements to address each of the six-storm water minimum control measures required under the Small MS4 Permit. For each minimum control measure (MCM), the SWMP identifies the applicable permit sections and the BMPs, measurable goals, implementation schedules, responsible parties, and roles and responsibilities of City departments or other entities involved in implementation of plan elements aimed at permit compliance. Where needed, this section also identifies agreements, contracts, or other coordination mechanisms that support effective implementation of the SWMP and clarify responsibilities for shared or overlapping storm water program activities.

3.1 PUBLIC EDUCATION AND OUTREACH (PERMIT SECTION 4.2.1)

3.1.1 Permit Section 4.2.1 Requirements

Implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff.

An informed and knowledgeable community is crucial to the success of the storm water management program because it helps to ensure the following:

1. Greater support for the program as the public gains a greater understanding of why it is necessary and important.
2. Greater compliance with the program as the public becomes aware of the personal responsibilities expected of them and others in the community, including the individual actions they can take to protect or improve the quality of area waters.

The basic requirement of the public education and outreach control measure is to communicate the impacts of storm water discharges and the steps to reduce storm water pollution. The EPA requires that a public education program be implemented to distribute education materials to the community or to conduct equivalent outreach activities about the impacts of storm water discharges on local water bodies and the steps that can be taken to reduce storm water pollution. The EPA also requires that appropriate BMPs, and measurable goals be included as part of the program.

Based on recommendations from the EPA and requirements of the State of Utah, the following goals have been considered when determining which BMPs West Bountiful City will implement as part of the SWMP.

3.1.2 Goals

1. Inform the public of the need for storm water management and their critical role.

2. Promotes and publicizes public reporting of the presence of illicit discharges or improper disposal of materials.
3. Inform public employees, businesses, and the general public about the hazards associated with the illegal discharges and disposal of wastes.
4. Encourage the proper use, application, and disposal of pesticides, herbicides, and fertilizers by commercial and private applicators and distributors.

The BMPs that West Bountiful City has elected to implement are based on recommendations by the EPA and the State of Utah. Many NPDES Phase I communities have instituted similar activities with much success. The three main areas that West Bountiful City will implement public education and outreach activities are

1. Forming partnerships.
2. Using appropriate educational materials and strategies.
3. Reaching audiences.

3.1.3 Forming Partnerships

West Bountiful City will continue partnerships with other communities and entities where possible and practicable. There is already an existing program in Davis County known as the Davis County Stormwater Coalition that reaches residents in our community.

3.1.4 Proposed BMPs

1. Continue participation with the DCSWC.
    a. The DCSWC provides the opportunity to meet with Utah state officials who monitor and regulate construction sites, industrial sites, and MS4s. Participation and collaboration allow West Bountiful City to remain aware of current storm water concerns.
    b. Participate with the DCSWC. West Bountiful pays an annual fee to DCSWC to pay a portion of the costs associated with their program. In return, West Bountiful City receives materials to use in its community. This partnership eliminates duplication of services and provides opportunities that the City could not otherwise afford. The DCSWC consists of representatives from 15 cities, Davis County, and Hill Air Force Base. The Coalition's purpose is to reduce the load of pollutants entering the storm drains and receiving water bodies and to comply with storm water regulations. The Coalition meets monthly and coordinates the purchase of educational material, school program presentations, municipal and construction site training opportunities, and compliance with state storm water regulations.
2. Continue purchasing brochures and TV advertisements. Part of the fees paid to the DCSWC is applied to the purchase of brochures and TV advertisements. Brochures will be used to tag doors in neighborhoods where storm water pollution is found. Brochures will also be used when service projects apply storm drain stencils to catch basins
3. Continue public information presentations. The DCSWC pays for one teacher to educate all fourth-grade students in Davis County about storm water. The Coalition also participates in water fairs, and each year provides an educational booth at the Davis County Water Fair. The Coalition has also conducted both construction site storm water training for contractors and municipal site storm water training for municipal employees.

4. Inspect commercial businesses. Commercial businesses contribute to storm water pollution through the use of bad housekeeping procedures. The City plans to inspect commercial businesses and provide them with options for structural and nonstructural BMPs.
5. Develop an annual storm water insert for City newsletter. The West Bountiful City newsletter is an effective way of reaching the public. Each year, a storm water insert will be included in the newsletter informing the public about storm water concerns and what they can do to prevent storm water pollution.
6. Promote low-impact development. Low-impact development techniques help to reduce storm water pollution. Low-impact development depends on coordination with Planning and Zoning (Community Development).

Table 2 describes the status of measurable goals for public education and outreach.

3.1.5 Budgeting

Budgeting to participate with existing coalitions will be an expense of the City's Storm Drain Budget. Coalition Budgeting has varied per year depending on the activities and participation of other cities.

3.1.6 Educational Materials and Strategies (Permit Section 4.2.1.)

There are many outside sources where the City can obtain existing educational materials. Many of these materials can be used as-is or can be modified to meet our specific local needs. Participation with other organizations, such as the DCSWC, reduces the cost of some materials due to the scale of the economy.

3.1.6.1 Proposed BMPs

1. Develop and maintain a library of educational materials for the community and school groups. This collection of information will be used to prepare brochures, handouts, the website, and other materials used in promoting the SWMP.
2. Develop brochures and/or fact sheets for the general public that provide information on the City's storm drain system, flood control activities, and other storm water-related issues. These brochures should emphasize the impact of storm water discharges on our local water bodies and steps that can be taken to reduce or eliminate pollutants from entering storm water runoff.
3. Develop and maintain a website related to our storm water program and storm water issues.
4. Continue publication of the storm water hotline that is used to answer questions and concerns from the public and provide information. The storm water hotline also facilitates reporting of the presence of illicit discharges or the improper disposal of materials into the storm drain system.
5. Continue the storm drain stenciling program.
6. Continue the educational program for school-age children (fourth graders) as managed by the DCSWC.

3.1.6.2 Budgeting

Funding for the proposed BMPs in Section 3.1.6.1 will be an expense of the City's Storm drain Budget, this includes the cost to participate in the DCSWC.

Table 3 describes the status of measurable goals for education materials and strategies.

3.1.7 Reaching Audiences

3.1.7.1 Proposed BMPs

1. Diversify the materials and strategies used.
2. Specifically, target different audiences with appropriate brochures or activities. This includes focusing on specific business types such as gas stations, greenhouses, etc., and other groups or entities that may impact storm water runoff in the community.
3. Distribute the materials through individual letters, the City newsletter, local schools, the Neighborhood Network, and other civic groups.

3.1.8 Goals

The goals associated with MCM 1 and its associated activities can be found in Table 2 and 3.

Table 2. Measurable Goals for MCM 1, Public Education and Outreach

Target Date	Activity/Goal/BMP	Responsible Entity	Cost	Budgeting Source	Status	Implementation Date	Assessment
Yearly	Participate with the existing Davis County Stormwater Coalition (DCSWC)	Public Works	$1,500	Storm drain Budget	Active	2003-ongoing	Agreements are active and recur annually.
Years 1–5	Participation with DCSWC	Public Works	NA	Storm drain Budget	Active	2003-ongoing	Continued participation in DCSWC Public Education and Outreach.

Table 3. Measurable Goals for MCM 1, Education Materials and Strategies

Target Date	Activity/Goal/BMP	Responsible Entity	Cost	Budgeting Source	Status	Implementation Date	Assessment
Yearly	Mail information on storm water-related issues through the City newsletter. The newsletter is distributed to all postal customers in the city.	Public Works and City Staff	Administrative	Storm drain Budget	Active	2012-ongoing	Will continue
Yearly	Davis County Health Department storm water hotline for information and reporting.	Public Works	Administrative	Storm drain Budget	Active	2003	Davis County Health Department reports and updates at monthly DCSWC meetings
Years 1–5	Storm drain stenciling program.	Public Works	To be determined	Storm drain Budget	Active	2003	Storm drain stenciling continues through DCSWC
Years 1–5	Participate in an educational program for school-age children.	Public Works	To be determined	Storm drain Budget	Active	2003	Ongoing through the DCSWC.
Years 1–5	Distribute specific pollution prevention information to target groups such as businesses, churches, schools, etc.	Public Works	To be determined	Storm drain Budget	Active	2028	Development and Implement through DCSWC

3.1.9 BMPs/Activities Being Implemented by Davis County and the Davis County Stormwater Coalition

CURB MARKERS

Davis County has coordinated the purchase of curb markers with a common county-wide logo and a City logo on the stencil. The markers will be available for community groups, such as civic, Parent Teacher Associations, service organizations, and scouts to place them on curb inlets throughout each city.

TEACHING AT PUBLIC SCHOOLS

The DCSWC has contracted with an independent teacher to give presentations to all fourth-grade classes in all elementary schools in Davis County.

Materials used in the school demonstration have been jointly purchased and are owned by the cities and the County. The materials and supplies will be stored in the County Public Works office and will be made available to each city on a reservation basis.

COORDINATION WITH UTAH STATE UNIVERSITY EXTENSION SERVICE

Representatives from the DCSWC will

1. Demonstrate the storm water model at Extension school agriculture field day in April or May to more than 1,000 elementary school students.
2. Display storm water pamphlets at the Utah House and pavilion at the Utah Botanical Center in Kaysville.
3. Promote educational tours for groups to visit the botanical center ponds, which are fed by storm water.
4. Provide articles on storm water in the Utah State University Extensions newsletter that goes out every month to more than 1,000 people.
5. Add storm water bulletins to the Extension bulletin display in the courthouse.

DEMONSTRATION DETENTION POND

Davis County has constructed a small detention pond and grass swales at the public works facilities in Fruit Heights. This facility demonstrates how water from shops and parking lots can be treated before it leaves the site.

NEWSPAPER ARTICLES

At least annually, Davis County personnel will prepare news articles to be published in regional newspapers. The articles will relate current activities in Davis County that demonstrate the progress being made to reduce the pollution of our streams.

Suggestions will be given concerning lawn fertilization, excess lawn watering, and dumping toxic waste and sand into the gutter systems. Instruction will be given as to how to properly dispose of used oil, antifreeze, and paints.

COMMUNITY AND RESIDENTIAL PROGRAMS

Davis County will promote public reporting of illegal dumping and illicit discharges. The purpose of public reporting is to enable Davis County or the Davis County Health Department to respond to citizen complaints regarding water quality. Reports may be called in to (801) 525-5100. Procedures for formal complaints are in place. As necessary, Davis County Public Works will assist the Davis County Health Department to investigate the source of the pollution. Investigations and enforcement measures will be documented by Davis County.

At DCSWC hosted presentations, information booths will be on display. The booth display will include the model used in schools to illustrate the hydrologic cycle in an urban setting and will be accompanied by a series of pamphlets or other educational materials that explain how the public can help reduce pollutants exposed to rainfall. The materials that will be handed out at the booths primarily consist of the current information developed by the DCSWC.

3.1.10 Budgeting

Budgeting for the proposed BMPs in Section 3.3.1 will be an expense of the City's Storm drain Budget. The associated costs to participate have yet to be determined as some of these activities will be dependent upon the City's participation in the DCSWC.

Table 4 describes the status of measurable goals for reaching audiences.

Table 4. Measurable Goals for Reaching Audiences

Target Date	Activity/Goal/BMP	Responsible Entity	Cost	Budgeting Source	Status	Implementation Date	Assessment
Year 1	Identify different target groups and appropriate materials to be used with each group.	Davis County Stormwater Coalition	TBD	Storm drain	Active	2027	Preparation of a list of various target groups and outlines of plans to address related issues developed.
Years 1–5	Develop brochures and/or fact sheets for the general public that provide specific information on storm water-related issues for each target group.	Davis County Stormwater Coalition	TBD	Storm drain	Active	2029	Develop one brochure or fact sheet each year. Mail in the City newsletter to address storm water issues for residents.
Years 1–5	Mail one brochure with information on storm water-related issues to each target group.	Davis County Stormwater Coalition	TBD	Storm drain	Active	2030	Mail one brochure to every target group identified. Mail informational letter to targeted businesses

3.2 PUBLIC INVOLVEMENT/PARTICIPATION (PERMIT SECTION 4.2.2)

3.2.1 Permit Section 4.2.2 Requirements

Comply with state and local public notice requirements when implementing a public involvement/participation program. Public involvement/participation programs should include steps to foster and include public input in developing, implementing, and reviewing storm water management programs.

An active and involved community is crucial to the success of the storm water management program because it allows for:

1. Broader public support because citizens who participate in the development and decision-making process are partially responsible for the program and, therefore, may be less likely to raise legal challenges to the program and more likely to take an active role in its implementation.
2. Shorter implementation schedules due to fewer obstacles in the form of public and legal challenges and increased sources in the form of citizen volunteers.
3. A broader base of expertise and economic benefits since the community can be a valuable, and free, intellectual resource.
4. A conduit to other programs as citizens involved in a storm water program development process provide important cross-connections and relationships with other community and government programs. This benefit is particularly valuable when trying to implement a storm water program on a watershed basis, as encouraged by the EPA.

The basic requirement of the public participation/involvement is to comply with all applicable state and local public notice requirements. The EPA also requires that appropriate BMPs and measurable goals be included as a part of the program. The EPA requires that the municipality provide opportunities for the public to participate in activities such as a local storm water management panel or Committee, volunteer monitoring, stream cleanup days, etc.

Based on recommendations from the EPA and requirements of the State of Utah, the following goals have been considered when determining which BMPs West Bountiful City will implement as part of the SWMP.

3.2.2 Goals

1. Provide opportunities for members of the public to participate, in helping the city with BMP's such as cleaning gutters, storm drain inlets, sweep up and properly dispose of excess fertilizer, etc.
2. Promote, publicize, and facilitate other information community and industrial help projects like stream watch programs, workshops, speaking engagements, inlet stenciling programs, brochures, public service announcements, and/or other outreach measures (surveys, counts, or other feedback may measure the success of these programs).

The BMPs that West Bountiful City has elected to implement are based on recommendations by the EPA and the State of Utah.

3.2.3 Proposed BMPs

1. Full compliance with state and local laws regarding the advertisement and notification of public hearings and other related meetings regarding the development and implementation of the SWMP.
2. Use DCSWC to develop and promote the BMPs associated with the public information and outreach section of the SWMP.
3. Continue participation in the storm drain stenciling program with DCSWC
4. Involve the community in cleanups along local creeks, ditches, swales, curb inlets, gutters and other drainage areas.

3.2.4 Budgeting

Budgeting for the proposed BMPs in Section 3.4.3 will be an expense of the City's Storm drain Budget.

Table 5 describes the status of measurable goals for public involvement/participation.

Table 5. Measurable Goals for MCM 2, Public Involvement/Participation

Target Date	Activity/Goal/BMP	Responsible Entity	Cost	Budgeting Source	Status	Implementation Date	Assessment
Year 1	Establish guidance for full compliance with state and local laws regarding the advertisement and notification of public hearings	Public Works City Recorder	Administrative	Storm drain Budget	Active	2003	Verify and document all public hearings held regarding storm water.
Years 2–5	Schedule at least one community cleanup day or other volunteer projects to clean up local drainage ways	Public Works	Unknown	Storm drain Budget	Active	2026	Document the date and activity held.
Years 4–5	Continue to Implement a storm drain Maintenance Tracking program.	Public Works	Unknown	Storm drain Budget	Active	2026	Track storm drain maintenance performed.

3.3 ILLICIT DISCHARGE DETECTION AND ELIMINIATION (PERMIT SECTION 4.2.3)

3.3.1 Permit Section 4.2.3 Requirements

The Utah Small MS4 Permit requires permittees to develop, implement, and enforce a program to detect and eliminate illicit discharges and improper dumping into the MS4 (as defined in 40 CFR 122.26(b)(2)). Permittees are required to

1. Develop a storm water system map showing the location of all outfalls and the names and location of all waters of the State that receive discharges from those outfalls.
2. To the maximum extent allowable under state or local law, effectively prohibit, through an ordinance or other regulatory mechanisms, non-storm water discharges into the system and implement appropriate enforcement procedures and actions.
3. Develop and implement a plan to detect and address non-storm water discharges including illegal dumping into the system.
4. Inform employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.
5. Promote, publicize, and coordinate or assist in the coordination of the establishment or availability of programs that collect used motor vehicle fluids (including oil and antifreeze) or household hazardous waste materials (including paint, pesticides, herbicides, and other hazardous wastes) for recycling and reuse.
6. Unless identified by the permittee or the Executive Secretary as a significant source of pollutants to the waters of the State, the following non-storm water discharges need not be prohibited from entering the MS4, provided appropriate control measures (if needed) to minimize the impacts have been developed and implemented under the SWMP:
    a. Waterline flushing or other potable water sources.
    b. Landscape irrigation or lawn watering.
    c. Approved diverted stream flows.
    d. Groundwater infiltration to storm drains
    e. Air conditioning condensation
    f. Natural riparian habitat or wetland flows
    g. Emergency firefighting activities
    h. Swimming pools (only if de-chlorinated in accordance with federal regulations to less than 0.4 parts per million chlorine)
    i. Discharges specified in writing by the Public Works Director as being necessary to protect public health and safety.
    j. Promote and publicize a hotline for reporting illicit discharges.

Certain discharges will be considered illicit because MS4s are not designed to accept, process, or discharge non-storm water waste. Illicit discharges enter the system through either direct connection (e.g., wastewater piping either mistakenly or deliberately connected to the storm drains) or indirect connections (e.g., infiltration from cracked sanitary systems, spills collected by drain outlets, or other contaminants dumped directly into a storm drain). The result is untreated discharges that contribute to elevated levels of pollutants, including heavy metals, toxics, oil and grease, solvents, nutrients, viruses, and bacteria into

receiving water bodies. These increased pollutant levels can be high enough to significantly degrade receiving water quality and threaten aquatic, wildlife, and human health. Based on recommendations from the EPA and requirements of the State of Utah, the following BMPS and goals are to be implemented as part of the SWMP.

3.3.2 Proposed BMPS

3.3.2.1 Permit Requirements (Permit Section 4.2.3)

West Bountiful City implemented and actively maintains, enforces, and, revises, as necessary, an Illicit Discharge Detection and Elimination (IDDE) program to systematically find and eliminate sources of non-storm water discharges from the MS4 and to prevent illicit connections and illicit discharges. The IDDE program is incorporated into this SWMP and is implemented through City ordinances, SOPs, mapping tools, inspections, training, and enforcement procedures.

3.3.2.2 Permit Requirements (Permit Section 4.2.3.1)

West Bountiful City developed and actively maintains a storm drainage system map that includes storm drains, subdrains, ditches, swales, culverts, creeks, catch basins, and manholes. West Bountiful City will continue updating this map to reflect new development and improve the accuracy of existing infrastructure. The mapping system should be used to record illicit connections, cleanings, and video inspections and to track problem areas or systems that need to be reinspected at the end of warranty periods.

The map of the storm drainage system is stored with West Bountiful City Public Works.

Through mapping efforts, priority pollutants of concern shall be identified according to the requirements of UTR090000 Small MS4 General UPDES Permit Section 3.1.2. Any spill identified as a pollutant of concern during the course of an IDDE event will be designated as a high-priority site and be targeted for education and outreach in addition to all cleanup and enforcement requirements.

West Bountiful City has identified pollutants of concern based on a review of beneficial use attainment of the assessment units within West Bountiful City's jurisdiction as reported on the 2024 Utah Integrated Report. Table 6 summarizes the impaired assessment units within West Bountiful City's jurisdiction, the identified pollutants of concern are as follows:

- pH
- Copper
- *E. coli*
- Temperature

Table 6. Impaired Assessment Units in West Bountiful City

Assessment Unit	Assessment Unit Description	Beneficial Use Class	Assessment	Impairment	TMDL Required
Barton Creek	Barton Creek and tributaries from USFS boundary to headwaters	2B, 3A, 4	5: TMDL Required (Impaired 303d list)	Use Class 2B (Infrequent Primary Contact Recreation): pH, Use Class 3A (Cold Water Fishery/Aquatic Life): Aluminum, Copper, pH, Use Class 4 (Agriculture - crop irrigation, stock watering): pH	Aluminum, PH
Mill Creek 1-Davis	Mill Creek from Great Salt Lake to Mueller Park at USFS boundary	2B, 3B, 4	5: TMDL Required (Impaired 303d list)	Use Class 2B (Infrequent Primary Contact Recreation): E. coli, pH, Use Class 3B (Warm Water Fishery/Aquatic Life): pH, Copper, Use Class 4 (Agriculture - crop irrigation, stock watering): Total Dissolved Solids (TDS), pH	Copper, E. coli, pH, Total Dissolved Solids (TDS)
Stone Creek-1	Stone Creek from Great Salt Lake to U.S. Forest Service boundary	2B, 3A, 4	5: TMDL Required (Impaired 303d list)	Use Class 2B (Infrequent Primary Contact Recreation): *E. coli*, pH, Use Class 3A (Cold Water Fishery/Aquatic Life): Copper, pH, Temperature, Use Class 4 (Agriculture - crop irrigation, stock watering): pH	Copper, *E. coli*, pH, temperature
Stone Creek-2	Stone Creek and tributaries from USFS boundary to headwaters	1C, 2B, 3A, 4	2: Supports all assessed uses	Use Class 1C = Domestic/Drinking Water Source, Use Class 2B = Infrequent Primary Contact Recreation (e.g. wading, fishing), Use Class 3A = Cold Water Fishery/Aquatic Life, Use Class 4 = Agriculture (crop irrigation, stock watering)	2020 IR: Copper: original 303(d) listing rationale in error, exceedances in wrong AU

3.3.2.3 Permit Requirements (Permit Sections 4.2.3.2 and 4.2.3.2.1)

West Bountiful City has legal authority to detect, investigate, eliminate, and enforce against illicit discharges, illegal dumping, illicit connections, spills, and sanitary sewer overflows to the MS4. The City's Title 13.30 Storm Water Management Ordinance, including Chapter 13.30.090 (Prohibited Actions) and Chapter 13.30.010 (Enforcement and Penalties), regulates non-storm water discharges and provides enforcement options. Enforcement procedures shall be escalatory as necessary and based on the number or severity of violations. Escalation enforcement procedures are outlined and West Bountiful City will continue to apply these provisions in the field and evaluate whether revisions are needed to improve effectiveness and enforceability.

3.3.2.4 Permit Requirements (Permit Section 4.2.3.3)

West Bountiful City will continue implementing a written plan to detect and address non-storm water discharges, including illicit connections, spills, sanitary sewer overflows, and illegal dumping though the practices described below. SOPs for associated activities can be found in Appendix C.

1. Locating problem areas – West Bountiful City will continue to video inspect its piped portion of the storm drain system to identify illicit or illegal connections. West Bountiful City inspects industrial and construction sites to identify non-storm water discharges. The City also plans to work with appropriate agencies, such as the Davis County Department of Health, to identify other sources of illegal discharges. This may include sampling and monitoring of manholes, creeks, and/or other drainage ways, dye testing, and/or smoke testing.
2. Finding the source – Where applicable, the City will perform testing or other investigations to determine the source of illicit discharges or dumping into the storm drain system.
3. Removing/correcting illicit connections – If illegal connections are identified, the offenders will be notified and directed to correct the problem. Education efforts will also be used to train and resolve problems before taking legal action.
4. Documentation of the actions taken – All actions associated with identifying and correcting illegal discharges will be documented, including information such as the number of outfalls screened; complaints received and corrected; the number of discharges and quantity of flows eliminated; and the number of tests performed, etc.

3.3.2.5 Permit Requirements (Permit Sections 4.2.3.3.1 and 4.2.3.3.2)

West Bountiful City will develop a list of priority areas that are likely to have illicit discharges. This list is maintained with West Bountiful City and will be stored with the *Public Works Department.*

Priority areas may include the following:

- Areas with older infrastructure with increased potential for illicit connections
- Industrial, commercial, or mixed-use areas
- Areas with a history of past illicit discharges
- Areas with a history of illegal dumping
- Areas with on-site sewage disposal systems
- Areas with older sewer lines or a history of sewer overflows or cross-connections

- Areas upstream of sensitive water bodies
- Other areas determined by the City to have increased potential for illicit discharges
- Areas that have the potential to discharge priority pollutants to impaired water bodies

West Bountiful City will inspect and assesses any such areas listed above in accordance with established BMPs and will maintain inspection records on file with Public Works. The SOP and the associated inspection form can be found in Appendices C.

West Bountiful City will review the list of priority areas annually using inspection records, spill reports, and mapping to identify necessary updates to the priority areas list.

3.3.2.6 Permit Requirements (Permit Section 4.2.3.3.2)

Designated priority areas will be inspected at least annually to screen for IDDE events using the process and form outlined in the City's SOP documents (see Appendix C). Inspection findings will be documented on the appropriate inspection form and maintained in City records for at least 3 years.

3.3.2.7 Permit Requirements (Permit Section 4.2.3.3.3)

West Bountiful City performs Dry Weather Screening inspections for the receiving waters within the City boundary for the purpose of verifying outfall locations and detecting illicit discharges within the West Bountiful City jurisdiction. All outfalls will be inspected at least once during the 3-year permit term. Screenings and inspections will be performed, documented and recorded.

3.3.2.8 Permit Requirements (Permit Section 4.2.3.3.4)

During operations, should West Bountiful City discover or suspect that a discharger may need a separate UPDES permit, such as an industrial storm water permit or dewatering permit, West Bountiful City will notify the Public Works Director within 30 days.

3.3.2.9 Permit Requirements (Permit Section 4.2.3.4)

West Bountiful City has several methods for tracing sources of illicit discharges, including video inspection, sampling and monitoring of manholes and drainage ways, dye testing, and smoke testing, among others. When illicit discharges are suspected, City or contracted staff will adhere to the procedures outlined by the implemented SOPs as described in Appendix C.

3.3.2.10 Permit Requirements (Permit Sections 4.2.3.5 and 4.2.3.5.1)

West Bountiful City, upon notification of a potential illicit discharge, will immediately initiate an investigation and staff will evaluate the type of discharge, the potential threat posed, and the need for immediate containment according to the SOPs outlined in Appendix C. Investigations of potential illicit discharges will be documented according to procedures outlined in the SOPs found in Appendix C. Investigators must record the following:

1. The date the Permittee became aware of the non-storm water discharge
2. The date the Permittee initiated an investigation of the discharge
3. The date of the discharge was observed, and the location of the discharge
4. A description of the discharge

5. The method of discovery
6. The date of removal, repair, or enforcement action
7. The date and method of removal verification
8. If analytical monitoring is used to identify a discharge, include reasoning in this investigation report

3.3.2.11 Permit Requirements (Permit Sections 4.2.3.6, 4.2.3.6.1, 4.2.3.6.2, and 4.2.3.6.3)

Upon detection of an illicit discharge or improper disposal practice, the City will require immediate cessation, notify appropriate authorities and the property owner as needed, provide technical assistance where appropriate, conduct follow-up inspections, and escalate enforcement and legal actions when violations are not corrected.

West Bountiful City has developed and implemented SOPs detailing the appropriate actions to be taken in the event of a confirmed illicit discharge. SOPs are located in Appendix C.

All IDDE investigations will be thoroughly documented and retained in accordance with West Bountiful City and stored at *Public Works Department*, and if the City is unable to meet the required IDDE performance measures, it will immediately provide the Director with written documentation explaining why compliance was not possible.

If West Bountiful City is unable to meet the measures outlined above and in Appendix C, West Bountiful will submit written documentation to the Director detailing the circumstances that made meeting minimum performance measures impossible.

West Bountiful City regularly provides public education and outreach activities, annual employee training, periodic commercial business outreach, and the annual City newsletter. For more details regarding broader public education and outreach BMPs, see Section 3.1 of this SWMP.

Future implementation of outreach and education initiatives will continue to improve coverage of public employees, businesses, and the general public regarding hazards associated with illicit discharges and improper disposal of waste.

West Bountiful City currently publicizes the phone number for the Solid Waste District, which accepts many common household hazardous wastes. The City also includes this information on its website and shall evaluate the feasibility of a citywide cleanup day for collection of hazardous waste such as paint, oil, antifreeze, pesticides, herbicides, and other hazardous wastes.

West Bountiful City uses municipal resources to capture and record potential illicit discharges reported by the public or other entities. Suspected discharges will be reported to Public Works staff via 801 292-4486, or Davis County Health Department contact line at (801) 525-5100.

Reports will be received and documented according to the associated SOPs and intake forms located in Appendices C. SOPs outline the procedures for responding to public referrals of illicit discharges, the responsible agencies and their contacts, and who would be involved in illicit discharge incident response.

West Bountiful City is in the process of developing a spills map that will effectively track spills and illicit discharge events. The spills map will be used to support efforts to prioritize areas of the City for inspection and tracking, education of targeted populations on proper disposal practices, and elimination of

discharges to the storm drain system. The spills map will also be used to inform the required yearly review of priority areas for the SWMP update.

West Bountiful City requires annual IDDE training for staff, contracted staff, and other responsible personnel whose job duties may involve contact with or observation of illicit discharges. Office personnel who may receive initial reports will also receive annual training. New hires will be trained within 60 days of hire and annually thereafter. Follow-up training will be provided as needed to address changes in procedures, methods, or staffing. Training records will include the date, training description, and names and positions of attendees. A summary of training will be included with each annual report.

Below is a list of the staff and personnel who should be included in these training courses according to West Bountiful City's organization chart:

- Public Works Director
- Parks Supervisor
- Parks Maintenance
- Colf Course Maintenance
- Public Works Department
- City Engineer
- City Recorder

West Bountiful City understands that the Public Works Director reserves the right to request documentation or further investigation of a particular non-storm water discharge of concern to determine whether the discharge may be excluded from or must be included in the City's IDDE program. West Bountiful City maintains records of all spills and illicit discharges, as well as the City or other entity's response to such events and is prepared to provide additionally requested information or records as needed.

3.3.3 Budgeting

Budgeting for implementation of the BMPs identified in this section will be provided through the City's Storm drain Budget.

3.3.4 Goals

The following goals of West Bountiful storm water program and IDDE measures are detailed in Table 7 below. The goals have been designed to guide programmatic changes and measure the effectiveness of selected BMPs.

Table 7. Measurable Goals for MCM 3, Illicit Discharge Detection and Elimination

Target Date	Activity/Goal/BMP	Responsible Entity	Cost	Budgeting Source	Status	Implementation Date	Assessment
5-year permit term	IDDE Spills Map (MCM 3) Locate and verify mapped outfalls. IDDE Track & Record Outfalls	Public Works Engineering	TBD	Storm drain	Active	2027	AutoCAD Mapping system developed and active. Add tracking of ID's
5-year permit term	Infrastructure Mapping and Recording (Outfall Dry Weather Screening) (MCM 3) Establish Infrastructure Condition. Document Utilizing Photo Imagery and Description Notes	Public Works	–	Storm drain	Active	2028	AutoCAD mapping of Creeks (State Bodies of Water). Inspections scheduled and inspection forms tagged

3.4 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL (PERMIT SECTION 4.2.4)

3.4.1 Permit Section 4.2.4 Requirements

West Bountiful City will continue to implement a Construction Site Storm Water Runoff Program to reduce pollutants to any storm water runoff to the MS4 from construction sites with a land disturbance of greater than or equal to 1 acre, including projects less than 1 acre that are part of a larger common plan of development or sale. This construction program includes the following major components:

1. Ordinances for requiring permits, BMPs, and the use of erosion and sediment control practices (Permit Section 4.2.4.1)
2. Develop a written enforcement strategy (Permit Section 4.2.4.2.)
3. Development and implementation of a checklist for pre-construction plan and Storm Water Pollution Prevention Plan (SWPPP) review, including procedures for receiving information submitted by the public and for the identification of priority construction sites (Permit Section 4.2.4.3.)
4. Develop and implement SOPs for site inspections and enforcement procedures (Permit Section 4.2.4.4.)
5. Annual training for staff or contractors whose primary job duties include conducting construction site inspections and reviewing plans related to the construction storm water program. (Permit Section 4.2.4.5.)
6. Maintain a system for records retention of all projects disturbing more than or equal to 1 acre, and projects that disturb less than 1 acre that are part of a larger common plan of development. (Permit Section 4.2.4.6.)

It will also continue to be integrated with the Public Education and Outreach and Long-Term Storm Water Management Programs to provide storm water information and permit compliance information to the public, contractors, and developers.

3.4.2 Proposed BMPs

3.4.2.1 Permit Requirements (Permit Sections 4.2.4.1, 4.2.4.1.1, 4.2.4.1.2, and 4.2.4.1.3)

West Bountiful City has developed ordinances (WBCMC 13.30 Storm Water Management) requiring construction operators to use erosion and sediment controls and maintain structural and nonstructural BMPs to reduce pollutants discharged during land disturbance and excavation activities. The ordinance also requires operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste that may adversely affect water quality. An erosion control plan must be submitted as part of the SWPPP prior to commencement of grading operations.

West Bountiful City ordinances are aimed at erosion and sediment control are equivalent to the current UPDES Storm Water General Permit for Construction Activities and apply at a minimum to projects disturbing 1 acre or more, including smaller projects that are part of a larger common plan of development or sale.

Construction operators are required to obtain coverage under the current UPDES Storm Water General Permit for Construction Activities for the full duration of the project, as required by Permit Requirement 4.2.4.1.2. and requires submission of a SWPPP as part of the permit application and review process.

West Bountiful City has established legal authority to allow qualified City personnel to inspect construction sites on private property for compliance with construction storm water requirements. The City's ordinance requires access for inspections during all phases of construction and requires qualifying construction site inspections to be conducted by a qualified person consistent with the UPDES General Permit for MS4s. These provisions provide the City with authority to inspect construction storm water BMPs on private properties that discharge to the MS4 (WBCMC 13.30 Strom Water Management).

3.4.2.2 Permit Requirements (Permit Sections 4.2.4.2, 4.2.4.2.1, and 4.2.4.2.2)

West Bountiful City has developed and will continue to implement its written enforcement strategy and escalating enforcement procedures to obtain compliance with State and City storm water requirements. Procedures for enforcement, and enforcement escalation are outlined in the associated SOPs in Appendix C. Enforcement actions will be tracked and documented, and records will be maintained with the City. Enforcement records will be tracked and maintained at the *Public Works Department* .

3.4.2.3 Permit Requirements (Permit Sections 4.2.4.3, 4.2.4.3.1, 4.2.4.3.2, and 4.2.4.3.3)

West Bountiful City has developed a pre-construction SWPPP review process to ensure SWPPPs meet the requirements of current UPDES permits. Records of projects disturbing more than or equal to 1 acre, including projects less than 1 acre that are part of a larger common plan of development or sale that collectively disturbs land greater than or equal to 1 acre, are maintained with West Bountiful City for a minimum of 5 years or the life of the project, whichever is longer. These records can be located at the *Public Works Department.*

Pre-construction SWPPP meetings will be conducted for any such project that meets the descriptions above. Reviews aim to ensure that plans are complete and in compliance with state regulations. The SWPPP should include the following information:

General Information

- A site description that includes a description of the nature and location of the construction activity, a description of the intended sequence of major activities that will disturb soils for major portions of the site (e.g., grubbing, excavation, grading, utilities, and infrastructure installation, etc.), and estimates of the total area of the site and the total area of the site that is expected to be disturbed by excavation, grading, or other activities.
- A description of the proposed measures and controls that will be implemented during construction activities and/or while the site is not stable. The SWPPP must clearly describe when the measures will be implemented during the construction process for each major activity identified pursuant to Subsection (1). The SWPPP should also state the name and phone number of the persons or entity responsible for the implementation of each control measure.

Goals and Criteria

- The proposed measures and controls shall be designed to prevent or minimize, to the MEP, the discharge of sediment, debris, and other construction-related pollutants from the construction site by storm water runoff into the storm drain system.
- The proposed measures and controls shall be designed to prevent or minimize, to the MEP, the deposit, discharge, tracking by construction vehicles, or dropping of mud, sediment, debris, or other potential pollutants onto public streets and rights-of-way. Any such discharge shall be cleaned up and removed immediately upon notification of the Permittee or when it otherwise comes to the attention of the Permittee. At a minimum, the deposit or discharge shall be cleaned and removed at the end of the work shift in which the deposit occurred, or at the end of the workday, whichever comes first.
- The proposed measures and controls shall consist of BMPs available at the time that the SWPPP is submitted. BMPs may include, but shall not be limited to, temporary silt or sediment fences, sediment traps and detention ponds, gravel construction entrances and wash down pads to reduce or eliminate off-site tracking, straw bale sediment barriers, establishment of temporary grasses, and permanent vegetative cover, use of straw mulch as a temporary ground cover, erosion control blankets, temporary interceptor dikes and swales, storm drain inlet protection, check dams, subsurface drains, pipe slope drains, level spreaders, rock outlet protection, reinforced soil retaining systems, and gabions.
- The proposed measures and controls shall be designed to preserve existing vegetation, where possible. Disturbed portions of the site shall be stabilized. Stabilization practices may include temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation, and other appropriate measures. The use of impervious surfaces for stabilization should be avoided. Stabilization measures shall be initiated as soon as practicable in disturbed portions of the site where construction activities have temporarily or permanently ceased, but in no case, more than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased, except under the following circumstances:
    - If the initiation of stabilization measures by the 14th day after construction activity temporarily or permanently ceases is precluded by snow cover or frozen ground conditions, stabilization measures shall be initiated as soon as practicable; or
    - If construction activity on a portion of the site is temporarily ceased, and earth disturbing will resume within 21 days, temporary stabilization measures need not be initiated on that portion of the site.

- The proposed measures and controls shall be employed to minimize the risk of discharge of construction-related pollutants (such as paint, thinners, solvents, and other chemicals) from the construction site. Such measures may include the implementation of storage practices to minimize exposure of the material to storm water, as well as spill prevention and response.

3.4.2.3.1 PRECONSTRUCTION SWPPP AND PLAN REVIEW

West Bountiful City will continue to implement a SWPPP and plan review process that is consistent with the requirements of the current UPDES Construction General Permit (CGP) and state water quality standards. This process incorporates considerations for potential short- and long-term water quality impacts and minimizes these impacts, to the MEP. The site plan review shall include requirements for operators to control other waste such as discarded building materials, concrete truck washout chemicals, litter, and sanitary waste that may adversely impact water quality.

West Bountiful City's storm water management ordinance supplies the framework for the Construction Site Stormwater program, as well as the regulatory jurisdiction for enforcement. Site plan review and approval procedures have been developed.

West Bountiful City personnel who currently review site plans (Public Works Director, City Engineer, City Planners) will evaluate storm water controls. Guidelines for appropriate erosion and sediment control measures will be part of the personnel training.

The following BMPs have been designed to meet 2023 Permit requirements for the pre-construction SWPPP and plan review, and will continue to be implemented:

1. Pre-construction SWPPP and plan reviews:
    a. Public Works Director, City Engineer and Planners will review construction plans for proposed projects. This review entails consideration of potential water quality impacts from the project and an evaluation of whether those impacts will be sufficiently mitigated.
    b. If a project is more than or equal to 1 acre of land disturbance, or part of a common plan of development or sale which collectively disturbs at least 1 acre of land, then the project will be required to meet storm water retention and treatment standards; such projects will also be required to develop and submit a SWPPP for review, prior to construction.
    c. This process of SWPPP reviews by qualified storm water staff is consistent with the requirements of the current UPDES CGP.
    d. In addition to projects that meet the disturbance threshold for permit coverage, a site will be listed as a "priority site" if it is in a sensitive area (proximity to receiving waterway, and sensitivity of that receiving water), on a steep slope, in an area where the soil erosion potential is high, or if the operator has a history of noncompliance with storm water regulations.
2. SWPPP review checklist: West Bountiful will continue to maintain and implement a SWPPP review checklist that has been developed to meet the requirements of the most recent CGP. The checklist will be revised when permit conditions change, or when City priorities evolve, but it will be no less stringent than the standards of applicable UPDES permits. The City will continue to implement the use of this checklist during preconstruction SWPPP reviews to ensure storm water quality issues are addressed and projects remain in compliance.

3.4.2.3.2 CONSTRUCTION SITE INSPECTIONS AND ENFORCEMENT

West Bountiful City has developed procedures for site inspections for SWPPP compliance, prioritization of certain projects for increased inspections, enforcement procedures to ensure compliance, and tracking of all inspection actions and documentation. The following BMPs have been designed to meet 2023 Permit requirements for this program component, and will continue to be implemented:

1. **Construction site inspections:** The City will continue to inspect construction sites at all phases of development, including prior to land disturbance, during active construction, and following active construction. These inspections for permit compliance will be conducted monthly for UPDES permitted and/or City-owned projects, and bimonthly for priority sites (according to the 2023 MS4 Permit, details in next subsection). Inspections include a review of the SWPPP, verification of compliance to permit requirements, and inspection of the implementation of erosion and sediment controls along with any other BMPs in place to prevent pollution to the MS4. These inspections will be conducted and saved in the city database. All inspections will be conducted by qualified personnel who possess the knowledge and skills to assess the effectiveness of any storm water controls.
2. **Priority construction sites:** The City will prioritize sites for increased (at least biweekly) inspections based on the project's size, slope, and receiving waters. Additionally, the following factors must be considered when reviewing sites for priority status:
    a. Soil erosion potential
    b. Project type
    c. Sensitivity of receiving water bodies (impaired or high quality)
    d. Proximity to receiving water bodies
    e. Non-storm water discharges
    f. Projects whose operators have a history of noncompliance
3. **Construction site enforcement:** West Bountiful will continue to enforce construction site noncompliance through ordinance 13.30 and by escalating enforcement procedures to obtain compliance with State and City permit requirements. The SOP for enforcement will continue to be implemented and will meet 2023 Permit requirements for escalating enforcement Appendix C). If an illicit discharge is discovered during a construction inspection, an IDDE investigation will be conducted in tandem with the construction inspection. Such discharges will be enforced in accordance with the IDDE program but with appropriate escalations to eliminate the discharge and minimize the recurrence of the violation.

3.4.2.4 Permit Requirements (Permit Sections 4.2.4.4 and 4.2.4.4.1)

West Bountiful City has developed procedures for site inspections and enforcement of construction storm water control measures. Procedures for inspections, enforcement, and enforcement escalation can be found in the associated SOPs located in Appendix C. Inspection findings and enforcement actions are tracked and documented. The procedures outlined in the SOPs identify the individuals or entities responsible for inspections and enforcement. Inspections will be completed by qualified personnel. MS4 oversight inspections are not to be completed by an individual or entity who has prepared a SWPPP for the construction project in question.

Qualified personnel include, but are not limited to the following:

- Utah Registered Storm Water Inspector (RSI)

- Certified Stormwater Inspector Construction (CSI-Construction)

3.4.2.5 Permit Requirements (Permit Sections 4.2.4.4.2)

During preconstruction reviews of incoming projects, if a project is required to comply with the requirements of this section, the Public Works Department will be notified through routine development notifications. The Public Works Department will be responsible for ensuring that the requirements for the project have been met before the project can file a storm water Notice of Termination for coverage under a CGP or other appropriate UPDES permit. The Public Works Director, City Engineer or RSI shall act as the point of contact for any such updates and will be responsible for the verification of final stabilization. The Public Works Director, City Engineer or RSI shall establish contact with operators before construction begins and will maintain contact with operators until final stabilization has been verified.

3.4.2.6 Permit Requirements (Permit Sections 4.2.4.4.3)

West Bountiful City will inspect construction sites identified as high priority on a biweekly (at least every 2 weeks) basis. These inspections will be completed in accordance with the Construction Storm Water Inspection Form provided by the Utah Division of Water Quality (https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4s-permits-updes-permits).

3.4.2.7 Permit Requirements (Permit Sections 4.2.4.4.4 and 4.2.4.5)

West Bountiful City will perform MS4 oversight inspections at construction sites. Upon completion of inspections, the forms will be added to the database. MS4 oversight inspections may only be performed when West Bountiful has a documented reason for justifying the on-site oversight inspection. Circumstances that may be considered documented reasons include, but are not limited to, inadequate characterization in electronic site inspections of site conditions or portions of a site; verified complaints; or any other evidence of noncompliance with permit conditions that warrant an on-site inspection.

Inspectors must provide 48 hours' advance notice of the on-site inspection unless there is reasonable suspicion that there is an imminent threat of a discharge.

Inspections, along with enforcement actions taken to address noncompliance that result from said inspections, will be tracked and maintained with West Bountiful City and are located at the *Public Works Department.*

3.4.2.8 Permit Requirements (Permit Section 4.2.4.5)

West Bountiful City provides annual training to staff involved in permitting, planning review, construction site inspections, and enforcement, and that training will be extended to relevant third-party inspectors, contractors, and plan reviewers. New hires will be trained within 60 days and annually thereafter. Training records will be maintained with West Bountiful City and can be located at the *Public Works Department.*

3.4.2.9 Permit Requirements (Permit Section 4.2.4.6)

West Bountiful City maintains records for applicable construction sites that disturb 1 acre or more, including projects less than 1 acre that are part of a common plan of development or sale. Records of such projects, which include but are not limited to, site plan reviews, SWPPPs, inspections, and enforcement actions (such as verbal warnings, stop work orders, warning letters, notices of violation, and any other enforcement conducted), will be maintained on the City's tracking records at the *Public Works*

Department.. Records will be maintained for 5 years or until the completion of the project, whichever is longer.

3.4.3 Budgeting

Budgeting for implementation of the BMPs identified in this section will be provided through the City's Storm drain Budget.

3.4.4 Goals

West Bountiful City will continue to implement ordinance-based construction storm water controls, SWPPP and plan review, priority site designation, monthly and biweekly inspections, construction storm water training, and records retention. Table 8 summarizes the goals for ensuring that construction site storm water runoff practices are protective of water quality.

Table 8. Measurable Goals for MCM 4, Construction Site Storm Water Runoff

Target Date	Activity/Goal/BMP	Responsible Entity	Cost	Budgeting	Status	Implementation Date	Assessment
2028	Inspection Compliance Overview (MCM 4) Record inspection data Track inspection outcomes to evaluate program effectiveness	Public Works Staff	–	Storm drain	Planned	2027	Develop Sites. Inspection forms are active. Inspections are conducted monthly.
5-Year Permit Term	Contractor Certification Compliance (MCM 4) Review SWPPP submittals to verify Contractor Certifications Track 100% of contractor certifications to validate contractors are qualified inspectors SWPPP Review Process	Public Works	–	Storm drain	Planned	2026	SWPPP review process active.
2027	Preconstruction SWPPP Review Review Checklist Priority site inspections	Public Works	–	Storm drain	Planned	2026	SOPs and will be used for planning review of all new construction projects, and priority sites will be inspected at the designated frequency.
Ongoing	Construction Site Inspection and Enforcement	Public Works	–	Storm drain	Active	2026	SOPs for inspections will be implemented by qualified people, and follow-up actions will be taken and documented.
Ongoing	Training	Public Works	–	Storm drain	Active	2026	Documentation for staff annual training is retained, and new hires are trained within 60 days of hire.
Ongoing	Record Keeping	Public Works	–	Storm drain	Active	2020	Maintain records for all construction projects.

3.5 LONG-TERM STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (PERMIT SECTION 4.2.5)

3.5.1 Permit Section 4.2.5 Requirements

West Bountiful City will continue to implement and enforce a post-construction storm water management program to address post-construction storm water runoff to the MS4. The post-construction storm water management program includes the following major components:

1. Post-construction Controls (Permit Section 4.2.5.1)
2. Regulatory Mechanism (Permit Section 4.2.5.2)
3. Plan Review (Permit Section 4.2.5.3)
4. Inspections (Permit Section 4.2.5.4)
5. Inventory (Permit Section 4.2.5.5)
6. Training (Permit Section 4.2.5.6)

3.5.2 Proposed BMPs

3.5.2.1 Post-construction Controls

West Bountiful City has adopted post-construction controls in its new development/redevelopment plan to ensure that storm water controls or management practices eliminate or minimize impacts to water quality. The City review process includes review for high groundwater that covers a portion of the City's jurisdiction.

Impacts to post-construction controls can occur during the course of routine construction. West Bountiful has adopted 13.30.80 Strom Water Design Criteria), which identify practices that must be followed for construction operators.

3.5.2.2 Permit Section 4.2.5.1.1

CMC Section 16.04.100 (Long-Term Stormwater Management Requirements) includes structural and nonstructural post-construction controls in the program that prioritize the following efforts:

- Developing areas susceptible to erosion and sediment loss
- Minimizing the disturbance of native soils and vegetation
- Preserving areas that provide important water quality benefits
- Implementing measures for flood control
- Protecting the integrity of natural sensitive areas

West Bountiful review of storm water facilities maintenance agreements, post-construction storm water plans, and other Low Impact Development (LID) documentation includes reviews of O&M practices that are required to keep long-term storm water controls in good practice, conducting nonstructural practices such as cleaning litter or sweeping exposed areas, and ensuring that structural storm water controls are coupled with nonstructural practices to maintain sustainable function of selected LID features.

3.5.2.3 Permit Section 4.2.5.1.2

West Bountiful has adopted WBCMC 13.30 Storm Water Management to identify and regulate new and redevelopment projects that are required to comply with the requirements of this section:

- WBCMC 13.30 Storm Water Management requires Retention Systems for 80th Percentile Rainfall (as per Utah Pollution Discharge Elimination System (UPDES) program (Low Impact Development Requirements), Event for any new development project that disturbs 1 acre or more, including a project less than 1 acre that are part of a larger common plan of development or sale that is more than 1 acre. These development projects are required to manage and retain on-site all rainfall runoff from rainfall events equal to or less than the 80th percentile rainfall event. The precipitation from all rainfall events equal to or less than the 80th percentile must be prevented from off-site discharge. Retaining rainfall events equal to or less than the 80th percentile rainfall event reduces the runoff from smaller frequently occurring storms, which account for the majority of the annual precipitation volume. Determination of the 80th percentile rainfall depth allows for calculation of a water quality volume for which developers and engineers can choose City-approved LID practices to infiltrate, evapotranspiration, and/or harvest and reuse the rainfall runoff generated.
- WBCMC 13.30 Storm Water Management requires Retention Systems for 80th Percentile Rain Event for Redevelopment projects. Retention systems shall be evaluated for potential capacity increases when 10% or more of additional impervious surfaces (such as buildings, roads, parking lots, and other structures or impervious materials) are constructed as part of a redevelopment or if a site plan requires an amendment .

During preconstruction reviews of incoming projects, if a project is required to comply with the requirements of this section, the Public Works Department will be notified and will be responsible for ensuring that the requirements for the project are met prior to the project filing a storm water Notice of Termination for coverage under a CGP or other appropriate UPDES permit.

3.5.2.4 Permit Section 4.2.5.1.3

West Bountiful has mandated a LID approach to post-construction management by adopting WBCMC 13.30 Storm Water Management, and includes complying with the requirements of the Utah Pollution Discharge Elimination System (UPDES) program (Low Impact Development Requirements), which requires the evaluation of all projects subject to the requirements of Permit Section 4.2.5.1.2. and will be incorporated into the selection of LID components.

West Bountiful has identified four standardized LID designs that are acceptable within West Bountiful City and have been adapted to meet the needs of the community:

1. Rain garden
2. Bioretention
3. Bioswale
4. Constructed wetland

3.5.2.4.1 OPTIONS OF LID STANDARDS

Bioretention Cells

A bioretention cell is a storm water BMP designed to capture and treat runoff from impermeable surfaces. Storm water flows over impervious surfaces and is conveyed as sheet flows down a vegetated slope, which slows the incoming runoff velocity and provides initial filtration of particulates from the runoff. The runoff continues to a ponding area where it is filtered by plants, an organic or mulch layer, and native or engineered soils. Many natural and biological processes, such as absorption and decomposition, occur during filtration. These processes remove pollutants and improve water quality. The filtered runoff can then be collected in an underdrain and returned to a storm water system.

In addition to providing storm water management benefits, such as runoff quantity control and pollutant removal, bioretention cells often result in cost savings by decreasing the need for traditional storm water structures, such as inlets and pipes. Bioretention areas can also improve the aesthetics of areas such as parking lots or curbsides.

Bioswales

A bioswale is a storm water BMP that provides an aesthetically pleasing alternative to concrete gutters and storm sewers, using vegetated low-lying areas or troughs that use plant materials and specialized soil mixes to treat, absorb, and convey storm water runoff. Bioswales convey storm water runoff from a roadway or parking lot into a storm sewer system or other retention areas. Bioswales can absorb runoff from small rain events and treat larger amounts of runoff, which is then directed to the larger storm water management system. This can also reduce the overall runoff volume and flow rate that is received by the larger storm water system.

Vegetated Strips

Vegetated strips are vegetated surfaces that are designed to treat sheet flow from adjacent surfaces. They function by slowing runoff velocities and allowing sediment and other pollutants to settle and provide some infiltration into underlying soils.

Vegetated strips are commonly operated as a pre-treatment storm water BMP located upstream of other BMPs capable of greater pollutant removal rates. As a stand-alone BMP, vegetated strips can only treat the lowest intensity rainfall events.

Infiltration Basins

Infiltration basins are shallow depressions created by excavation or berming that capture storm water and stores the runoff until it can infiltrate into the soils. Infiltration basins provide most of the treatment by processes related to soil infiltration, which include absorption, precipitation, trapping, straining, and bacterial degradation. The slowed, cleaned water is allowed to infiltrate native soils or is directed to nearby storm water drains or receiving waters.

Infiltration basins eliminate or dramatically reduce storm water flow rates and volumes. They improve water quality by settling and filtering out pollutants, recharging groundwater, and providing storm water storage capacity in a large drainage area. Infiltration basins can be aesthetically pleasing if properly designed and maintained, can reduce the amount of runoff from drainage areas, can be effective at the removal of sediment loads and other pollutants, and can allow for flexibility of design layout to fit most landscapes.

Infiltration Trenches

Infiltration trenches are shallow excavations that are lined with filter fabric and filled with stone to create underground reservoirs for storm water runoff. The runoff gradually percolates through the bottom and sides of the trench into the surrounding subsoil over time. Infiltration trenches are typically implemented at the ground surface to intercept overland flows. Runoff can be captured by depressing the trench surface or by placing a berm at the downgradient side of the trench.

Underground Infiltration Gallery

An underground infiltration gallery is a BMP system that temporarily stores storm water runoff below ground as part of a treatment process. The gallery includes an infiltration chamber system that consists of proprietary manufactured modular structures installed underground that create large void spaces for temporary storage of storm water. Structures may be plastic or concrete and typically have an open bottom and are wrapped with stone and filter fabric. They can be installed individually or in a series in trench or bed configurations. Storm water is delivered to the system through inlets such as curb-cuts or other concrete structures and pipes connected to other storm water conveyances such as catch basins.

3.5.2.5 Permit Section 4.2.5.1.4

As part of the adopted Strom Drain Management Ordinance West Bountiful has adopted the standard for LID required in the **Utah Pollutant Discharge Elimination System" (UPDES)**—The provisions of the Federal Clean Water Act (33 U.S.C. § 1251 *et seq.*), administered by the State of Utah, Division of Water Quality, through either a general permit or a co-permit. this includes the requirements for obtaining an exemption from retention standards. The developer is required to document evidence of the infeasibility of LID or retention system requirements and engineering design and rationale for the alternative design. The developer must document and quantify that infiltration, evapotranspiration, and rainwater harvesting have been used to the maximum extent feasible and that full employment of these controls are infeasible due to constraints.

3.5.3 Regulatory Mechanism

West Bountiful City code includes the requirements of the minimum control measure (MCM) in WBCMC 13.30 Storm Water Management. These sections provide specific processes and sanctions to minimize the occurrence of impacts to the MS4 and to obtain compliance from violators.

3.5.3.1 Permit Section 4.2.5.2.1

West Bountiful City has adopted WBCMC 13.30 010 (Enforcement and Penalties) . The [IE-07] Long-Term Storm Water Escalating Enforcement SOP was developed to ensure that an escalating series of enforcement options is available to City staff. The escalating steps consist of the following:

1. Notice of deficiencies issued to the appropriate party
2. Owner or representative to make repairs at their cost
3. City's corrective authority – West Bountiful will take action to correct deficiencies at the cost of the owner and charge the violator the cost of the work, which does not include or preclude any penalties, fines, or other violations incurred.

3.5.3.2 Permit Section 4.2.5.2.2

West Bountiful City developed its post-construction storm water program considering that high groundwater exists in areas of the city, and the selection of BMPs was reviewed to ensure that a variety of solutions are available to operators who are required to comply with the retention requirement, whether with amended designs to deal with groundwater, pre-treatment, retention, and other tools. Additionally, the City uses the guidance in *A Guide to Low Impact Development within Utah*[1] from the Utah Division of Water Quality to support post-construction design, reviews, and inspection.

The selected BMPs have been rated as noted in the tables below and cited for pollutant removal effectiveness.

[1] Baker, M. 2018. *A Guide to Low Impact Development within Utah.* Available at: https://lf-public.deq.utah.gov/WebLink/ElectronicFile.aspx?docid=12628&eqdocs=DWQ-2019-000161. Accessed May 11, 2026.

1. Rain garden[2]

Pollutant	Effectiveness
Sediment	High
Nutrients	High
Metals	High
Bacteria	High
Oil/grease	High

2. Bioretention cells[3]

Pollutant	Effectiveness
Sediment	High
Nutrients	High
Metals	High
Bacteria	High
Oil/grease	High

3. Bioswale[4]

Pollutant	Effectiveness
Sediment	Medium
Nutrients	Medium
Metals	Medium
Bacteria	Medium
Oil/grease	High

4. Constructed wetland[5]

Pollutant	Effectiveness
Sediment	High
Nutrients	High
Metals	High
Bacteria	High
Oil/grease	–

West Bountiful has approved the following SOPs to ensure that inspection and enforcement of post-construction storm water control measures are kept in adequate long-term operation and good maintenance:

- [IE-05] Long-Term BMP Inspections (Private)
- [IE-06] Long-Term BMP Inspections (Public)
- [IE-07] Long-Term Storm Water Escalating Enforcement

[2] Baker, 2018.

[3] Baker, 2018.

[4] Baker, 2018.

[5] U.S. Environmental Protection Agency Office of Water. 2021. NPDES: Stormwater Best Management Practice – Stormwater Wetland. Available at: https://www.epa.gov/system/files/documents/2021-11/bmp-stormwater-wetland.pdf. Accessed May 12, 2026.

3.5.3.3 Permit Section 4.2.5.2.3

West Bountiful will has adopted WBCMC 13.30.080 D. (Long-Term Storm Water Development Requirements) and a requirement for Maintenance Agreements WBCMC 13.30.080 F. West Bountiful has established control measures, standard operations, and maintenance procedures and obligations for required storm water facilities associated with construction activities. The Storm water Maintenance Agreement shall be recorded against the subject property and shall include the following:

1. Provisions requiring enforceable O&M obligations to ensure all storm water treatment facilities and systems functions, as designed.
2. Provisions allowing for access, inspections, and corrective action by the City.
3. Provisions for the Public Works Department to notify the party responsible if storm water facilities are found to contain any defects or are not being adequately maintained.
4. Provisions for when a property is not maintained or repaired within the prescribed schedule, the Public Works Department may perform the maintenance and repair at its expense and assess the owners(s) of the facility for the cost of necessary work and any penalties.
5. Other provisions necessary to accomplish the goals of this ordinance as required by the Public Works staff.

3.5.3.4 Permit Section 4.2.5.2.4

During active construction, West Bountiful will inspect all post-construction features required by the retention standards and approved by the City Engineer. This will be done in coordination with the site representative and the City Engineer or their representative.

West Bountiful inspects all construction sites, completing an inspection form to document whether installation was completed appropriately. The record of the inspection will be stored with the other City oversight inspection files in perpetuity. The City has developed SOPs to assist with inspections, including West Bountiful City SOPs (appendix C).

3.5.3.5 Permit Section 4.2.5.2.5

West Bountiful will use its Annual Storm water Facilities Inspection Report and Certification Form (MS4 annual report) to ensure that private property owner/operators are adequately inspecting and completing necessary maintenance according to the signed maintenance agreements. The City will provide annual reminders to owners/operators in the City inventory and provide the certification form. Site owner/operators that fail to provide the requisite inspections will initiate the escalating enforcement process as described above.

City staff in the parks department are involved with the Public Works Department and perform routine maintenance and minor repairs on City-owned/managed facilities. The Storm water Coordinator is responsible for completing the corresponding inspection reports and certifications for each facility to document the functionality of the facilities.

The Annual Storm water Facilities Form was designed to comply with the requirements of the section, and while it is a continually updated document, it will contain at least the following:

- Inspection date
- Name and signature of inspector

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

3.5.4 Plan Review

The Public Works and Engineering Departments will participate in the development reviews and perform site plan reviews to ensure post-construction storm water controls are designed in accordance with best engineering practices and City ordinances. The Public Works Staff will review the Long-Term Maintenance Agreement and ensure that it complies with the requirements of WBCMC Section 13.30.

3.5.4.1 Permit Section 4.2.5.3.1

The City has developed tools to assist with site plan reviews, including evaluations of potential water quality impacts, that will extend through the life of the project. City Engineer are responsible for reviews of a completed Storm Water Quality Report submitted by the developer and are trained to use the West Bountiful City Standard Details for LID Quality and the associated SOPs for the Long-Term Lifecycle Review process (appendix C).

Documentation of these reviews will be completed by the reviewers on the Storm Water Quality Report, which will be kept in City Database. Once documentation has been completed, it will be stored with the project data to ensure that all reviews are complete prior to the site filing a Notice of Termination (NOT) on construction permit coverage.

If the site operators alter the approved site plan or change conditions on-site that may impact the approved retention design, the operator will be required to resubmit a revised Storm Water Quality Report to the Engineering department for review.

3.5.4.2 Permit Section 4.2.5.3.2

The City ensures that all new and redevelopment projects that disturb at least 1 acre, including projects less than an acre that are part of a common plan of development or sale which collectively disturbs 1 acre include long-term storm water management measures consistent with the requirements of permit section 4.2.5. West Bountiful has adopted WBCMC 13.30 Storm Water Management, which align with the requirements of the section.

The Public Works Staff will be notified by planning/zoning/engineering when a project meets the requirements for a redevelopment project.

3.5.5 Inventory (Permit Section 4.2.5.5)

West Bountiful will keep an inventory of documentation of all post-construction structural storm water control measures installed and implemented at new development and redeveloped sites that are required to comply with the retention requirement. It shall be located in the *Public Works Department.*

Public Works staff will be responsible for maintaining the inventory and updating the inventory when new post-construction storm water controls are installed and the maintenance agreements are approved. Changes and updates to the information within the inventory will be reviewed yearly to ensure that information remains updated.

3.5.5.1 Permit Section 4.2.5.5.1

West Bountiful will continue to update the inventory in response to updates to the SWMP, but the City Long-Term Facilities Inventory will collect and maintain at least the following information:

- Project's name
- Owner's name and contact information
- Location
- Start/end date of facility
- Short description of each storm water measure (type, number, design or performance specifications)
- Short description of maintenance requirements (frequency of required maintenance inspections); and
- Inspection information (date, findings, follow-up activities, prioritization of follow-up activities, compliance status)

If the information changes, or is discovered to have changed, the Public Works Department will be responsible for updating the inventory entries as appropriate as soon as possible from discovery.

3.5.5.2 Permit Section 4.2.5.5.2

West Bountiful will update the project inventory in response to changes in property ownership. This is accomplished in the following ways:

- The City informs the landowner of their responsibility to transfer ownership of the Maintenance Agreement as part of their agreement to it
- City outreach in the form of inspection reminders to the owner operators
- Requirements for the property owner/operator to update landownership
- Follow-up and enforcement actions.

3.5.6 Training (Permit Section 4.2.5.6)

All staff, contracted staff, or other responsible employees, within their normal job responsibilities who encounter long-term storm water controls, long-term facility maintenance agreements, or other long-term storm water program elements will receive annual training on the Long-Term Stormwater program. The permit requires that all new hires receive training within 60 days of their hire date and annually thereafter at a minimum.

Public Works staff will be responsible for coordinating which staff are required to attend training and to ensure all required positions are made aware of their training requirements.

Following is a list of the staff who should be included in these training courses:

- City Engineer
- All Public Works Staff
- Golf Course Maintenance Staff
- City Recorder

Follow-up training will be provided to address any changes in procedures, methods, or staffing. Training records should include dates, activities or course descriptions taken, and names and positions of staff in attendance. Documentation of the training will be recorded and maintained using trainings logs found in [IDDE-6] West Bountiful City SOPs. The City will maintain training documentation in the City servers.

3.5.7 Goals

Table 9 summarizes the goals for ensuring that storm water management in new developments is protective of water quality.

Table 9. Measurable Goals for MCM 5, Long-Term Storm Water Management for New and Redevelopment

Target Date	Activity/Goal/BMP	Responsible Entity	Cost	Budgeting	Status	Implementation Date	Assessment
5-year permit term	Long-Term Stormwater Management (LTSWM) (MCM 5) Review all LTSWMPs. 100% of eligible projects reviewed for applicable LIDs. LTSWMP Review Procedure for LID.	Public Works	–	Storm drain	Ongoing	2027	LTSWMP review of plans by Public Works and Engineering, to ensure that plans are functional and adequate.
2029	Illicit Discharge Analysis Use certification reports, complaints, illicit discharge information, or other data to map and determine if post-construction illicit discharge potential exist.	Public Works	–	Storm drain	Planned	2028	Map locations and reference notes, collect data.
2030	Illicit Discharge Targeting If the City determines that illicit discharges incidents exist, it will follow up with landowners/operators to address issues, provide outreach and education, and if necessary, implement enforcement to eliminate water quality issues.	Public Works Code Enforcement	–	Storm drain	Awaiting data	2029	Map locations and reference notes, collect data.

3.6 POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (PERMIT SECTION 4.2.6)

3.6.1 Permit Section 4.2.6. Requirements

West Bountiful City will continue to implement and enforce pollution prevention and good housekeeping practices to address storm water runoff to the MS4 from municipal facilities and operations. The pollution prevention and good housekeeping for municipal operations program includes the following major components:

1. Inventory of high-priority permittee-owned/operated facilities (Permit Section 4.2.6.1)
2. Identify common pollutants at permittee-owned facilities (Permit Section 4.2.6.2)
3. BMPs for protecting water quality at permittee-owned facilities (Permit Section 4.2.6.3)
4. SWPPP development for all high-priority facilities (Permit Section 4.2.6.4)
5. Inspections of high-priority facilities (Permit Section 4.2.6.5)
6. Develop and implement SOPs for permittee-owned facilities (Permit Section 4.2.6.6)
7. Contractor oversight into O&M operations (Permit Section 4.2.6.7)
8. Flood management structural controls (Permit Section 4.2.6.8)
9. Retrofitting existing permittee-owned developed sites (Permit Section 4.2.6.9)
10. Annual employee training (Permit Section 4.2.6.10)

3.6.2 Proposed BMPs

3.6.2.1 Permit Requirement 4.2.6.1

West Bountiful keeps and maintains a current inventory of municipal facilities and storm water controls at these facilities. This inventory includes the facilities identified in Section 4.2.6.1 of the permit and will include a review and inventory of materials on-site and the potential to discharge storm water pollutants and on-site storm water controls for these materials/operations. The inventory will be reviewed and updated on an annual basis and maintained within this SWMP. The full inventory of municipal facilities and the on-site materials is listed in Appendix A.

3.6.2.2 Permit Requirement 4.2.6.2

West Bountiful City will complete a list of the common pollutants associated with each municipally owned or operated facility (see Appendix A). The process of determining these pollutants shall be based upon the use of said facility, operations, and inspection records. High-priority areas will be determined through desktop analysis and on-the-ground facility inspections. Inspections will identify the status of the criteria outlined in Section 4.2.6.3 of the Utah Small MS4 Permit, and facilities that meet all outlined criteria will be considered high-priority facilities. The inspection form and SOP used for scoring and identifying high-priority permittee-owned/operated facilities can be found in Appendix B and Appendix C, respectively.

3.6.2.3 Permit Requirements 4.2.6.3. and 4.2.6.4

West Bountiful will continue to assess permittee-owned and operated facilities, and this inventory should be updated as necessary. Water quality control measures and BMPs at all high-priority sites were designed to target both pollutants generated on-site and the pollutants, if any, associated with the impaired receiving waters. These controls will be monitored and inspected regularly to ensure proper function. Inspections of high-priority permittee-owned facilities will be performed at various intervals described below in Permit Requirement 4.2.6.5 (see Section 3.8.2.5 below).

3.6.2.4 Permit Requirement 4.2.6.4

West Bountiful City is in the process of developing a SWPPP for the Public Works Facility (Table 10). The SWPPP(s) shall be maintained on-site and electronically with West Bountiful at the Public Works Department.

Table 10. West Bountiful City-Owned/Operated

Facility West Bountiful City Public Works Yard
Address 1410 W 1200 N West Bountiful, Utah 84087
Inspection Schedule Multiple inspection frequencies, based on inspection type: Monthly, semi-annually, and annually
Control Measures in Place SWPPPs • SWPPPs have been developed and implemented for high-priority sites. SOPs • SOPs have been written and developed for specific tasks performed at City-owned facilities. Inventory Assessments • A list of City-owned facilities exists. Varying inspections will be executed according to their specific timelines for the purpose of detecting and eliminating pollutants at these sites, and/or updating SOPs, plan sets, and maintenance schedules, as well as verifying compliance using tracking and recording software. Structural Controls • Physical infrastructure including oil storage containers, salt storage containers, oil water separators, dry bed containment, decant facilitation, waste containment, and storm water inlets are routinely inspected and improved when budget and time factors allow. Oversight Inspections • Monthly oversight inspections will be performed at high-priority sites and documented. Employee Training • Employees will be required to participate in annual storm water trainings, and a record will be kept and maintained for traceability. Spill Prevention • West Bountiful City will adhere to the SPCC (Spill Prevention Control and Countermeasures) plan outlined in the SPCC manual wherein an updated map that outlines the locations of a variety of material storage and infrastructure inventory may be referenced. Spill Response • A flow chart exists with instructions for spill response. Employees will be reminded annually through training how to implement standards for responding accordingly to a spill. An SOP has been developed for managing spills and can be referenced in the SOP manuals, available both digitally and in hard copy in the Main Public Works Facility and in the maintenance and storage bays in the Public Works Yard.

Best Management Practices Utilized

Material Storage

- Covered storage bins are in place for salt, road base, gravel and sand. Designated concrete barrier bins will be in place for a variety of construction materials on-site, including, but not limited to, topsoil, sand, used concrete, used asphalt, street sweepings, and spoil material from water leak repair projects and emergencies.

Equipment Maintenance

- Routine maintenance will be performed by certified personnel who are trained to handle and manage certain materials including motor oil, hydraulic oil, fuels, pesticides, herbicides, asphalt materials, crack seal materials, etc.

Facility Maintenance

- Maintenance schedules will be developed and performed by both City staff and third-party contractors. Activities may include facility repairs, sweepings, hazmat removal, and general maintenance.

Structural Controls

- Structural controls will be used at the high-priority site that include oil water separators, covered decant station, concrete bin designation, waste containment, wash bays, and proper oil containment.

Standard Operating Procedures

- SOPs will be developed, reviewed, and revised accordingly and cyclically to contribute to pollution prevention controls. SOPs will be made available to staff, contractors, and visitors by way of tangible manuals located at rack stations in the Public Works Facility Maintenance Building and in the storage bays in the Public Works Yard.

3.6.2.5 Permit Requirement 4.2.6.5

West Bountiful City will perform inspections at all permittee-owned high-priority facilities on monthly, semiannual, and annual bases. Permit Subsections 4.2.6.6.1. through 4.2.6.6.3. detail the inspection criteria utilized for each inspection type/frequency.

3.6.2.5.1 PERMIT SECTION 4.2.6.5.1. MONTHLY VISUAL INSPECTIONS

West Bountiful City will perform monthly visual inspections of high-priority facilities and related storm water outfalls in accordance with SOP: *High-Priority Monthly Inspection* (IE-8) which can be found in Appendix C. Visual inspections are intended to verify the performance of implemented BMPs and all other systems designed and placed to eliminate pollutant discharges. The monthly inspections are logged for every high-priority facility, and the records are kept with the SWPPP document. The inspection log includes any identified deficiencies and the corrective actions taken to fix the deficiencies. Inspection records are maintained within this SWMP and are available in Appendix D.

3.6.2.5.2 PERMIT SECTION 4.2.6.5.2. SEMIANNUAL COMPREHENSIVE INSPECTIONS

Twice per year, comprehensive inspections of high-priority facilities, including all storm water controls, shall be performed. Inspections shall be completed with specific attention paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, material handling areas, and similar pollutant generating areas. The semiannual inspection results are documented and recorded with the SWPPP document for each high-priority facility. Semiannual inspections shall be completed in accordance with SOP: *High-Priority Site Semi-Annual Comprehensive Inspections* (IE-9) found in Appendix C. The inspection report includes any identified deficiencies and the corrective actions taken to remedy the deficiencies.

3.6.2.5.3 PERMIT SECTION 4.2.6.5.3. ANNUAL VISUAL OBSERVATION OF STORM WATER DISCHARGES

Once per year, West Bountiful City shall visually observe the quality of the storm water discharges from each of the identified high-priority facilities. Any observed problems that can be associated with pollutant sources or malfunctioning controls will be remedied as soon as practicable, at a minimum, before the next

storm event according to established SOPs (see Appendix C). Visual observations will be documented and records maintained within this SWMP document. This inspection will be done in accordance with SOP: *High-Priority Site Annual Visual Inspections* (IE-10) found in Appendix C. Permit Requirement 4.2.6.6

West Bountiful City has developed several SOPs for protecting water quality to be implemented at each permittee-owned facility and/or activities conducted by City personnel or contractors. SOPs were developed and implemented to address operations occurring at or involving the following:

- Buildings and facilities
- Material storage areas
- Heavy equipment storage areas and maintenance areas
- Parks and open space
- Vehicle and equipment
- Streets & Parking lots
- Storm water collection and conveyance system

SOPs to be implemented at permittee-owned facilities to address the above operations can be found in Appendix C.

3.6.2.6 Permit Requirement 4.2.6.6.1

West Bountiful City's SOPs were developed and implemented to ensure that the following practices are protective of water quality:

- Use, storage, and disposal of chemicals
- Storage of salt, sand, gravel, landscaping materials, asphalt and other materials
- Waste and trash management
- Cleaning, washing, painting, and maintenance activities including cleaning of maintenance equipment, building exteriors, and trash containers
- Sweeping roads and parking lots
- Proper application, storage, and disposal of fertilizer, pesticides, and herbicides and minimizing their use
- Lawn maintenance and landscaping activities including proper disposal of lawn clippings and vegetation
- Green waste deposited in the street
- Proper disposal of pet waste
- Vehicle maintenance and repair activities including use of drip pans and absorbents under or around leaky vehicles and equipment
- Vehicle/equipment storage including storing indoors where feasible
- Vehicle fueling includes placing fueling areas under a cover to minimize exposure where feasible

- Road and parking lot maintenance, including pothole repair, pavement marking, sealing, and repaving
- Cold weather operations, including plowing, application of deicing compounds, and maintenance of snow disposal areas
- Right-of-way maintenance, including mowing and herbicide and pesticide application
- Municipally sponsored events such as large outdoor festivals, parades, and the cleanup following events
- Regular inspection, cleaning, and repair of storm water conveyance and structural storm water controls
- Graffiti removal
- Any activities or operations not listed above that would reasonably be expected to discharge contaminated runoff

SOPs implemented by West Bountiful City staff to ensure that the above operations will be done in a manner protective of water quality can be found in Appendix C.

3.6.2.7 Permit Requirement 4.2.6.6.2

SOPs provide guides for street sweeping and storm drain system maintenance of permittee-owned roads and parking lots and storm drain system maintenance. Operations will occur on a rolling, semiannual basis with some variability in scheduling to account for weather and any current water quality concerns. Areas where sweeping has been completed will be recorded and kept on record with West Bountiful City to inform future sweeping needs. Sweeping operations will occur more frequently at permittee-owned high-priority facilities. SOPs for street sweeping and storm drain maintenance operations can be found in Appendix C.

3.6.2.8 Permit Requirement 4.2.6.6.3

West Bountiful City routinely cleans and maintains storm drain systems. When necessary, materials removed from the MS4 will be temporarily stored at a decant facility and allowed to drain to the sanitary sewer. Following the decant process, when all solid materials are dry, they will be securely hauled to the sanitary landfill. If encountered, potentially hazardous materials removed from the MS4 that require special handling and disposal will be disposed of by a certified hazardous material disposal contracted service to dispose of the material.

Storm drain system maintenance and cleaning will occur on a rolling basis. Contracted staff will clean and maintain storm drain systems on an annual basis. Progress in cleaning and maintenance activities will be kept on record with West Bountiful City. Current progress and cleaning/maintenance locations are saved electronically at the Public Works Department.

3.6.2.9 Permit Requirement 4.2.6.6.4

West Bountiful City only allows City vehicles and equipment to be washed in the Public Works Yard and has implemented SOPs for vehicle and equipment washing to ensure that wash waters are not discharged to the MS4 or waters of the State. SOPs outlining approved vehicle and equipment washing operation can be found in Appendix C.

3.6.2.10 Permit Requirement 4.2.6.6.5

West Bountiful City will develop and maintain a spill prevention plan in coordination with the local fire department.

3.6.2.11 Permit Requirement 4.2.6.6.6

Floor drains will be inspected regularly, and inventories will be kept up to date to ensure accuracy. West Bountiful City aims to complete an inventory of floor drains in all permittee-owned facilities and ensure the drains discharge to the appropriate and expected locations by 2028. This goal is discussed in more detail in Table 11.

3.6.2.12 Permit Requirement 4.2.6.7

West Bountiful City has developed SOPs for O&M activities that may reasonably be expected to be performed by contractors. West Bountiful requires that contractors be trained on and be familiar with SOPs to ensure that appropriate storm water controls are used during O&M. Training records and contractor SOP acknowledgement records will be maintained with West Bountiful. Training records and acknowledgement forms shall be stored at the Public Works Department.

3.6.2.13 Permit Requirements 4.2.6.8 and 4.2.6.8.1

West Bountiful City will coordinate with the Davis County, which owns and operates flood management infrastructure within West Bountiful City, to assess both new and existing flood management structural controls.

For new flood management structural controls associated with City projects or developments, West Bountiful City requests project plans with the aim of evaluating potential water quality impacts and to ensure that storm water management measures are incorporated where feasible. This review includes consideration of structural and nonstructural controls that minimize impacts to site hydrology and water quality while still meeting project objectives and flood control requirements.

3.6.2.14 Permit Requirement 4.2.6.9

West Bountiful City shall developed a methodology for ranking the retrofitting of existing developed sites that have or could have the potential to negatively impact water quality. The ranking of permittee-owned facilities shall identify the priority in which retrofitting shall occur. Rankings are based on the following criteria:

- Proximity to water body
- Current assessment status of water body
- Hydrologic condition of receiving water body
- Proximity to sensitive ecosystems
- Sites that could be further enhanced by retrofitting storm water controls

Table 11. Permittee-Owned and Operated Facility Retrofitting Priority List (Ranking to be completed)

Facility Name	Facility Address	Cumulative Ranking	Assessment Date
Golf Course Maintenance	1000 W 1070 N		
City Park Pages Lane	550 W 1600 N		
Jessi's Meadow Common Area	1150 W Jessi's Meadow Way		
Childs Park	2340 N 680 W		
Jessi's Meadow City Clean Fill Storage	901 N 1325 W (Jessi's meadow Drive)		
Birnam Woods Park	2361 N 880 W		
550 North Ditch	550 N 900 W		
Pages Lane Detention Drainage Pond	850 W 1600 N		
400 North Well	710 W 400 N		
Stone Creek Well	550 W 1000 N		
City Hall	550 N 800 W		
500 South Tank	300 E 500 S Bountiful City		
400 N Tank	550 N 600 E Bountiful City		
Golf Course	1201 N 1100 W		
Public Works	1410 W 1200 N		
Facility	Address	Priority Rank	Date

Note: Cumulative ratings are based on a scale of 1–15, with the highest scores indicating highest priority locating for retrofit planning.

3.6.2.15 Permit Requirement 4.2.6.10

West Bountiful City will provide annual training for all employees, contracted staff, and other responsible entities with primary job functions that are likely to impact storm water quality. This training will address the importance of protecting water quality, the small MS4 permit requirements, O&M requirements, inspection procedures, ways to prevent or minimize impacts to water quality by how they perform their job activities, and SOPs and SWPPPs for the various permittee-owned or -operated facilities. Training will also consist of procedures for reporting water quality concerns, including potential illicit discharges. Training records include dates, training activities, and the names and positions of staff who attended. Annual training courses will be completed within 60 days of the hire date for the aforementioned personnel. Follow-up training courses will be held as necessary to address changes in procedures, methods, and/or staffing. Below is a list of personnel required to receive this annual training:

- Administrator
- All Public Works Staff
- Engineering
- City Recorder

3.6.3 Budgeting

Budgeting for implementation of the BMPs identified in this section will be provided through the City's Storm drain Budget.

3.6.4 Goals

The goals associated with MCM 6 and its associated activities can be found in Table 12.

Table 12. Measurable Goal for MCM 6, Pollution Prevention and Good Housekeeping Measures

Target Date	Activity/Goal/BMP	Responsible Entity	Cost	Budgeting Source	Status	Implementation Date	Assessment
2028	Rank City Owned sites for Retrofitting of Storm Water Controls Inventory and inspect City-owned facility/sites	Public Works	–	Storm Drain	Planned	2027	Site Inventory List completed. Inspection forms developed. Ranking of sites to be completed
2028	Spill Prevention Plan	Public Works	–	Storm Drain	Planned	2027	Coordinate spill prevention plan with local fire department

APPENDIX A

City Facility and Pollutant Inventory

Inventory of City Owned or Operated Facilities (Ranking and potential pollutants to be identified)

CITY OWNED FACILITIES

	NAME AND ADDRESS	OPERATING HOURS	Description
1	City Hall 550 N 800 W, West Bountiful	7am-5pm, M-F	City Hall is open during normal business hours, with occasional evening meetings.
2	Lakeside Golf Course-Pro Shop 1201 N 1100 W, West Bountiful	Golf Season	The golf course is open during daylight hours whenever the weather is nice enough to play golf
3	Lakeside-Maintenance Building 1000 W 1070 N, West Bountiful	Golf Season	Open daylight hours March thru November. Some maintenance activities are conducted here.
4	City Water Well 550 W 1000 N, West Bountiful	24-7	Underground well connected to water system
5	Public Works Yard 860 N Jessi's Meadow Dr	As needed	Storage of materials and disposal of excavated soil
6	City Park 550 W Pages Ln, West Bountiful	Daylight Hrs.	Grass area, parking lot sports fields, pavilions and playground
7	Child Park 2340 N 680 W, West Bountiful	Daylight Hrs.	Grass area and playground
8	Birnam Woods Park 2361 N 880 W, West Bountiful	Daylight Hrs.	Parking, open space, sod and playground
9	City Water Tank 300 E 500 S, Bountiful	24-7	Buried tank with driveway and xeriscape
10	City Water Tank 600 E 550 N, Bountiful	24-7	Buried concrete tank with native vegetation
11	City Detention Basin 550 N 900 W, West Bountiful	24-7	Landscaped grass area and inlet/outlet concrete pipe headwall
12	City Detention Basin 850 W 1600 N	24-7	Native grass area and inlet/outlet pipes
13	400 N Well 710 W 400 N	24-7	Underground well connected to water system
14	Public Works Shop 1410 W 1200 N	7am-5pm, M-F	Shop and Material Storage

APPENDIX B

Inspection Forms

APPENDIX B
INSPECTION FORMS

West Bountiful City has developed and implemented a series of inspection forms to support consistent, well-documented stormwater inspections conducted under the City's Small MS4 Program. These forms are intended to guide inspectors through the required inspection elements, promote consistent evaluation of stormwater control measures and site conditions, and ensure that inspection findings, corrective actions, and follow-up needs are accurately recorded.

Inspection forms:

Construction (standard Form, not attached)
West Bountiful UT Common Plan SWPPP Inspection
West Bountiful, UT

Construction (standard Form, not attached)
Commercial Under an Acre
West Bountiful, UT

Construction (standard Form, not attached)
Residential permit inspection
West Bountiful, UT

Construction (standard Form, not attached)
UT - MS4 Construction Oversight Inspection Form
West Bountiful, UT

Construction (standard Form, not attached)
Final
West Bountiful Notice of Termination Final Inspection
West Bountiful, UT

Final (standard Form, not attached) May 6, 2026
West Bountiful Stormwater Inspection Forms
West Bountiful City
Long Term Stormwater Management
Copy of Sample Long-Term Stormwater Inspection
Checklist West Bountiful, UT

MS4 Facility
High Priority Site Annual Outfall Inspection
West Bountiful, UT

MS4 Facility
High priority sites semi-annual comprehensive inspection
West Bountiful, UT

MS4 IDDE (standard Form, not attached)
Outfall Form
West Bountiful, UT

City of West Bountiful Stormwater Program

Priority Area Inspection Form

Site Name		**Date and Time of Inspection**	
Site Address		**Weather during Inspection**	

Brief Description of Area	
Are there changes to the priority area from the previous inspection?	

Initial Assessment	**Yes**	**No**	**N/A**
Is there any visual evidence of an illicit discharge or previous discharge?			
Comments:			
Is there any damage, erosion, misalignment, or other structural issues in the priority area? (e.g. stormwater conveyance, curbs, damaged containers, etc.)			
Comments:			

Discharge Evaluation	**Yes**	**No**	**N/A**
If a discharge was occurring during the inspection, was the source identified?			
Comments:			
If evidence of a previous discharge was found, was the source identified?			
Comments:			

Grab Sample	**Yes**	**No**	**N/A**
Was a grab sample of any discharge obtained and documented? If so, describe the location where the sample was taken.			
Comments:			
Were there any indications of pollutants in the grab sample? If so, describe.			
Comments:			

Post-Inspection	Yes	No	N/A
Was a responsible party for any spills, debris, or other discharges identified?			
Comments:			
Is there a need for further action, such as inspection, discharge tracing, cleanup, or repair to existing infrastructure?			
Comments:			
Investigation Results			
Pollutant type(s): Estimated pollutant volume: Features impacted: Responsible party contact:			
Corrective Action Items			

SPILL INCIDENT	SI-3
IDDE Inspection Form	

Section 4. REPORTED INFORMATION

Reported by_____ Date _____

Location of discharge _____

Was a discharge or pollutant found? □ Yes □ No

Description of discharge _____

Amount of discharge (estimated) _____

Responsible Party Information _____

Report taken by _____

Section 5. INVESTIGATION INFORMATION

Date investigation began _____

Was source of discharge found? □ Yes □ No

Any discharge to storm drain? □ Yes □ No

Were samples collected for analytical monitoring? □ Yes □ No

Agencies discharge was reported to

_____ Date _____

_____ Date _____

_____ Date _____

Section 6. ILLICIT DISCHARGE REMOVAL INFORMATION

Description of actions taken to remove the discharge _____

_____

Has illicit discharge been eliminated? □ Yes Date_____ □ No

Future scheduled follow-up action _____ Date _____

Section 7. ENFORCEMENT INFORMATION

List enforcement action(s) taken

Date _____ Enforcement action _____

Date _____ Enforcement action _____

City of West Bountiful Stormwater Program

Annual Priority Facility Inspection Form

Site Name		**Date and Time of Inspection**	
Site Address		**Weather during Inspection**	
Inspector Name		**Inspector Signature**	

Initial Assessment

Brief Description of Area	
Are there major changes to the priority facility from the previous inspection?	

Stormwater Evaluation	Yes	No	N/A
Visually inspect the stormwater runoff or discharge from the site. Is there any discoloration, sheen, foam, floating debris, or sediment?			
Description of water conditions:			
If there is evidence of contamination, can the source be located?			
If the source is located, what actions were taken to resolve the issue?			

Grab Sample	Yes	No	N/A
Was a grab sample of any discharge obtained and documented? If so, describe the location where the sample was taken.			
Comments:			
Were there any indications of pollutants in the grab sample? If so, describe.			
Comments:			

Discharge Evaluation	Yes	No	N/A
If a discharge was occurring during the inspection, was the source identified?			
Comments:			
If evidence of a previous discharge was found, was the source identified?			
Comments:			
Were measures taken to stop any active illicit discharge?			
If so, what measures were taken to resolve the issue?			

Post-Inspection	Yes	No	N/A
Was the proper personnel for any spills, debris, or other discharges notified?			
Comments:			
Is there a need for further action, such as inspection, discharge tracing, cleanup, or repair to existing infrastructure?			
Comments:			
Was any confirmed illicit discharge reported to appropriate agencies and authorities?			

Investigation Results	
Pollutant type(s):	
Estimated pollutant volume:	
Features impacted:	

Corrective Action Items

City of West Bountiful Stormwater Program

Priority Facility Classification Inspection Form

Site Name		**Date and Time of Inspection**	
Site Address		**Weather during Inspection**	
Inspector Name			

Brief Description of Facility	

Initial Assessment	**Yes**	**No**	**N/A**
Are their potential pollutants stored on site?			
Comments:			
Are there improperly stored materials on site?			
Comments:			
Are there potential pollutant-generating activities performed outside (e.g. cleaning equipment or tools)?			
Comments:			
Are there any waterbodies in close proximity to the site (Ponds, streams, canals, lakes, Rivers, etc.)?			
Comments:			
Discharge Potential Assessment			
Pollutants of concern with potential to discharge into impaired waterbodies:			

Comments:

Investigation Results

Pollutant type(s), if applicable:

Improperly stored materials:

Pollution generating activities performed outside:

Waterbodies in close proximity to site:

Pollutants of concern with potential to discharge into impaired waterbodies:

Notes/Comments

City of West Bountiful Stormwater Program

Monthly Priority Facility Inspection Form

Site Name		**Date and Time of Inspection**	
Site Address		**Weather during Inspection**	
Inspector Name			

Brief Description of Facility	
Are there changes to the priority area from the previous inspection?	

Initial Assessment	**Yes**	**No**	**N/A**
Is there any visual evidence of an active discharge or previous discharge (e.g., staining, discoloration, evidence of dumping, etc.)?			
Comments:			
Are related stormwater outfalls in working condition? (Free from obstructions, misalignment, structural damage, etc.)			
Comments:			
Are the reported BMPs and stormwater controls on site working as intended?			
Comments:			

Post-Inspection	**Yes**	**No**	**N/A**
Was the proper personnel for any spills, debris, or other discharges notified?			

Comments:			
Is there a need for further action, such as inspection, discharge tracing, cleanup, or repair to existing infrastructure?			
Comments:			
Was any confirmed illicit discharge reported to appropriate agencies and authorities?			
Comments:			

Investigation Results

Pollutant type(s):

Estimated pollutant volume:

Features impacted:

Corrective Action Items

City of West Bountiful Stormwater Program

Semi-Annual Priority Facility Comprehensive Inspection Form

Site Name		**Date and Time of Inspection**	
Site Address		**Weather during Inspection**	
Inspector Name		**Inspector Signature**	

Brief Description of Area	
Are there changes to the priority area from the previous inspection?	

Assessment	**Yes**	**No**	**N/A**
Inspect **ALL** of the following stormwater controls or systems for functionality, whether they are well-maintained, and if they are located and installed as described in the SWPPP.			
Were the following areas inspected?			
Waste storage areas			
Dumpsters and trash management			
Vehicle and equipment maintenance, washing, and fueling areas			
Material handling areas			
Storage and disposal of chemicals			
Storage of salt, sand, gravel, landscaping materials, asphalt, and other materials			
Cleaning, washing, painting and maintenance activities including cleaning of maintenance equipment, building exteriors, and trash containers			
Sweeping roads and parking lots			

Proper application, storage, and disposal of fertilizer, pesticides, and herbicides and minimizing their use			
Lawn maintenance and landscaping activities including proper disposal of lawn clippings and vegetation			
Green waste deposited in the street			
Proper disposal of animal wastes			
Vehicle maintenance and repair activities including use of drip pans and absorbents under or around leaky vehicles and equipment			
Vehicle/equipment storage including storing indoors, where feasible			
Vehicle fueling including placing vehicle fueling areas under cover to minimize exposure where feasible			
Road and parking lot maintenance including pothole repair, pavement marking, sealing, and repaving			
Cold weather operations including plowing, sanding, application of deicing compounds, and maintenance of snow disposal areas			
Right-of-way maintenance including mowing and herbicide and pesticide application			
Municipally sponsored events such as large outdoor festivals, parades, or street fairs and the cleanup following these events			
Regular inspection, cleaning, and repair of stormwater conveyance and structural stormwater controls			
Any activities or operations not listed above that would reasonably be expected to discharge contaminated runoff			
Are the storm water controls and systems functioning as intended? If not, describe the deficiencies			
Comments:			
Are the storm water controls and systems well-maintained and free of damage? If not, describe the damage/deficiencies.			
Comments:			
Are the storm water controls and systems installed as described in the SWPPP? If not, describe the discrepancies.			

Comments:			
Post-Inspection	**Yes**	**No**	**N/A**
Was the proper personnel for any spills, debris, or other discharges identified?			
Comments:			
Is there a need for further action, such as inspection, discharge tracing, cleanup, or repair to existing infrastructure?			
Comments:			
Was any confirmed illicit discharge reported to appropriate agencies and authorities?			
Comments:			

Investigation Results
Pollutant type(s): Estimated pollutant volume: Features impacted:
Corrective Action Items

APPENDIX C

West Bountiful City Standard Operating Procedures

TABLE OF CONTENTS

SPILL INCIDENT **1**
Response & Reporting Decision Matrix 1
Response & Reporting Contact List 2
IDDE Inspection Form 3
Public Report Response Intake Form 5
Public Report Response Procedure 7
Incident Notification Procedures 9
ILLICIT DISCHARGE DETECTION & ELIMINATION **12**
Outfall Inspections 12
Manhole Inspections 13
Tracing an Illicit Discharge 15
Eliminating an Illicit Discharge 16
Characterizing an Illicit Discharge and Identifying Health and Environmental Hazards 19
Training Record 23
INSPECTION & ENFORCEMENT **25**
Enforcement Policy 25
Inspecting Construction Sites 28
Enforcing Construction Site Requirements 29
Pre-Construction Meeting Checklist 30
Inspecting Long-Term Controls (Private) 33
Inspecting Long-Term Controls (Public) 34
Enforcing Long-Term Controls 35
High-Priority Site Monthly Visual Inspections 36
High-Priority Site Semi-Annual Comprehensive Inspections 37
High-Priority Site Annual Visual Observation of Stormwater Discharges 38
GENERAL 39
Debris Disposal 39
Painting 40
Transporting Saturated Soils 41
Transporting Unsaturated Soils 42

Vehicle and Equipment Storage 43
Vehicle and Equipment Washing 44
Waste Receptacles 45
Chemical Management (Including Fertilizers, Herbicides, & Pesticides) 46
Pressure Washing Building Exteriors 47
PARKS & RECREATION 48
Chemical Application: Pesticides, Herbicides, & Fertilizers 48
Mowing & Trimming 49
Planting Vegetation (Starters) 50
Planting Vegetation (Seeds) 51
City Sponsored Festivals & Parades 52
STREETS / STORM DRAIN 53
Inlet Protection 53
Cleaning Catch Basins & Drainage Pipes 54
Cleaning Detention Ponds 55
Creek Management 56
Chip Seal 57
Slurry Seal 58
Crack Seal 59
Overlays & Patching 60
Concrete Work 61
Asphalt Paving 62
Snow Removal & De-icing 63
Street Sweeping 64
Curb Painting 65
Shouldering & Mowing 66
Secondary Road Maintenance 67
Material Storage 68
CULINARY WATER **69**
Planned Waterline Excavation Repair/Replacement 69
Emergency Waterline Excavation Repair/Replacement 70
Waterline Flushing for Routine Maintenance 71
Waterline Flushing after System Disinfection – Discharge to Storm Drain 72

Waterline Flushing after System Disinfection – Discharge to Off-site Location 73
Chemical Handling/Transporting and Spill Response 74

Acknowledgement and Training Form 75
Catch Basin Cleaning 76-77
Graffiti Removal and Hard Surface Cleaning 78-79
Green Waste on City Owned Property 80
Open Space Management 81
Pet Waste Disposal 82
Storage of Salt, Sand, Gravel, Landscaping Materials, Asphalt, and Other Materials 83
Street Sweeping 84-85
Vehicle and Equipment Storage and Maintenance 86-87

SPILL INCIDENT	**SI-1**
Response & Reporting Decision Matrix	

1. Process: (When a spill is observed or a report of spill comes in)

Does the incident pose an immediate threat to life or health?

Yes – Call 911 (give description of material, amount, and extent)

- Describe incident in spill log.

No – Move to next step

Are you able to safely contain the spill with tools and/or material at hand?

Yes – Contain the spill and secure the area, then ensure clean-up is done

- Report according to the reporting list below, and
- Describe incident in spill log.

No – Move to next step

Is it during regular working hours?

Yes – Report according to reporting list below

- Describe incident in spill log.

No – Call 911 (give description of material, amount, and extent)

- Describe incident in spill log.
- On next working day report according to reporting list below

The West Bountiful City Public Works Supervisor should be contacted after any spills and should assist in making appropriate calls/escalation processes. 801-292-8232

1. **Follow SOP: Response & Reporting Contact List (SI-2)**

SPILL INCIDENT	SI-2
Response & Reporting Contact List	

Pollutant Description - Report to:

Pollutant releases to water (surface or ground water):	Davis Co., UDEQ, & NRC
Hydrocarbons (fuel, oil), release of 25 gallons or more:	Davis Co. and UDEQ
Radiological Materials, any spill or release:	Davis Co. and UDEQ
Extremely Hazardous chemicals, 2.2 lb. or more: (e.g. Cyanides, Arsenic, Chlorine)	Davis Co. and UDEQ
Other Hazardous chemicals, 220 lb. or more:	Davis Co. and UDEQ
Underground Storage Tank, any leaking or release:	Davis Co. and UDEQ

Other spills, particularly those under the above limits and/or contained and cleaned up, do not need to be reported.

Phone Contact List:

Emergency	911
West Bountiful City Public Works Director	801-292-4486
West Bountiful Police Non-Emergency	801-292-4487
Davis County Environmental Health (Davis Co.)	801-525-5100
Utah Dept. of Environmental Quality (UDEQ)	801-536-4123
National Response Center (NRC)	1-800-424-8802
Utah Division of Solid and Hazardous Waste	801-538-6170
Utah Hazmat Response Officer	801-538-3745

2. **Web Contact List:**

Utah Dept. of Environmental Quality (UDEQ)	https://deq.utah.gov/general/report-an-incident

SPILL INCIDENT	SI-3
IDDE Inspection Form	

REPORTED INFORMATION

Reported by_____ Date _____

Location of discharge _____

Was a discharge or pollutant found? □ Yes □ No

Description of discharge _____

Amount of discharge (estimated) _____

Responsible Party Information _____

Report taken by

_____

INVESTIGATION INFORMATION

Date investigation began _____

Was source of discharge found? □ Yes □ No

Any discharge to storm drain? □ Yes □ No

Were samples collected for analytical monitoring? □ Yes □ No

Agencies discharge was reported to

_____ Date _____

_____ Date _____

_____ Date _____

ILLICIT DISCHARGE REMOVAL INFORMATION

Description of actions taken to remove the discharge

_____

_____

Has illicit discharge been eliminated? □ Yes Date_____ □ No

Future scheduled follow-up action _____ Date _____

ENFORCEMENT INFORMATION

List enforcement action(s) taken

Date _____ Enforcement action _____

Date _____ Enforcement action _____

SPILL INCIDENT	SI-4
Public Report Response Intake Form	

REPORT INFORMATION

Reported by_____ Date/time _____

Incident date/time: _____

Caller/reporter contact info:

Phone: _____ Email: _____

LOCATION OF DISCHARGE

Primary location

☐ Stream corridor (in/adjacent to stream)

☐ Upland area (land not adjacent to stream)

Secondary location

☐ Outfall ☐ In-stream flow ☐ Along banks ☐ Near storm drain
☐ Near other water source

Location description

_____

_____

Description of discharge (odor, appearance, etc.)

_____

_____

Amount of discharge (estimated) _____

Pollutants discharged, if known _____

Did the spill enter the storm drainage system or is it suspected to have entered the storm drainage system? If so, document where the pollutant entered the storm drainage system.

_____

Has the responsible party, or another on-site staff taken any action to remedy, mitigate, or clean up the spill? If so, what actions were taken, and what was the result?

_____

_____

What agencies was the spill reported to? _____

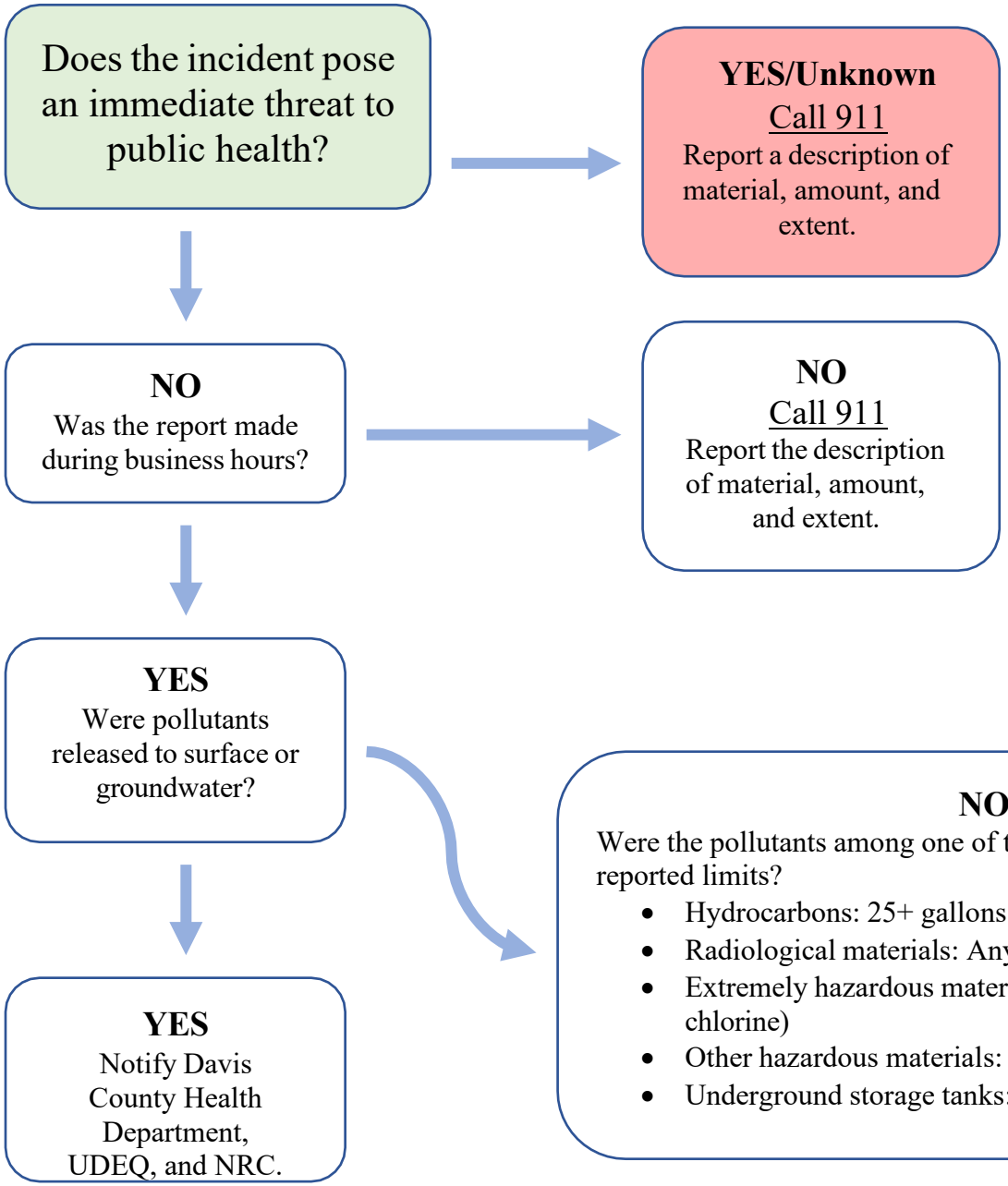
Was the Public Works Coordinator notified? Yes / No

Report captured by (print and sign)

_____

SPILL INCIDENT	**SI-5**
Public Report Response Procedure	

1. Purpose:
   This Standard Operating Procedure (SOP) provides a step-by-step guide for responding to publicly reported illicit discharges, proper documentation, and notifying appropriate response authorities
2. Application:
   The procedures outlined in this document should be implemented upon receipt of a publicly reported illicit discharge.
3. Preparation:
   a. Prepare necessary equipment such as the following:
      i. Public Report Intake Form
      ii. Materials necessary for documenting gathered information
4. Initial Actions:
   a. Document the incoming report according to the workflow below and the information required in the *Public Report Response Intake Form.*
   b. Notify the West Bountiful City Public Works Supervisor of the reported incident and provide a copy of the intake form.
5. Documentation and Record Keeping:
   a. Notify Public Works Supervisor within 1 business day.
   b. Document the illicit discharge in the West Bountiful City Violation Log.



Phone Contact List

Emergency 911

West Bountiful City Public Works
801-292-4486

West Bountiful Police Non-Emergency
801-292-4487

Davis County Environmental Health
801-525-5100

Utah Department of Environmental Quality (UDEQ)
801-536-4123

National Response Center (NRC)
1-800-424-8802

Utah Division of Solid and Hazardous Waste
801-538-6170

Utah Hazmat Response Officer
801-538-3745

SPILL INCIDENT	**SI-6**
Incident Notification Procedures	

1. Purpose:

   This Standard Operating Procedure (SOP) provides a step-by-step guide for reporting and notifying appropriate parties in the event of an illicit discharge.

2. Application:

   This SOP should be used when first arriving and confirming whether a spill or other illicit discharge has happened. This SOP guides you to use the IDDE Inspection Form for use in responding to the report of an IDDE incident.

3. Preparation:

   a. Prepare necessary materials such as the following:
      i. Completed Discharge/Spill Inspection Report
      ii. Response and reporting contact list

4. Initial Actions:

   <u>Notifying Property Owner/Operator (Residential/Commercial)</u>

   Notify the property owner of the incident occurring on their property. The first notification shall serve as a warning, with the subsequent notification serving as a Notice of Deficiency. Following an unanswered/unresolved notice a of deficiency, a citation may be issued, and containment and cleanup actions may be required.

   a. Warning: Provide the owner, property manager, or operator a warning to correct problems with a reasonable deadline. Warnings may include a door tag, electronic communication, or direct communication. Document the date and method of the warning.

   b. If the responsible party does not correct the issue within the time frame, use the enforcement policy found in IE-1 to determine the next appropriate action.

   c. Removal and cleanup: If the issue persists without action or contact from the property owner, contain and remove the discharge source according to the procedures found in IDDE-4 *Eliminating an Illicit Discharge*.

   Coordinate with the City Attorney and Finance Department for the collection of charges related to citations or removal and cleanup operations.

Notifying Authorities/Agencies

a. Identify which agencies must be notified based on the pollutant type, volume, and location of the event (Table 1).

b. Notify necessary agencies of the incident, including any actions taken to eliminate the discharge.

c. Contact the responsible agency within 1 business day of the initial notification of the incident. Use Table 2 to locate required contact information.

3. **Table 1. Reporting Requirements by Pollutant Type**

Pollutant Description	**Volume**	**Report to**
Pollutant releases to water (surface or groundwater)	Any amount	Davis County Environmental Health, Utah Department of Environmental Quality (DEQ), Natural Resource Center
Hydrocarbons (fuel, oil)	25 gallons or more	Davis County and UDEQ
Radiological materials	Any amount	Davis County and UDEQ
Extremely hazardous chemicals	2.2 lbs. or more	Davis County and UDEQ
Other hazardous chemicals	220 lbs. or more	Davis County and UDEQ
Underground storage tank	Any amount	Davis County and UDEQ

Table 2. Reporting Agency Contact List

Agency/Organization	**Contact Number/Address**
Emergency	911
West Bountiful Public Works	801-292-4486
West Bountiful Police Non-Emergency	801-292-4487
Davis County Environmental Health	801-525-5100
UDEQ	801-536-4123
UDEQ (online)	https://deq.utah.gov/general/report-an-incident
National Response Center	1-800-424-8802
Utah Division of Solid and Hazardous Waste	801-538-6170

Agency/Organization	Contact Number/Address
Utah Hazmat Response Officer	801-538-3745

5. Documentation and Record Keeping

    a. Complete the IDDE Inspection Form with any information that was not completed while on-site.

    b. Document the date and time of notifications, corrective actions, and enforcement actions in the Violation Log.

    c. Obtain and maintain a copy of the incident report from the agencies involved in the incident response.

ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-1
Outfall Inspections	

1. Preparation:
    a. Make sure you have the following supplies for the field work:
        i. Camera, flashlight, smartphone (as appropriate), 1st aid kit, nitrile gloves, waterproof boots or waders, tape measure, phone or 2-way radio, watch (with stopwatch), GPS, and Map(s) showing drainage system and outfalls in the area you plan to screen pH and ammonia testers, thermometer, clear sample bottle(s), zip lock bags, and caulk or plumbers' putty, and Physical or digital copies of *Field Sheet* (such as Appendix D-3 of the Center Watershed Protection's Illicit Discharge Detection and Elimination Guidance Manual)
    b. Notify private property owners whose property you'll need to cross.
    c. Inform an individual of your intent, location you're traveling, and time you will return.
2. Process:
    a. Upon arrival at each outfall/discharge, take photo(s), and gather information to complete *Field Sheet*
    b. Use the data observed, collected and recorded on Field Sheet and guidelines on *Field Sheet* to characterize the outfall/discharge as an "unlikely," "potential," "suspect," or "obvious" point of illicit discharge.
        i. Consider these as indicators: pH≤6 or pH >8, severity of 2; pH≤5 or pH >9, severity of 3; Ammonia ≥1.0, severity of 3.
        ii. If outfall is non-flowing and characterized as "obvious," "suspect," or "potential," place a caulk dam and schedule a return visit to attempt to collect a sample.
        iii. If characterized as "obvious," follow SOP: *Response & Reporting Decision Matrix (SI-1)* and SOP: *Response & Reporting Contact List (SI-2)*.
        iv. If characterized as "obvious" then initiate SOP: *Tracing an Illicit Discharge (IDDE-3)* and SOP: *Eliminating an Illicit Discharge IDDE (IDDE-4).*
        v. If outfall is flowing and characterized as suspect, initiate SOP: *Tracing an Illicit Discharge (IDDE-3)* and SOP: *Eliminating an Illicit Discharge IDDE (IDDE-4)* within two working days.
3. Clean-up:
    a. Place used gloves and other waste in bag and carry-out for disposal into waste bin.
    b. If any hazardous waste is produced (eg. used detergent/surfactant reagent), carry out and arrange for delivery to a hazardous waste facility.

4. **Contact: Veolia Environmental Services 709 N. Taylor Way Suite 1 North Salt Lake, UT 84054, US**

(801) 232-0976

4. Documentation:
    a. Record any further actions taken for potential, suspect, and obvious illicit discharges.

ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-2
Manhole Inspections	

1. Preparation:
    a. Make sure you have the following supplies for the field work:
        i. Camera, flashlight, smartphone (as appropriate), 1st aid kit, nitrile gloves, waterproof boots or waders, tape measure, phone or 2-way radio, watch (with stopwatch), GPS, and Map(s) showing drainage system and outfalls in the area you plan to screen pH and ammonia testers, thermometer, clear sample bottle(s), zip lock bags, and caulk or plumbers' putty, and Physical or digital copies of *Field Sheet* (such as Appendix D-3 of the Center Watershed Protection's Illicit Discharge Detection and Elimination Guidance Manual)
    b. Notify private property owners whose property you'll need to cross.
    c.
2. Process:
    a. Upon arrival at each manhole, take photo(s), and gather information to complete *Field Sheet*
    b. Use the data observed, collected and recorded on Field Sheet and guidelines on *Field Sheet* to characterize the outfall/discharge as an "unlikely," "potential," "suspect," or "obvious" point of illicit discharge.
        i. Consider these as indicators: pH≤6 or pH >8, severity of 2; pH≤5 or pH >9, severity of 3; Ammonia ≥1.0, severity of 3.
        ii. If outfall is non-flowing and characterized as "obvious," "suspect," or "potential," place a caulk dam and schedule a return visit to attempt to collect a sample.
        iii. If characterized as "obvious," follow SOP: *Response & Reporting Decision Matrix (SI-1)* and SOP: *Response & Reporting Contact List (SI-2)*.
        iv. If characterized as "obvious" then initiate SOP: *Tracing an Illicit Discharge (IDDE-3)* and SOP: *Eliminating an Illicit Discharge IDDE (IDDE-4).*
        v. *Discharge (IDDE-3)* and SOP: *Eliminating an Illicit Discharge IDDE (IDDE-4)* within If outfall is flowing and characterized as suspect, initiate SOP: *Tracing an Illicit* two working days.
3. Clean-up:
    a. Place used gloves and other waste in bag and carry-out for disposal into waste bin.
    b. If any hazardous waste is produced (eg. used detergent/surfactant reagent), carry out and arrange for delivery to a hazardous waste facility.

5. **Contact: Veolia Environmental Services 709 N. Taylor Way Suite 1 North Salt Lake, UT 84054, US (801) 232-0976**

4. Documentation:
    a. Record any further actions taken for potential, suspect, and obvious illicit discharges.

ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-3
Tracing an Illicit Discharge	

1. Preparation:
    a. Review map(s) showing drainage system and area contributing to location of the discharge.
    b. Bring traffic –control devices and safety equipment for entering manholes and inlet boxes.
    c. Bring water-quality screening equipment and sample containers.
2. Process:
    a. Travel around the streets/adjacent properties of the area contributing to the discharge point and look for anything that may help reveal the source of the discharge (if the source is found, skip to step c.)
    b. From the point of discharge, check the nearest up-stream manhole or inlet box for a similar discharge.
        i. Put on safety equipment and set up traffic controls according to MUTCD, part 6
        ii. Remove manhole or box cover (if necessary). Observe for of any flow present.
        iii. Use water-quality screening equipment and sample containers, if needed, to determine whether the discharge is similar in nature to the discharge present below.
        iv. Progress up the system, repeating the previous step until the source of the discharge is found or the segment of the drainage system where the discharge enters the system is isolated.
        v. If the source is not found yet the segment of the drainage system where the discharge enters is isolated, arrange to get a video with distance measurements of that segment of the drainage system to trace the source.
        vi. If further investigation is needed, consider using smoke tests, dye testing, sampling for additional water quality parameters, and requesting assistance from the Davis County Health Department.
    c. Determine whether the source is an illicit discharge (review list of allowed non-storm discharges in city ordinance Title 16, Chapter 4) and if so, report according to SOP: *Response & Reporting Decision Matrix (SI-1)* and SOP: *Response & Reporting Contact List (SI-2)*.
    d. Determine whether the source of the discharge is likely to need a separate UPDES discharge permit. If so, report to the Utah Division of Water Quality (SOP: *Response & Reporting Contact List (SI-2)).*
        i. Note: Most likely discharges in West Bountiful that may need a separate UPDES permit are from: Construction Activities and Construction Dewatering.
3. Documentation:
    a. Add relevant information to Discharge/Spill Inspection Report.
    b. Note any discrepancies in the storm drain system maps from what is found in the field. Make sure that the maps get updated to correctly reflect actual conditions.

ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-4
Eliminating an Illicit Discharge	

1. Purpose:

To assist with containing and cleaning up illicit discharges to the storm drain system.

2. Preparation:

    a. Assess your needs and gather necessary resources:

        i. Staff and/or responsible party's contractors

        ii. Storm drain system maps

        iii. Facility access; keys, specialized tools for grates, crowbars

        iv. Subcontractor support as appropriate

    b. Ensure proper reporting has been done according to SOP: *Response & Reporting Decision Matrix (SI-1)* and SOP: *Response & Reporting Contact List (SI-2)*.

    c. Begin incident report following SOP *Discharge/Spill Inspection Report (SI-3).*

    d. Review the history of the site, including past inspections and reported incidents

    e. If you have not done so, determine the type of the discharge according to the procedures outlined in IDDE-5 Characterizing an Illicit Discharge

    f. If the discharge source is unidentified, initiate a trace according to the procedures outlined in IDDE-3 Tracing and Illicit Discharge and then reevaluate the spill according the IDDE-5 procedures for characterizing a discharge.

    g. Initiate the following processes for removing an illicit discharge or for providing assistance to the agency responsible for managing the incident.

3. Process:

Upon discovery of an illicit discharge, immediately remove the source of the discharge and prevent any additional discharges using the following procedures:

<u>General, non-hazardous, spill containment</u>

If possible, with the materials available, remove the source of the discharge and contain it using the following procedures:

    a. Use appropriate personal protective equipment (PPE) based on the site location (e.g., work in street, on a construction site as appropriate)

    b. If the material is actively spilling, when possible, remove the source of the spill.

    c. Cover storm drainpipes, manholes, and inlets as needed.

d. Clean up the spill using dry clean-up methods (such as sorbent materials) and a broom or vacuum. Do not wash or sweep material into the catch basin.

e. Contain the spill by surrounding the spilled material with absorbent materials such as pads, rolls, or berms.

f. After the spill is absorbed, dry sweep or vacuum the material into the appropriate disposal container.

Illicit discharges traced to construction activity

Ensure that the activity is permitted correctly at the City and State levels.

a. Issue a warning to the violator requiring that the discharge be addressed. Skip the warning when discharges impact the storm drain or a receiving water according to **Table 1** Reporting Requirements by Pollutant Type.

b. Follow up at the time frames required by the warning to ensure cleanup requirements from the warning are met.

Hazardous/other discharges

If the nature of the discharged material is unknown or potentially threatens public health and safety, contact the Davis County Health Department - Environmental Division for removing the discharge and managing cleanup and bringing enforcement action to violator.

If Davis County, or another agency, is directing or leading the cleanup, provide technical support to the agency, following the Technical Assistance section of this SOP. Table 1 identifies the requirements for reporting to outside agencies for your use.

6. **Table 1. Reporting Requirements by Pollutant Type**

Pollutant Description	**Volume**	**Report to**
Pollutant releases to water (surface or groundwater)	Any amount	Davis County, Utah Department of Environmental Quality (Utah DEQ), and National Response Center
Hydrocarbons (fuel, oil)	25 gallons or more	Davis County and UDEQ
Radiological materials	Any amount	Davis County and UDEQ
Extremely hazardous chemicals	2.2 lbs. or more	Davis County and UDEQ
Other hazardous chemicals	220 lbs. or more	Davis County and UDEQ
Underground storage tank	Any amount	Davis County and UDEQ

Technical Assistance

a. Coordinate with lead agency to respond to the incident by providing City resources where required by responding agency.

b. Provide support to field efforts as requested by leading agency/organization.

c. When requested by lead agency, provide follow-up to the violator/responsible party about the removal of pollutants or clean up and repair of the affected area.

4. Documentation:

a. Complete SOP*: Discharge/Spill Inspection Report (SI-3)* and/or obtain a copy of the discharge report from the Davis County Health Department - Environmental Division

b. If unable to immediately contain and cease the discharge, write a rationale describing the circumstances and submit it to the UDEQ (e.g., for failing septic system).

c. Document the spill, cleanup efforts, and follow-up actions in the Violation Log.

ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-5
Characterizing an Illicit Discharge and Identifying Health and Environmental Hazards	

1. Purpose:

This standard operating procedure provides a step-by-step guide for characterizing pollutants during the investigation of illicit discharges and identifying their potential threats to public and environmental health.

2. Application:

Implement the procedures outlined in this document upon the initiation of an investigation, immediately upon being notified of a potential illicit discharge.

3. Preparation:

Review the history of the site, including past inspections and reported incidents. Review maps showing the drainage system in the area where the discharge is reported to have occurred. Identify areas of concern downstream of the potential discharge, specifically points of discharge into Waters of the State.

Prepare necessary equipment, including the following:

i. Personal protective equipment

ii. Equipment for navigating site-specific access such as crowbars, or as needed to access storm drain infrastructure.

iii. Field kit – grab sample kit

pH and ammonia testers

Thermometer

Clear sample bottle(s)

Ziplock bags

Gloves and protective eye wear

Traffic cones or other markers for work in the right-of-way

Cameras or smartphones for photo documentation

4. Initial Characterization:

Upon confirmation of an illicit discharge and the start of an investigation, use the following procedure to identify the discharge if the pollutant(s) are unknown, not immediately obvious, or do not appear to be actively discharging.

a. Physical characteristics: Visually inspect the site of the report and document the following:

i. Unusual odors, colors, or conditions in surface water, storm drain outfalls, or inlets

ii. Cloudy or murky water

iii. Floatables such as, suds, foam, or trash

iv. Excessive or dead vegetation near an outfall pipe

v. Odd deposits or stains on an outfall pipe

vi. Leaks, spills, or dumping of damaging fluids and/or materials

vii. Staining or discoloration especially around dumpsters, loading docks, and storm drain inlets

b. If the pollutant is still unidentified, characterize the pollutant according to the descriptions in Table 1 to determine the likeliest pollutant type.

5. Identifying Potential Pollutants:

Use Table 1 to determine the pollutant type.

7. **Table 1. Physical Characteristics of Common Pollutant Types**

Pollutant Type	Physical Appearance/Description
Sediment	Brown/orange, turbid water, usually no unusual odor
Commercial and residential waste	Excess trash, grease, oil, paint, discoloration, staining in gutters and outfalls, strange odors
Yard waste	Excess leaves, grass, etc.; decomposed organic matter, evident by "oily" multi-color or black sheen that breaks up when stirred
Hazardous waste	Paint, oil, chemical containers; oil-like sheen on water's surface or unnatural coloration of waters, and chemical/solvent odors
Detergents	Suds; sweet, fruity, or other detergent smells and, chlorine smells
Sewage discharge	Sewage smell; gray water; toilet paper; scum in or below pipes, inlets, and outfalls
Irrigation water	Clear water with chlorine or manure smell, algae growth in the path of the water flow, excess vegetation at outfall
Oil and grease	Iridescent sheen on surface, floating oil/grease blotches on surface

If possible, obtain or estimate the volume of the suspected pollutant discharged into the MS4. If the volume is unavailable, record the spatial extent of physical evidence of a discharge, such as the size of discoloration within an outfall.

If the possible pollutant cannot be reliably identified during the initial investigation, initiate source tracking following the procedures in IDDE-3 "Tracing an Illicit Discharge."

6. Reporting and Response:

Upon determining the pollutant type and volume, as well as potential risks to downstream locations, use the following procedures to determine what entities will need to be notified about the spill:

c. Does the incident pose an immediate threat to life or health?

Yes: Call 911, report the description of the material, the amount, and extent.

No: Move to next step.

d. Can the spill be contained with materials and tools on hand?

Yes: Contain the spill and secure the area, then ensure cleanup is completed. Report the incident according to the reporting guide in **Table 2**.

No: Move to next step.

e. Is it during regular working hours?

Yes: Report the incident according to the reporting guide in **Table 3**.

No: Call 911 (give description of material, amount, and extent). Report the incident the next business day according to the reporting guide in **Table 3**.

8. **Table 2. Reporting Requirements by Pollutant Type**

Pollutant Description	**Contact Agency/Organization**
Any pollutant released into surface or groundwater	Davis County Environmental Health Utah Department of Environmental Quality (Utah DEQ) Natural Resource Center
Hydrocarbons (fuel, oil, grease): 25 gallons or more	Davis County Environmental Health Utah DEQ
Radiological materials: Any amount	Davis County Environmental Health Utah DEQ
Extremely hazardous chemicals (e.g., cyanides, arsenic, chlorine): 2.2 lbs. or more	Davis County Environmental Health Utah DEQ
Other hazardous materials: 220 lbs. or more	Davis County Environmental Health Utah DEQ

Underground storage tank: Any leaking or release	Davis County Environmental Health Utah DEQ
Other spills: Spills under limits above and/or contained and cleaned up, do NOT have to be reported	Record spill in Violation Log, no outside reporting required

Table 3. Phone Contact List

Agency or Organization	Phone Number
Emergency	911
West Bountiful City Public Works Director	801-292-4486
West Bountiful Police non-emergency	801-292-4487
Davis County Environmental Health	801-525-5100
UD	801-536-4123
National Response Center	1-800-424-8802
Utah Division of Solid and Hazardous Waste	801-538-6170
Utah Hazmat Response Officer	801-538-3745

7. Eliminating an Active Discharge:

If the investigation determines there is an active discharge, and it was not contained and cleaned up during the characterization and reporting procedures, take steps to immediately stop/mitigate the discharge according to the procedures outlined in IDDE-4.

Documentation and Record Keeping:

Document the illicit discharge in the West Bountiful City Violation Log.

1. ILLICIT DISCHARGE DETECTION & ELIMINATION	IDDE-6
Training Record	

9. **General Information**

Date: _____

Location of Training: _____

Description of Training: _____

_____

_____

*Attach any materials provided to attendees during the training (e.g., presentations, activity, or course aids/supplements)

10. **Names and Positions of Staff in Attendance**

Print first and last name legibly along with your position title below:

Name	Position Title	Initials

Name	Position Title	Initials

ILLICIT DISCHARGE DETECTION & ELIMINATION	IE-1
Enforcement Policy	

1. Preparation:
    a. Review Violation Log and the code enforcement folder for previous inspections, warnings given, or any other enforcement actions taken in past visits.

    b. Respond in a professional manner when engaging with an individual.
2. Process:
    c. Enforcement actions will be used in this order. Make sure you complete each step before moving to the next step.

        i. Warning: An authorized enforcement officer (AEO) (List 1) may give the violator a courtesy notice and allow them 2 days to correct the problems outlined in the notice and respond to the AEO. Take a photograph of the door tag for your records. If the problems pose a serious threat to human safety or to the quality of Waters of the State according to pollutant types (Table 1), skip the courtesy notice and go to the next escalating enforcement action. The warning step may be skipped at the discretion of an enforcement official based on history, cooperation, and severity.

11. **List 1. Authorized Enforcement Officers**

- Public Works Director
- Public Works Supervisor
- City Engineer
- City Building Inspector or Building Official
- Code Enforcement Officer
- Stormwater Coordinator
- Other specifically designated agent of the City

12. **Table 1. Reporting Requirements by Pollutant Type**

Pollutant Description	Volume	Report To
Pollutant releases to water (surface or ground water)	Any amount	Davis County, Utah Department of Environmental Quality (Utah DEQ), and National Response Center
Hydrocarbons (fuel, oil)	25 gallons or more	Davis County and UDEQ
Radiological materials	Any amount	Davis County and UDEQ
Extremely hazardous chemicals	2.2 lbs. or more	Davis County and UDEQ
Other hazardous chemicals	220 lbs. or more	Davis County and UDEQ

Pollutant Description	Volume	Report To
Underground storage tank	Any amount	Davis County and UDEQ

ii. Civil penalty assessed: Failure to respond to the AEO and to correct the problems outlined in the courtesy notice will result in a notice of violation (NOV). Accompanying the NOV, the violator will be assessed a $150 civil citation by a code enforcement officer. A second $300 civil citation will be assessed by a code enforcement officer if the corrective measures outlined in the NOV are not completed within 12 months. All civil citations must be paid in full within 20 days of the NOV being assessed.

iii. Administer cease and desist order (CDO): If the penalties have not been met as specified above, a CDO will be issued by an AEO. The violator will be liable for all costs and expenses incurred by the City to bring the recognized problems outlined in the notices back into compliance. If compliance is not obtained or remedied, follow standard code enforcement procedure as directed by the AEO.

d. If the responsible party for the incident has met the eligibility conditions outlined in the CGP section 1.1.2(a) "Will disturb one or more acres of land, or will disturb less than one acre of land but will be part of a common plan of development or sale that will ultimately disturb one or more acres of land," use the following order of enforcement tools:

i. Warning: An AEO (**List 1**) may give the violator a courtesy notice and allow them 2 days to correct the problems outlined in the notice and respond to the AEO. Take a photo of the door tag for your records.

NOTE: If the problems pose a serious threat to human safety or to the Waters of the State, skip the courtesy notice. If the pollutant type and volume exceeds the amount as described in **Table 1**. skip the courtesy notice go to the next escalating enforcement action.

ii. Administer SWO: If the penalties have not been met as specified above, a SWO will be issued by an AEO. The violator will be liable for all costs and expenses incurred by the City to bring the recognized problems outlined in the notices back into compliance.

3. Follow-up:

e. Once the responsible party has had an opportunity to take corrective actions within the given time frame, the AEO will return to the site and determine whether the corrective actions address the problems outlined in the enforcement violation. A picture sent to the AEO by the responsible party is appropriate if the picture can obviously show compliance have been obtained.

f. Take photos of all violation tags issued each time the AEO visits the site.

g. Ensure all steps of the enforcement process have been conducted and proceed to the next step in the escalating enforcement order to aid in violator compliance. Make sure to return within the appropriate time frame as described in the violation notice given.

4. Documentation:

h. Record each enforcement taken in the Violation Log and Code Enforcement folder.

i. Store all photos and inspection reports in the Code Enforcement folder.

j. Record and provide substantive evidence of all costs incurred by the City in resolving the problem.

INSPECTION & ENFORCEMENT	IE-2
Inspecting Construction Sites	

5. Preparation:
    a. Plan to inspect sites once per month (bi-weekly for high-priority sites) as per the UPDES.
    b. Review active permits in the EPA-CDX and update inspection software.
    c. Review information about SWPPP and previous inspections conducted.
    d. Ensure you are outfitted with the required PPE.
    e. All State Permits must be inspected by a Registered Stormwater Inspector or other "qualified person" per permit specification.
        i. Don't have it? Can't do it.
        ii. Adhere to the principals and rules stated in the RSI handbook.
6. Process:
    a. Use the State Inspection Form as a guide to conduct the inspection.
        i. This is updated often so a copy will not be provided here, go to the DWQ website for the most recent version.
    b. Upon arrival at site, locate the SWPPP and review it to determine site requirements.
    c. Inspect conditions of BMP's, general site cleanliness, and compliance with the State or City permit the construction site is under.
    d. Remember that protecting waters of the State is the goal, if you see an issue previously undefined by the SWPPP, bring it to the attention of the contractor.
    e. Take numerous photos.
    f. Complete and certify the report.
        i. Noting any corrective actions needed for compliance.
        ii. Give the contractor a deadline for the corrective action items.
            1. Take note of severity and weather to determine timeline.
    g. Email a copy of the completed inspection report to the contractor or ensure copy has been sent via inspection software.
    h. Save a copy of the inspection report for State and/or City records.
7. Follow-up:
    a. Return to check corrective action items shortly after any deadline given to the contractor has elapsed.
    b. Implement SOP: *Enforcing Construction Site Requirements (IE-2)* as needed to ensure compliance.
8. Documentation:
    a. File photos and inspection reports.
    b. Document enforcement actions taken.
    c. Record and ensure adequate evidence is provided.

INSPECTION & ENFORCEMENT	IE-3
Enforcing Construction Site Requirements	

1. Preparation:
    a. Ensure that all corrective actions have been recorded and the contractor has been notified of those as per SOP: *Inspecting Construction Site (IE-1).*
    b. Review previous inspections, warnings given, and other enforcement actions taken.
    c. Prepare yourself. Do not engage emotionally.
2. Process:
    a. Use these escalating enforcement actions:
        i. Warning: Give the contractor a warning to correct problems with a reasonable deadline to complete corrections. Skip this step if the problems pose a serious threat to human safety or waters of the State's quality. This step is synonymous with the corrective action items identified in the originating inspection, this Warning can be skipped in favor of action 2.a.ii
        ii. Penalty Assessed: Fine the contractor an amount divisible by $100. Identify the corrective actions needing change, the timeline given to the contractor, and their shortcomings in reaching permit compliance.
        iii. Stop Work Order: Once the penalties assessed to the project exceed $800, then a Stop Work Order will be issued. Post the order in a visible location and immediately inform the West Bountiful City Department of Communication Development.
    b. Photo evidence must be provided.
    c. Inspection report evidence must be provided.
3. Follow-up:
    a. Return to check the corrective action items were completed following the administration of the above enforcement actions. A picture sent to the AEO by a qualified person will suffice if the corrective action is not severe or can obviously show compliance has been obtained.
    b. Take photos
    c. Conduct another inspection per SOP: *Inspecting Construction Site (IE-1).*
    d. Implement further escalating enforcement action as needed to ensure compliance.
4. Documentation:
    a. File photos and inspection reports.
    b. Document enforcement actions taken.
    c. Record fines and ensure adequate evidence is provided.

Pre-Construction Meeting Checklist for MS4s for UPDES Permitted Construction Sites

Project Name: **Pre-Construction Meeting Date:**

Meeting Preparation

- **Schedule Meeting:** Set a date, time, and location for the pre-construction meeting.
- **Invite Attendees:** Ensure all relevant parties are invited, including the project manager, contractor, stormwater compliance manager, and any other key personnel.
- **Distribute Agenda:** Send out the meeting agenda and relevant documents (e.g., SWPPP, site plans) to all attendees in advance.

Meeting Agenda

1. **Introductions**

   ☐ Introduce all attendees and their roles.

   ☐ Provide contact information for key personnel.

2. **Project Overview**

   ☐ Review project scope, schedule, and key milestones.

   ☐ Discuss the UPDES permit requirements and conditions.

3. **Stormwater Pollution Prevention Plan**

   ☐ Review the SWPPP in detail.

   ☐ Confirm that the SWPPP is up to date and has been approved.

   ☐ Discuss the locations of all stormwater controls and BMPs as outlined in the SWPPP.

      ☐ Ensure that a site map with stormwater controls is available and understood by all parties.

4. **Erosion and Sediment Control Measures**

   ☐ Discuss specific erosion and sediment control measures to be implemented.

      ☐ Review the installation and maintenance of perimeter controls, stabilized construction entrances, and sediment basins.

   ☐ Identify areas needing temporary or permanent stabilization.

5. **Site-Specific Concerns**

    ☐ Address any site-specific concerns related to topography, soil type, and proximity to water bodies.

    ☐ Discuss potential challenges and strategies to mitigate them.

6. **Inspection and Maintenance**

    ☐ Review the inspection schedule identified by the operator in the SWPPP.

    ☐ Discuss the process for documenting inspections and maintenance activities.

    ☐ Ensure that all parties understand their role in maintaining stormwater controls.

    ☐ Review who will conduct the inspection and when the enforcement and escalating enforcement process will occur.

    ☐ Review the city inspection and follow-up inspection procedures with all responsible parties.

7. **Waste Management and Pollution Prevention**

    ☐ Discuss waste management procedures, including designated areas for waste collection and disposal.

    ☐ Review spill prevention and response plans.

    ☐ Confirm the location of concrete washout areas and procedures for their use.

8. **Training and Communication**

    ☐ Confirm that all site personnel have received or will receive training on stormwater management practices.

    ☐ Establish a communication plan for reporting and addressing stormwater issues.

    ☐ Discuss the importance of signage and posting contact information for the stormwater compliance manager.

9. **Final Review and Questions**

    ☐ Open the floor for any questions or concerns from attendees.

    ☐ Ensure that all items on the checklist have been addressed.

13. **Post-Meeting Actions**

- **Meeting Minutes:** Record and distribute meeting minutes to all attendees.
- **Action Items:** Document and assign any action items identified during the meeting.
- **Follow-Up:** Schedule any necessary follow-up meetings or inspections.

14. Names and Positions of Staff in Attendance

Print first and last name legibly along with your position title below:

Name	Position Title	Initials

INSPECTION & ENFORCEMENT	IE-5
Inspecting Long-Term Controls (Private)	

15. Preparation:
    a. Check Records; review terms of maintenance agreement (if any), information about the design and function of the control, and previous inspections that are on-file.
    b. Per the MS4 permit UTR090009 which West Bountiful City currently holds line item 4.2.5.2 gives authority to the Long-Term Stormwater Management Plan & Agreement to obligate the private owner of Long-Term Controls of annual inspection/maintenance responsibilities.
    c. Notify the owner of the inspection and schedule a time when owner (or owner's representative) will conduct the inspection and submit report to the City.
16. Process:
    a. Ensure the owner uses the Long-Term Control Inspection Form as appropriate for the type of control to be inspected.
    b. Ensure owner submits photos and adequate reports.
    c. Receive and document inspection report.
    d. Review inspection report and determine if any corrective actions are needed.
        i. If yes, communicate said corrective actions to owner and determine a timeline in which they must correct said items.
17. Follow-up:
    a. Return to check corrective action items shortly after any deadline given to the owner.
    b. Implement SOP: *Enforcing Long-Term Controls (IE-5)* as needed to ensure compliance.
18. Documentation:
    a. File inspection reports, photos, and notes of corrective actions performed.
    b. Document enforcement actions taken.

INSPECTION & ENFORCEMENT	**IE-6**
Inspecting Long-Term Controls (Public)	

1. Preparation:
    a. Check Records; review information about the design and function of the control, and previous inspections that are on file.
    b. Schedule the inspection; plan to inspect each city-owned long-term structural control annually.
2. Process:
    a. Use the Long-Term Control Inspection Form as appropriate for the type of control to be inspected.
    b. Inspect condition of control according to the inspection form (whether adequately maintained, operating as designed, etc.).
    c. Take photos.
    d. Complete the report; note any corrective actions needed and schedule these to be completed within a reasonable time.
    e. Communicate corrective actions needed to the department responsible for maintenance.
3. Follow-up:
    a. Return to check corrective action items shortly after scheduled time for completion.
    b. Note any corrective actions performed.
    c. Take photos.
4. Documentation:
    a. File inspection reports and notes on corrective actions performed.
    b. If applicable; report activities to the Street Superintendent to update the Maintenance database.

INSPECTION & ENFORCEMENT	**IE-7**
Enforcing Long-Term Controls	

1. Preparation:
    a. Ensure that any problems needing corrective action have been documented and submitted to the responsible party.
    b. Ensure sufficient photo and inspection evidence is on file to support claims.
    c. Review maintenance agreement, previous inspections, warnings given, and other enforcement actions taken.
2. Process:
    a. Use these escalating enforcement actions:
        i. Warning: Give the owner a warning to correct problems with a reasonable deadline to complete corrections. Skip this step if the problems pose a serious threat to human safety or the environment.
        ii. Notice of Deficiency: If problems are not corrected by the deadline, of if the problem is re-occurring, issue a Notice of Deficiency by certified mail or hand delivery (with supervisor's approval). Also provide another reasonable deadline before pursuing additional enforcement action.
        iii. Correct Problem and Bill Owner
        iv. Collection of Charges: coordinate with City Attorney and City Finance Department for collection of charges.
3. Follow-up:
    a. Return to check corrective action items shortly after any deadline given to the owner.
    b. Take photos.
    c. Implement further escalating enforcement action as needed to ensure compliance.
4. Documentation:
    a. File photos and inspection reports.
    b. Document enforcement actions taken.

INSPECTION & ENFORCEMENT	IE-8
High-Priority Site Monthly Visual Inspections	

1. Preparation:
    a. Review the high-priority site SWPPP physically located at site.
        i. Ensure monthly and semi-annual inspections are being documented.
    b. Review information about previous month inspections.
    c. Take note of any previous corrective action needed that has not been documented as complete.
    d. Ensure you are outfitted with the required PPE.
2. Process:
    a. Use the State Inspection Form as a guide to conduct the inspection.
        i. This is updated often so a copy will not be provided here, go to the DWQ website for the most recent version.
    b. Inspect and verify conditions of the BMP's and all other systems designed and placed to eliminate pollutant discharges, general site cleanliness, and compliance with the State MS4 permit.
        i. Remember that protecting waters of the State is the goal, if you see an issue previously undefined by the SWPPP, bring it to the attention of the Public Works Supervisor.
    c. Take numerous photos.
    d. Complete and certify the report.
    e. Define any corrective actions needed for compliance.
    f. Give the responsible City Department a deadline for the corrective action items or correct items yourself
        i. Take note of severity and weather to determine timeline.
    g. Email a copy of the completed inspection report to the department head.
    h. Save a copy of the inspection report for State and/or City records.
3. Follow-up:
    a. Schedule any necessary corrective actions with Department Heads.
    b. Return to check corrective action items shortly after any deadline given to the contractor has elapsed.
    c. Implement SOP: *Enforcing Construction Site Requirements (IE-2)* as needed to ensure compliance.
4. Documentation:
    a. File inspection report, corrective actions, communication with responsible departments, and all photos.
    b. Record all details on the SWPPP on-site or through inspection software. If that is not possible ensure the SWPPP on-site has an accurate description to where the records can be found.

INSPECTION & ENFORCEMENT	IE-9
High-Priority Site Semi-Annual Comprehensive Inspections	

1. Preparation:
    a. Review the high-priority site SWPPP physically located at site.
        i. Ensure monthly and semi-annual inspections are being documented.
    b. Review information about previous month inspections.
    c. Take note of any previous corrective action needed that has not been documented as complete.
    d. Ensure you are outfitted with the required PPE.
2. Process:
    a. Use the State Inspection Form as a guide to conduct the inspection.
        i. This is updated often so a copy will not be provided here, go to the DWQ website for the most recent version.
    b. Inspect and verify conditions of the BMP's and all other systems designed and placed to eliminate pollutant discharges, general site cleanliness, and compliance with the State MS4 permit.
        i. Remember that protecting waters of the State is the goal, if you see an issue previously undefined by the SWPPP, bring it to the attention of the Public Works Supervisor.
    c. Focus on the catalysts that make this location a high-priority site. Inspect each factor individually (salt shed, chlorine tank, fertilizer storage, fuel tanks, etc).
    d. Take numerous photos.
    e. Complete and certify the report.
    f. Define any corrective actions needed for compliance.
    g. Give the responsible City Department a deadline for the corrective action items.
        i. Take note of severity and weather to determine timeline.
    h. Email a copy of the completed inspection report to the department head.
    i. Save a copy of the inspection report for State and/or City records.
3. Follow-up:
    a. Schedule any necessary corrective actions with Department Heads.
    b. Return to check corrective action items shortly after any deadline given to the contractor has elapsed.
    c. Implement SOP: *Enforcing Construction Site Requirements (IE-2)* as needed to ensure compliance.
4. Documentation:
    a. File inspection report, corrective actions, communication with responsible departments, and all photos.
    b. Record all details on the SWPPP on-site. If that is not possible ensure the SWPPP on-site has an accurate description of where the records can be found.

INSPECTION & ENFORCEMENT	IE-10
High-Priority Site Annual Visual Observation of Stormwater Discharges	

1. Preparation:
    a. Review the high-priority site SWPPP physically located at site.
        i. Ensure monthly and semi-annual inspections are being documented.
    b. Organize a team to assist in flushing the Storm Drain lines.
    c. Identify the storm drain infrastructure and note all outfalls that drain the high-priority site in question.
    d. Ensure you are outfitted with the required PPE.
2. Process:
    a. Field locate all outfalls that drain the high-priority site.
    b. Conduct an inspection per SOP: *Outfall Inspections (IDDE-1)*.
    c. Post yourself or an individual at each outfall to observe storm water discharges.
    d. Find the nearest fire hydrant and organize team to attach flow regulator.
    e. Use SOP: *Waterline Flushing for Routine Maintenance (W-3)* to direct flow into storm drain inlets.
    f. Observe the function of the storm drain system as water floods region of focus.
    g. Use SOP: *High-Priority Site Monthly Visual Inspections (IE-6)* to guide observations.
    h. Turn off water.
    i. Clean any debris flushed out of the storm drain system.
3. Follow-up:
    a. Schedule any necessary corrective actions with involved departments if necessary.
    b. Return to check corrective action items shortly after any deadline given to the department in question has elapsed.
4. Documentation:
    a. File inspection report, corrective actions, communication with responsible departments, and all photos.
    b. Record all details on the SWPPP on-site. If that is not possible, ensure the SWPPP on-site has an accurate description of where the records can be found.

GENERAL	**G-1**
Debris Disposal	

1. Preparation:
    a. Know the location of the approved disposal facilities:
        i. Debris Disposal Area: Landfill or Public Works Debris Yard.
        ii. Other facility as arranged for specific project, and approved by Public Works Director
    b. Check and secure load as necessary to minimize loss of debris during transport;
2. Process:
    a. Transport the material to one of the above-listed facilities
    b. Unload the debris into the facility
3. Clean-up:
    a. Clean off loose material from vehicle prior to departure from disposal facility
    b. If washing vehicle see SOP: *Vehicle and Equipment Washing (G-6)*.

GENERAL	G-2
Painting	

1. Preparation:
    a. Calculate the amount of paint required for the job
    b. Set up traffic and pedestrian control, as necessary
    c. Prepare surfaces to be painted using dry methods (e.g. scraping, brushing)
    d. Have available absorbent material ready in case of an accidental spill
2. Process:
    a. Use drop clothes in areas of mixing paints and painting
    b. Use care to prevent over-spraying of paints
    c. Store latex paint rollers and brushes in airtight bags to be reused later with the same color when practical.
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. Remove traffic and pedestrian controls at appropriate times
    d. 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.
    e. Clean applicators of oil-based paints with paint thinner using buckets; never clean oil based brushes in a sink or over a storm drain. Store used solvents in closed buckets indoors. Dispose at a hazardous waste disposal facility

19. **<u>Contact:</u> Veolia Environmental Services 709 N. Taylor Way Suite 1 North Salt Lake, UT 84054, US**

(801) 232-0976

GENERAL	**G-3**
Transporting Saturated Soils	

1. Preparation:
    a. Determine destination, truck to use, and a haul route
2. Process:
    a. Load and Transport in manner to minimize spillage & tracking of material
        i. Clean surface between tailgate and truck bed to allow good seal to minimize leakage
        ii. Load truck such that the top of the saturated soils is at least one foot below bed walls
        iii. Clean off loose material from outside of truck that may fall on road during transport
        iv. Drive slowly to prevent spillage when turning, slowing, and accelerating
    b. Haul the material utilizing one route
3. Clean-up:
    a. Clean any spilled material from loading area
    b. Examine transport route; arrange for cleaning of any loose material* along route
    c. If washing equipment, see SOP: *Vehicle and Equipment Washing (G-6)*.

GENERAL	**G-4**
Transporting Unsaturated Soils	

1. Preparation:
    a. Determine destination, truck to use, and a haul route
2. Process:
    a. Load and Transport in manner to minimize spillage & tracking of material
        i. Clean surface between tailgate and truck bed to allow good seal to minimize leakage
        ii. Load truck such that the top of the unsaturated soils is below bed walls
        iii. Clean off loose material from outside of truck that may fall on road during transport
        iv. Drive slowly to prevent spillage when turning, slowing, and accelerating
    b. Haul the material utilizing one route
3. Clean-up:
    a. Clean any spilled material from loading area
    b. Examine transport route; arrange for cleaning of any loose material along route
    c. If washing equipment, see SOP: *Vehicle and Equipment Washing (G-6)*.

GENERAL	**G-5**
Vehicle and Equipment Storage	

1. Preparation:
    a. Take notice of fluids on parking areas that may indicate a leak
    b. Provide drip pans and sorbents for leaking vehicles
    c. Observe parking lot drainage inlets
2. Process:
    a. Whenever possible, store vehicles inside where floor drains are connected to sanitary sewer system
    b. When inside storage is not available, park vehicles and equipment in designated areas
    c. DO NOT PARK over a drainage inlet. This negates the ability to detect leaks.
    d. When a leak is detected, place a drip pan under the leaking vehicle to collect the drip, and arrange to get the leak repaired as soon as possible
3. Clean-up:
    a. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
    b. Utilize SOP: *Response & Reporting Contact List (SI-2)*
    c. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
    d. If under the specified amounts in the aforementioned SOPs, then clean up any spills using dry cleanup methods: sorbent materials and sweeping; dispose of soiled sorbents in the garbage.
4. Documentation:
    a. Notify the Fleet Manager of the leak location and vehicle the leak originated from.

GENERAL	**G-6**
Vehicle and Equipment Washing	

1. Preparation:
    a. Be aware that washing must be done in designated locations only:
        i. Wash Bay – Public Works Department Building, North Side
        ii. Lawn mower cleaning may also be done on the lawn, provided the wash water does not run off
        iii. (Note) Other inside bays may also be used if it is know that the floor drain flows to a separator that is connected to a sanitary sewer
    b. If vehicle or equipment is too large for washing in one of the above locations, a commercial truck wash may be used
        i. Location: Flying J Travel Plaza (I-215 and Redwood Road)
    c. Transport vehicle/equipment to one of the approved locations
2. Process:
    a. Clean the vehicle/equipment inside the designated area
    b. Take care to avoid wash water from running away from wash-area drain
3. Clean-up:
    a. Clean the wash area after use by spraying dirt/debris into the wash drain

GENERAL	**G-7**
Waste Receptacles	

1. Preparation:
    a. Ensure each site has a sufficient number and size/type of waste containers
    b. (Note) Parks allowing pets are to have signs with bags available for collecting pet waste. These are to be placed near select waste receptacles.
    c. Strategically locate containers to be in a location where easily identifiable yet not prone to being accidentally tipped or damaged
    d. Use containers that are covered (protected from precipitation) and have no drainage holes in the bottom
2. Process:
    a. Empty receptacles regularly
        i. Large bins to be emptied every week
        ii. Smaller receptacles (at parks, etc.) to be emptied according to seasonal needs as often as daily in summer
        iii. Stock bags for pet waste
    b. Notice areas where un-collected litter is accumulates to consider changing size, location, and/or schedule for emptying containers at facility
3. Clean-up:
    a. Dispose according to SOP: *Debris Disposal (G-1).*
    b. Perform an annual cleaning of smaller receptacles (at parks, etc.) according to the SOP: *Vehicle and Equipment Washing (G-6)*.
    c. Any cleaning of large containers must be done according to SOP: *Vehicle and Equipment Washing (G-6)*.
    d. (Note) Large receptacles are not normally cleaned, but rather replaced with new containers; old containers are placed in landfill for final disposal.

GENERAL	G-8
Chemical Management (Including Fertilizers, Herbicides, & Pesticides)	

1. Preparation:
    a. Make sure you are adequately trained on any chemical you'll be handling and understand the SDS
    b. Store chemicals indoors, away from hazards that would accidentally tip or damage container
    c. Make sure containers are in good condition and properly labeled (any chemical-holding containers in poor condition are to be placed in chemical storage room with secondary containment)
    d. Have necessary containment and spill kits materials at location of chemical handling, suitable for the material to be handled
    e. Have appropriate PPE available
2. Process:
    a. Wear appropriate PPE
    b. Perform chemical-handling activity according to manufacturer's recommendations and SDS
    c. If a significant accidental spill occurs:
        i. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
        ii. Utilize SOP: *Response & Reporting Contact List (SI-2)*
        iii. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
    d. Once complete, ensure the chemical container is sealed and returned to storage.
3. Clean-Up:
    a. Dispose of excess waste material according to manufacturer's recommendations
    b. If material is hazardous it must be handled by a licensed hazardous waste handler and disposed of at a hazardous waste disposal site.
    c. If a significant spill occurs:
        i. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
        ii. Utilize SOP: *Response & Reporting Contact List (SI-2)*
        iii. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
    d. If under significant amount use dry cleanup methods

4. **<u>Contact:</u> Veolia Environmental Services 709 N. Taylor Way Suite 1 North Salt Lake, UT 84054, US**

(801) 232-0976

GENERAL	**G-9**
Pressure Washing Building Exteriors	

1. Preparation:
   a. Consider using dry cleaning methods first; use this procedure for cases when dry methods are inadequate
   b. Plan to use only water and pressure; do not use detergents with this procedure
   c. Perform process only during dry weather
   d. Have storm drain inlet protection device available, See SOP: *Inlet Protection (S/S-1)*.
   e. Determine whether cleaning activity will potentially generate runoff. If so, place inlet protection device(s) down gradient in order to capture wash water then follow SOP: *Inlet Protection (SSD-1)*.
2. Process:
   a. Do NOT USE any soaps or chemicals that could enter the storm drain.
   b. Pressure wash the building exterior, ensuring any wash water runoff flows toward inlet protection devices.
   c. Allow accumulated wash water to evaporate or filter through inlet protection devices.
3. Clean-Up:
   a. Clean impervious walking surfaces around building
   b. Sweep up large fragments; and
   c. Sweep or spray residual fragments onto pervious landscaped surfaces.
   d. Remove inlet protection once accumulated wash water has evaporated and/or filtered through inlet protection.
   e. Clean around inlet protection according to SOP: *Inlet Protection (SSD-1)*.
   f. Dispose of waste according to SOP: *Debris Disposal (G-1).*

PARKS & RECREATION	**PR-1**
Chemical Application: Pesticides, Herbicides, & Fertilizers	

1. Preparation:
    a. Calibrate fertilizer and pesticide application equipment to avoid excessive application.
    b. Use pesticides only if there is an actual pest problem and test soils for determining proper fertilizer use when determined necessary by staff.
    c. Time and apply the application of fertilizers, herbicides or pesticides to coincide with the manufacturer's recommendation for best results ("Read the Label").
    d. Know the weather conditions. Do not use chemical applications if rain is expected. Apply chemical applications 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 chemical applications for use near storm drains, mix inside a protected area with impervious secondary containment (preferably indoors) so that spills or leaks will not contact soils. DO PREPARE IN PARKING LOT.
    c. Employ techniques to minimize off-target application (e.g. spray drift, over broadcasting.) of chemical applications.
3. Clean-up:
    a. Sweep/blow 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. Ensure that rinsing of the containers is being discharged to the area in which the product is being used or drain into the sewer. NEVER discharge rinse water to impervious surfaces or the storm drain infrastructure.
    d. 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.
    b. Record fertilizing and pesticide application activities.
5. Emergency:
    a. If a spill occurs immediately contact a supervisor. Use SOP: *Response & Reporting (SI-2)*
    b. If the spill occurred on impervious surfaces deploy BMPs immediately to stop the chemical application from entering the storm drain. Use SOP: *Inlet Protection (SSD-1)*.
    c. Use SOP: *Inspection Report (SI-3)* to complete an inspection and record of the event.

PARKS & RECREATION	**PR-2**
Mowing & Trimming	

1. Preparation:
    a. Review process with all employees.
    b. Plan the area of work, its size, duration of work, and fuel needed.
    c. Fuel and prepare machines (oil, coolant, etc.) at the Parks & Recreation shop. DO NOT FUEL IN PARKING LOT.
2. Process:
    a. Mow edges of lawn with mow blade discharge directed back to the field of grass, not into the street, sidewalk, or parking lot.
    b. Avoid allowing clippings to enter storm drain inlets.
    c. Once completed with mowing and trimming all clippings are to be swept or blown back on to grass areas.
3. Clean-up:
    a. DO NOT BRUSH DOWN EQUIPMENT ON SITE. Mowers are to be scraped and brushed at shop.
    b. Spoils (lawn clippings and landscaping refuse) are dried, swept and disposed of.
    c. Equipment washed in approved wash station, see SOP: *Vehicle and Equipment Washing (G-6)*.

PARKS & RECREATION	PR-3
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. Dial 811 or 1-800-662-4111.
   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. DO NOT place spoils in the gutter, street or sidewalk.
   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 determined by park staff depending on soil conditions, groundwater depths, etc.
   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. Transport any excess material as per the SOP's: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)*.
   b. Sweep dirt from surrounding pavement(s) into the planter area.

PARKS & RECREATION	**PR-4**
Planting Vegetation (Seeds)	

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. Dial 811 or 1-800-662-4111.
    b. Decide on the application rate, method, water source, and ensure adequate materials are in possession.
    c. Grade and prepare the soil to receive the seed. Place any extra soil in a convenient location to collect.
    d. DO NOT Store any extra soil or spoils on impervious surfaces like the sidewalk, street, or gutter.
2. Process:
    a. Place the seed and any cover using the pre-determined application method (and rate).
    b. Lightly moisten the seed.
3. Clean-up:
    a. Transport any excess material as per the SOP's: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)*.
    b. Sweep dirt, seed, and any cover material from surrounding pavement(s) into the planter area.

PARKS & RECREATION	**PR-5**
City Sponsored Festivals & Parades	

1. Preparation:
    a. Schedule crews to facilitate clean-up during and/or after event.
    b. Consider and plan for additional waste receptacles.
    c. Consider and plan for any necessary porta-johns.
    d. Consider and plan for any necessary storm water protections and utilize SOP: *Inlet Protection (SSD-1).*
2. Process:
    a. Hand collect loose trash material and animal waste during event.
    b. Empty waste receptacles; remove extra receptacles.
3. Clean-Up:
    a. Sweep streets, parking areas, and other areas impacted by the event according to SOP: *Street Sweeping (SSD-12)*.
    b. Dispose of waste according to SOP: *Debris Disposal (G-1).*
    c. Ensure any porta-johns used for the event are promptly removed following the event
4. Documentation:
    a. Document streets and parking areas that were swept in the storm drain maintenance log.

STREETS / STORM DRAIN	SSD-1
Inlet Protection	

1. Preparation:
    a. Acquire inlet protection material and make sure it is in good operational condition.
        i. Gravel bags (preferred), or
        ii. Wattles, or
        iii. Proprietary devices such as witches hat, or Flexstorm
    b. Determine best location for placing the inlet protection, typically at the nearest downstream inlet(s) subject to receiving flow from the activity.
        i. Note: in some cases, inlet protection may be placed in gutter upstream of inlet if it is subject to receiving flow from activity
2. Process:
    a. Place inlet protection in a way to avoid unintended bypass of flow; wattles may need to be weighed down.
    b. Periodically check the inlet protection for placement and condition, particularly after receiving runoff; replace if it is not in good working condition.
    c. Continually remove accumulated sediment and deposit per SOP: *Debris Disposal (G-1).*
3. Clean-up:
    a. Clean accumulated debris and dispose of according to SOP: *Debris Disposal (G-1).*
    b. Remove Inlet protection when activity is completed.

STREETS / STORM DRAIN	SSD-2
Cleaning Catch Basins & Drainage Pipes	

1. Preparation:
    a. Plan cleaning route(s) that progress down the system (if applicable)
    b. Set up traffic controls, as necessary
    c. Clean sediment and trash from grate.
2. Process:
    a. Brush off debris on and around grate/manhole cover.
    b. Remove grate/manhole cover.
    c. If an illicit discharge is suspected conduct an IDDE Inspection per SOP: *Manhole Inspection (IDDE-2)*
    d. Check to make sure grate, frame and box is in good repair.
    e. Clean sediment and debris from the box, manhole, and/or pipe.
    f. Replace cover; make sure it is secure.
3. Clean-up:
    a. Remove traffic controls if used.
    b. Sweep any debris littered onto impervious surfaces. If needed utilize SOP: *Street Sweeping (SSD-12).*
    c. Dispose of debris and wastewater removed according to SOP: *Debris Disposal (G-1)*.
4. Documentation:
    a. Record catch basins cleaned in storm drain maintenance log.
    b. Note any apparent problems and report them to superintendent.

STREETS / STORM DRAIN	SSD-3
Cleaning Detention Ponds	

1. Preparation:
    a. Plan pond cleaning activities to occur during dry weather; do not clean detention ponds during wet weather unless there is an urgent need.
    b. Remove sediment and trash from grates.
    c. Check to make sure grates and other features are in good working order.
    d. Identify and mark any landscaping boxes, inlets, grates or other infrastructure present in the basin so as not to damage during process.
2. Process:
    a. Clean debris and accumulated sediment from pond in a manner that prevents sediment and debris from going downstream.
        i. Note: this means performing the work during dry weather.
    b. Load sediment and debris into a truck for disposal utilizing SOP's: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)*.
    c. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the West Bountiful SWMP.
3. Clean-up:
    a. After cleaning basins, clean off any pavement, loading areas, and if needed the street using SOP: *Street Sweeping (SSD-12).*
    b. Dispose of sediment and debris according to SOP: *Debris Disposal (G-1)*.
4. Documentation:
    a. Record detention ponds cleaned in storm drain maintenance log.
    b. Note any apparent problems and report them to superintendent

STREETS / STORM DRAIN	SSD-4
Creek Management	

1. Preparation:
    a. Monitor streams on a regular basis. Especially after storm events.
    b. Check culverts and crossings after every storm.
    c. Maintain access to stream channels wherever possible.
    d. Notify Public Works Director and City Engineer of issue.
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 if the identified Creek is operated and maintained by Davis County Public Works.
        i. Stone, Barton, Mill, & Duel Creeks are maintained by Davis County Public Works.
        ii. If one of the above Creeks is impaired and needs attention, contact Davis County Public Works with the defined issue.
3. Contact: Davis County Public Works 1500 East 650 North Fruit Heights, UT 84037, US (801) 444-2230
    a. Determine method of maintenance that will be least damaging to channel
    b. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the West Bountiful SWMP.
4. Clean-up:
    a. Stabilize all disturbed soils.
    b. Remove all tracking from paved surfaces near maintenance site if applicable utilizing SOP: *Street Sweeping (IDDE-12).*
    c. Haul all debris or sediment removed from area to approved dumping site utilizing SOPs: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)*.
5. Documentation:
    a. Keep a log of actions performed.
    b. Record the amount of materials removed or imported.
    c. Keep notes or comments on any problems.
    d. Record creeks cleaned in storm drain maintenance log.
    e. Note any apparent problems and report them to superintendent

STREETS / STORM DRAIN	SSD-5
Chip Seal	

1. Preparation:
    a. Identify stretch of road under consideration of chip seal.
    b. Notify public and residents of the timeline of work to be conducted.
    c. Apply storm drain infrastructure protections.
    d. Cover storm drain inlets, manholes, and catch basins to prevent oil and materials from getting inside the structures or system. Use SOP: *Inlet Protection (SSD-1).*
2. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the West Bountiful SWMP.
    b. Clean and dry areas where materials are to be applied.
    c. Follow closely behind emulsion distributor with chip spreader.
    d. Travel slowly enough to prevent chips from rolling when they hit the surface.
    e. Use street sweeper to pick up excess chips.
    f. Follow closely behind the chip spreader with rollers. Maximum speed 5 mph. Roll entire surface twice.
3. Clean-up:
    a. Remove loose aggregate from the roadway.
    b. Remove excess asphalt applications and spills.
        i. Dispose of excess material using SOP: *Debris Disposal (G-1)*.
    c. Remove storm drain infrastructure protections.
        i. When covers are removed, remove any materials which have entered the storm drain structures.
    d. Conduct a final sweep using SOP: *Street Sweeping (IDDE-12).*
4. Documentation:
    a. Record location and date on the maintenance database and map.

STREETS / STORM DRAIN	SSD-6
Slurry Seal	

2. Preparation:
    a. Identify stretch of road under consideration of slurry seal.
    b. Notify public and residents of the timeline of work to be conducted.
    c. Apply storm drain infrastructure protections.
    d. Cover storm drain inlets, manholes, and catch basins to prevent oil and materials from getting inside the structures or system. Use SOP: *Inlet Protection (SSD-1).*
3. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the West Bountiful SWMP.
    b. Remove weeds from the roads.
    c. Clean and dry areas where materials are to be applied.
    d. Verify that existing pavement has been inspected for detrimental effects of poor drainage.
    e. Apply materials smoothly and uniformly.
    f. Slurry material should not run onto adjacent pavement surface.
4. Clean-up:
    a. Remove loose aggregate from the roadway.
    b. Remove excess emulsion and spill materials.
        i. Dispose of excess material using SOP: *Debris Disposal (G-1)*.
    c. Remove storm drain infrastructure protections.
        i. When covers are removed, remove any materials which have entered the storm drain structures.
    d. Conduct a final sweep using SOP: *Street Sweeping (IDDE-12).*
5. Documentation:
    a. Record location and date on the maintenance database and map.

STREETS / STORM DRAIN	SSD-7
Crack Seal	

1. Preparation:
    a. Identify stretch of road under consideration of crack seal.
    b. Notify public and residents of the timeline of work to be conducted.
    c. Apply storm drain infrastructure protections.
    d. Cover storm drain inlets, manholes, and catch basins to prevent oil and materials from getting inside the structures or system. Use SOP: *Inlet Protection (SSD-1).*
2. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the West Bountiful SWMP.
    b. Remove weeds from the roads.
    c. Air-blast cracks to remove sediments from the crack to allow for proper adhesion.
    d. Clean and dry areas where materials are to be applied.
    e. Maintain proper temperature of material
    f. Apply sufficient material to form the specified configuration.
    g. Apply materials smoothly and uniformly.
3. Clean-up:
    a. Remove excess sealant application or spills.
        i. Dispose of excess material using SOP: *Debris Disposal (G-1)*.
    b. Remove storm drain infrastructure protections.
        i. When covers are removed, remove any materials which have entered the storm drain structures.
4. Documentation:
    a. Record location and date on the maintenance database and map.

STREETS / STORM DRAIN	SSD-8
Overlays & Patching	

1. Preparation:
    a. Identify stretch of road under consideration of overlay & patch.
    b. Notify public and residents of the timeline of work to be conducted.
    c. Apply storm drain infrastructure protections.
    d. Cover storm drain inlets, manholes, and catch basins to prevent oil and materials from getting inside the structures or system. Use SOP: *Inlet Protection (SSD-1).*
2. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the West Bountiful SWMP.
    b. Properly seal cracks. Remove alligator cracks and potholes and patch them-mill rutting.
    c. Clean and dry surface.
    d. Apply uniform tack coat and cure prior to placement of overlay.
    e. Check aggregate for:
        i. Proper temperature,
        ii. Percentage asphalt,
        iii. Gradation,
        iv. Air voids, and any other agency requirements.
    f. Surface texture should be uniform, no tearing or scuffing.
    g. Roll to achieve proper in-place air void specification.
3. Clean-up:
    a. Remove covering as soon as the threat of imported materials entering the system is reduced and prior to a storm event.
    b. Raise structure rims to elevation of new asphalt.
    c. Remove excess sealant application or spills.
        i. Dispose of excess material using SOP: *Debris Disposal (G-1)*.
    d. Remove storm drain infrastructure protections.
        i. When covers are removed, remove any materials which have entered the storm drain structures.
4. Documentation:
    a. Record location and date on the maintenance database and map.

STREETS / STORM DRAIN	SSD-9
Concrete Work	

1. Preparation:
    a. Identify an area near the worksite for the concrete truck to washout and to clean tools; the washout location must not allow the washout to run off into the gutter.
        i. Washout basin must be a rigid container.
        ii. Note: backhoe bucket is an acceptable location.
    b. Plan to conduct concrete work during dry weather conditions; do not place concrete if precipitation is expected before concrete is expected to set up.
    c. Set up traffic controls according to MUTCD, part 6.
2. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the West Bountiful SWMP.
    b. Remove old concrete, soil, and any other spoils; load them into a truck to be hauled away using SOP's: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)*.
    c. Place and compact base material*
    d. Form concrete to be placed**
    e. Place concrete**
3. Clean-up:
    a. Direct concrete truck driver to washout concrete truck at pre-determined washout location.
    b. Clean finishing tools at pre-determined washout location or on lawn.
    c. Clean street, gutters, and sidewalk from loose soil.
    d. Remove traffic control.
    e. Dispose of material removed and concrete wash according to SOP: *Debris Disposal (G-1)*.
4. Documentation:
    a. Record location and date on the maintenance database and map.

*Select, place, and compact base according to APWA and West Bountiful City Engineering Standards.

**Select, form, pace, and cure concrete according to APWA and West Bountiful City Engineering Standards.

STREETS / STORM DRAIN	SSD-10
Asphalt Paving	

1. Preparation:
    a. Plan to pave when weather will be:
        i. At least 50 degrees F; and
        ii. During dry weather.
    b. Make sure surface is pre-treated as follows:
        i. large cracks are sealed;
        ii. alligator cracks and potholes are removed and patched;
        iii. rutted areas are milled level;
    c. Sweep pavement surface according to SOP: *Street Sweeping (IDDE-12).*
    d. Allow street to dry.
    e. Mark locations of manhole and valve covers on the curb.
    f. Set up traffic controls according to MUTCD, part 6.
    g. Cover storm drain inlets, manholes, and catch basins to prevent oil and materials from getting inside the structures or system. Use SOP: Inlet Protection (SSD-1)
    h. Apply uniform tack coat on surface.
2. Process:
    a. Conduct all work utilizing the Best Management Practices (BMPs) defined in the adjacent appendix of the West Bountiful SWMP.
    b. Place hot mix asphalt uniformly to surface*.
    c. If raising manhole and valve lids during paving, carefully remove the material from the lid before taking the lid off of the frame, and carefully remove lid to avoid spilling the material into the manhole or valve box.
    d. After the riser is in place, carefully replace the manhole lid without pushing asphalt material into the manhole or valve box.
    e. Compact the asphalt to minimum 95% of Marshall density*
3. Clean-up:
    a. Remove excess asphalt material from surface at start and stop points with shovels
    b. Remove Traffic Control.
    c. Clean gutters from loose material.
    d. Dispose of excess asphalt according to SOP: *Debris Disposal (G-1)*.
    e. Clean equipment according to SOP: *Vehicle and Equipment Washing (G-6)*.
    f. Return within 2 days to sweep per SOP: *Street Sweeping (IDDE-12).*

*Select, place, and compact hot mix asphalt according to APWA standards and West Bountiful City Engineering Standards

STREETS / STORM DRAIN	SSD-11
Snow Removal & De-icing	

1. Preparation:
    a. Store de-icing material under a covered storage area.
    b. Understand City policy to keep roads open and free of snow or ice pack from any storm, in a way that uses a minimum amount of salt without compromising motorists' safety
    c. Wash out vehicles in preparation (if necessary) in approved washout area according to SOP: *Vehicle and Equipment Washing (G-6)*.
    d. Calibrate spreaders to minimize amount of de-icing material used and still be effective.
2. Process:
    a. Load material into trucks minimizing spillage.
    b. Distribute the minimum amount of de-icing material to be effective on roads.
    c. Park trucks with de-icing material inside when possible.
    d. If a hydraulic and/or fuel leak is detected while snowplowing STOP IMMEDIATELY.
        i. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
        ii. Utilize SOP: *Response & Reporting Contact List (SI-2)*
        iii. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
3. Clean-up:
    a. Sweep up all spilled de-icing material around loading area.
    b. Clean out trucks after snow removal duty according to SOP: *Vehicle and Equipment Washing (G-6)*.
    c. Sweep up residual from streets when weather permits using SOP: *Street Sweeping (IDDE-12).*
    d. If a spill occurred clean area using dry spill kit materials.
4. Documentation:
    a. Quantify the amount of de-icing material used and report to Public Works Director.
    b. If a spill occurred complete the SOP: *Discharge/Spill Inspection Report (SI-3)* and submit to Public Works Director and Storm Water Manager.

STREETS / STORM DRAIN	SSD-12
Street Sweeping	

1. Preparation:
    a. Follow the Storm Drain Maintenance Master Plan.
        i. Streets are to be swept as needed or specified by the city. Street maps are used to ensure all streets are swept at a specified interval.
    b. Prioritize cleaning routes to use at the highest frequency in areas with the highest pollutant loading.
    c. Restrict street parking prior to and during sweeping using regulations as necessary.
    d. Perform preventative maintenance and services on sweepers to increase and maintain efficiency.
    e. Find and download a good podcast, playlist, or audio book.
2. Process:
    a. Drive street sweeper safely and pick up debris.
    b. If drowsy;
        i. STOP the vehicle;
        ii. Get out;
        iii. Stretch;
        iv. Do 10 pushups, 25 sit-ups, run as fast as you can 50 yards;
        v. Walk back to vehicle;
        vi. Resume.
    c. If a hydraulic and/or fuel leak is detected while street sweeping STOP IMMEDIATELY.
        i. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
        ii. Utilize SOP: *Response & Reporting Contact List (SI-2)*
        iii. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
3. Clean-up:
    a. Street sweepers will be cleaned out at the Public Works Debris Yard.
        i. Comply with the SWPPP for this specific site.
    b. After drying, waste from the sweeper will be collected and hauled to the landfill using SOP: *Debris Disposal (G-1).*
    c. If a spill occurs prior to emptying street sweeper at designated site;
        i. Clean area using dry spill kit materials, or
        ii. Utilize the street sweeper to pick up the material again.
4. Documentation:
    a. Keep accurate logs to track streets swept and streets still requiring sweeping.
    b. Report activities to the Street Superintendent to update the Maintenance database.

STREETS / STORM DRAIN	SSD-13
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.
        i. If storm drain inlets are in the vicinity protect them from spills utilizing SOP: *Inlet Protection (SSD-1).*
    e. Prepare surfaces to be painted without generating wastewater; e.g. use sandblasting and/or scraping.
    f. Use a citrus-based paint remover whenever possible, less toxic than chemical strippers.
    g. If wastewater is generated, use curb, dike, etc. around the activity to collect the water and collect the debris.
        i. Dispose of contaminates per SOP: *Debris Disposal (G-1).*
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 airtight bags to be reused later with the same color.
    e. If a spill occurs STOP IMMEDIATELY.
        i. Utilize SOP: *Response & Reporting Decision Matrix (SI-1)*
        ii. Utilize SOP: *Response & Reporting Contact List (SI-2)*
        iii. Utilize SOP: *Discharge/Spill Inspection Report (SI-3)*
3. Clean-up:
    a. Sweep up all spilled de-icing material around loading area.
    b. Clean out trucks after snow removal duty according to SOP: *Vehicle and Equipment Washing (G-6)*.
    c. Sweep up residual from streets when weather permits using SOP: *Street Sweeping (IDDE-12).*
    d. If a spill occurred clean area using dry spill kit materials.
4. Documentation:
    a. Quantify the amount of de-icing material used and report to Public Works Director.
    b. If a spill occurs, complete the SOP: *Discharge/Spill Inspection Report (SI-3)* and submit to Public Works Director and Storm Water Manager.

STREETS / STORM DRAIN	**SSD-14**
Shouldering & Mowing	

1. Preparation:
    a. Determine length of job or task.
    b. Locate and determine a disposal site.
    c. Use proper equipment and avoid any safety hazards.
    d. Perform any roadside maintenance in a way to prevent eroded materials from entering the storm drain system.
    e. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
2. Process:
    a. Load truck with material using SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)* or have it brought in.
    b. Verify load, travel same route. Smooth or grade road.
    c. Place import material as needed and perform grading to achieve proper drainage.
    d. Maintain proper slope in road for water runoff.
    e. Keep mow level 3 inches above dirt to reduce safety hazards, debris scattered on road, and vegetation destruction.
3. Clean-up:
    a. Remove grass clippings from paved surfaces and gutter after mowing.
    b. Clean up accumulated material around storm drain protection BMPs, then remove.
    c. Clean up equipment using SOP: *Vehicle and Equipment Washing (G-6)*. Spray down should not enter storm drain system.
    d. Clean up any debris on roads.
4. Documentation:
    a. Keep accurate logs to track street mowing and streets still requiring maintenance.
    b. Report activities to the Street Superintendent to update the Maintenance database.

STREETS / STORM DRAIN	**SSD-15**
Secondary Road Maintenance	

1. Preparation:
    a. Determine length of job or task.
    b. Locate and determine a disposal site.
    c. Use proper equipment and avoid any safety hazards.
    d. Check for proper drainage: slopes, berms etc.
    e. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
2. Process:
    a. Load truck with material using SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4)* or have it brought in.
    b. Verify load, travel same route. Smooth or grade road.
    c. Maintain proper slope in road for water runoff.
3. Clean-up:
    a. Clean up accumulated material around gravel bags, then remove.
    b. Clean up equipment using SOP: *Vehicle and Equipment Washing (G-6)*. Spray down should not enter storm drain system.
    c. Clean up any debris on roads.
4. Documentation:
    a. Keep accurate logs to track secondary streets maintained and streets still require maintenance.
    b. Report activities to the Street Superintendent to update the Maintenance database.

STREETS / STORM DRAIN	SSD-16
Material Storage	

1. Preparation:
    a. Review the material in question.
    b. Determine its location, duration, and material type
        i. If stored on impervious surfaces determine BMPs to mitigate runoff to storm drain inlets.
        ii. If stored for a duration longer than 14 days determine BMPs to mitigate wind, rain, and snow erosion to storm drain inlets.
            1. If easily transportable by hydraulic events (salt, sand, woodchips, etc) special consideration will be needed in determining BMPs.
    c. When possible, store all material under a cover, on an impervious surface contained by a threshold to reduce runoff from erosion to the MS4, or percolation into groundwater.
    d. Never allow landscaping material to be staged on the road, or in storm water conveyance channels without proper BMPs.
    e. Secure proper BMPs to protect material while stored and inform Public Works Supervisor of plan/efforts.
2. Process:
    a. Deposit material.
    b. Install BMPs to protect material.
    c. Where applicable, install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
    d. If material pile is dynamically permanent (salt pile) then conduct BMP inspections per SOP: *High-Priority Site Monthly Visual Inspections (IE-6).*
3. Clean-up:
    a. Clean up area around material deposition using SOP: *Street Sweeping (IDDE-12).*
    b. Clean up any material caught by inlet protection.
    c. Remove inlet protection.
    d. Haul off excess soil and debris according to SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4).*
    e. Dispose of waste per SOP: *Debris Disposal (G-1).*
4. Documentation:
    a. Record time of material deposition, and removal.
    b. Keep documentation of all inspections conducted on BMPs protecting material.

CULINARY WATER	**W-1**
Planned Waterline Excavation Repair/Replacement	

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 underground utilities: 811 or 1-800-662-4111
    b. Set up temporary traffic control - see Part VI of the MUTCD
    c. Saw cut pavement in area needing excavation.
    d. Determine where discharge flow will go.
    e. Clean gutter leading to inlets.
    f. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
    g. Use proper equipment and avoid any safety hazards.
    h. Isolate waterline to be worked on by turning off valves.
2. Process:
    a. Drain line as much as possible from a hydrant or drain valve.
    b. Direct any discharge to protected inlet (determined in step 1d)
    c. Backfill and compact excavation
        i. Remove as much saturated soil as feasible.
        ii. Place and compact backfill in lifts no deeper than one foot.
        iii. Place and compact top lift to make it blend with surrounding pavement.
3. Clean-up:
    a. Clean up area around excavation using SOP: *Street Sweeping (IDDE-12).*
    b. Clean up any material caught by inlet protection.
    c. Remove inlet protection.
    d. Haul off excess soil and debris according to SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4).*
    e. Dispose of waste per SOP: *Debris Disposal (G-1).*
4. Documentation:
    a. Report activities to the Public Works Department.

CULINARY WATER	W-2
Emergency Waterline Excavation Repair/Replacement	

1. Preparation:
    a. Isolate waterline to be worked on by turning off valves.
    b. Make sure service trucks are equipped with inlet protection materials such as wattles or gravel bags.
    c. Set up temporary traffic control - see Part VI of the MUTCD.
    d. Call the Blue Stakes Center of Utah to notify them of the need to dig for an emergency repair: 811 or 1-800-662-4111.
    e. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
    f. Use proper equipment and avoid any safety hazards.
2. Process:
    a. Drain line as much as possible from a hydrant or drain valve.
    b. Follow appropriate repair procedures in making the repair.
    c. Backfill and compact excavation.
        i. Remove as much saturated soil as feasible.
        ii. Place and compact backfill in lifts no deeper than one foot.
        iii. Place and compact top lift to make it blend with surrounding pavement.
3. Clean-up:
    a. Repair eroded areas as needed.
    b. Clean up loose material from apparent tracking or spills along travel path of trucked material.
    c. Clean up any material caught by inlet protection.
    d. Conduct sweeping as needed using SOP: *Street Sweeping (IDDE-12).*
    e. Remove inlet protection.
    f. Haul excess soils according to SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4).*
    g. Dispose of waste per SOP: *Debris Disposal (G-1).*
4. Documentation:
    a. Report activities to the Public Works.

CULINARY WATER	**W-3**
Waterline Flushing for Routine Maintenance	

1. Preparation:
    a. Determine flow path of discharge to inlet of waterway.
    b. Clean flow path.
    c. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
2. Process:
    a. If it appears that flushing straight from the hydrant or blow-off valve may cause a problem (such as erosion, or splash on vehicles), connect a hose or diffuser to the discharge fitting.
    b. Turn on the valve to flush the water and leave it on until enough time has passed to allow adequate flushing of the line to occur.
    c. Turn off the water
3. Clean-up:
    a. Clean up any material caught by inlet protection.
    b. Remove inlet protection.
    c. Haul excess soils according to SOP: *Transporting Saturated Soils (G-3) and/or Transporting Unsaturated Soils (G-4).*
    d. Dispose of waste per SOP: *Debris Disposal (G-1).*
4. Documentation:
    a. Report activities to the Water Superintendent.

CULINARY WATER	W-4
Waterline Flushing after System Disinfection – Discharge to Storm Drain	

5. Preparation:
    a. Determine chlorine content of discharged water for utilizing appropriate de-chlorination equipment.
    b. Determine flow path of discharge.
    c. Clean the flow path.
    d. Install BMPs to protect storm drain inlets using SOP: *Inlet Protection (SSD-1)*.
6. Process:
    a. Place de-chlorination equipment on point of discharge according to manufacturer's recommendation.
    b. If it appears that flushing straight from the hydrant or blow-off valve may cause a problem (such as erosion, or splash on vehicles), connect a hose or diffuser to the discharge fitting.
    c. Allow water to run until line is adequately flushed, then turn off and remove de-chlorination equipment.
    d. Sample for chlorine residual.
7. Clean-up:
    a. Clean up any material caught by inlet protection and dispose according to SOP: *Debris Disposal (G-1).*
    b. Remove inlet protection.
    c. Remove equipment from flush point.
8. Documentation:
    a. Record result of chlorine residual test.

CULINARY WATER	**W-5**
Waterline Flushing after System Disinfection – Discharge to Off-site Location	

1. Preparation:
    a. Determine appropriate location for application of the chlorinated water.
    b. Estimate the amount of water to be flushed and select tanker to use and number of trips that will be necessary.
2. Process:
    a. Flush to tanker.
    b. Haul the chlorinated water to the pre-selected location.
    c. Apply the chlorinated water to the soil such that the water does not run off of the site.
    d. Have a sample taken for a chlorine residual test
3. Clean-up:
    a. None
4. Documentation:
    a. Record result of chlorine residual test.

CULINARY WATER	W-6
Chemical Handling/Transporting and Spill Response	

1. Preparation:
    a. Understand MSDS for handling and storage of product.
    b. Determine best location to handle product at destination site.
    c. Have necessary containment and spill kits at handling place, suitable for the material to be handled.
    d. If at a Priority Site, review the SWPPP and follow all minimum control measures.
2. Process:
    a. Make connections.
    b. Begin transfer process.
    c. Discontinue operations if spill or leaking occurs, and repair before continuing.
    d. Disconnect and store handling equipment.
3. Clean-up:
    a. Respond to and report spills according to SOP: *Response & Reporting Decision Matrix (SI-1)* and SOP: *Response & Reporting Contact List (SI-2)*.
    b. Ensure that any spills are cleaned up. If spilled material is hazardous, it must be handled by a licensed hazardous waste handler and disposed at a hazardous waste disposal site.

5. **Contact: Veolia Environmental Services 709 N. Taylor Way Suite 1 North Salt Lake, UT 84054, US**

(801) 232-0976

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-1**
Contractor Training and SOPs Acknowledgment Form	

This SOP must be read in its entirety prior to performing the activities described herein. This acknowledgment form must be signed at the time of training to document that the individual has received, read, and understands the contents of the SOP.

Document Title:	
Document Version:	

By signing below, I acknowledge that:

- I have **read and understand** the Standard Operating Procedure referenced above.
- I agree to **perform all applicable tasks in accordance with the instructions and requirements described in this SOP.**
- I understand that this SOP **remains in effect until it is revised, replaced, or superseded by an approved updated version.**
- I understand that **failure to follow this SOP may result in corrective action and/or removal from performing the associated work.**

Printed Name	Signature	Job Title/Department	Date

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-2**
Catch Basin Cleaning	

1. Purpose:
   To outline standardized procedures for cleaning catch basins to reduce clogging of storm drain systems, to reduce pollutant loading to receiving waters, and to maintain system functionality.
2. Procedure:
    a. Preparation:
        i. Review the catch basin cleaning schedule.
            1. Catch basin grates shall be cleaned, at minimum, quarterly.
            2. Grates identified as frequently problematic areas shall be cleaned more frequently.
            3. Catch basins shall be cleaned on a rolling basis or as needed to address potential concerns.
        ii. Inspect equipment for proper operation and leaks; perform necessary maintenance.
        iii. Gather required Personal Protective Equipment (PPE) and safety materials.
        iv. Conduct a safety briefing with all personnel involved.
    b. Equipment and materials:
        i. Vacuum truck or equivalent catch basin cleaning equipment (e.g., clam shell bucket, dump truck, backhoe, or loader.)
        ii. PPE
        iii. High-pressure washer (if available)
        iv. Spill containment materials
        v. Inspection and cleaning forms/log
    c. Remove debris from the catch basin grate and surrounding area
    d. Visually inspect the exterior and interior of the catch basin for structural integrity, blockages, or signs of illicit discharge (e.g., unusual odors, staining, oil sheen)
    e. Note any maintenance or repair needs and document them on the inspection form.
    f. If gross contamination (e.g., sewage, oil, hazardous waste) is suspected, halt work and notify the supervisor and appropriate parties according to guidance provided in the SOP SI-2, *Response & reporting Contact List* .
    g. Basin cleaning:
        i. Block and/or contain the entrance to the storm drainpipe from the catch basin sump.
        ii. Clean from upstream to downstream when multiple basins are present and drain in line with each other.
        iii. Remove accumulated sediment and debris from the catch basin sump using appropriate equipment. Do not wash it into the drainpipe.

iv. Use a high-pressure washer or other equipment, if available, to dislodge remaining material, vacuuming the resulting slurry as needed. Do not discharge the material into the storm drainpipe.

v. If manual removal is required, stockpile residuals on an impermeable surface and cover until proper disposal. Whenever possible, separate the piles from potential run on.

h. Waste handling and disposal:

i. Place all solids in sealed containers for disposal at an approved landfill or treatment facility.

1. For saturated materials, solids should be decanted prior to disposal. Once decanted, solid materials shall be disposed of at the sanitary landfill.
2. Decanted liquids shall be drained to a sanitary sewer from the decanter.

ii. If contamination is suspected, store material on an impervious surface and arrange for proper testing and disposal.

i. Clean-up:

i. Contain and clean up any spills immediately and report to necessary parties as needed according to procedures in SOP SI-1 *Response & Reporting Decision Matrix* and SOP SI-2, *Response & Reporting Contact List.*

ii. Clean all equipment according to protocols outlined in SOP G-6, *Vehicles and Equipment Washing.*

iii. Clean the work area as needed to prevent further or future spills or discharges.

j. Documentation:

k. Complete a Catch Basin Inspection and Cleaning Form for each basin serviced, recording location, date, observations, actions taken, and waste quantities.

ii. Maintain a log of catch basins cleaned, issues encountered, and materials removed and submit records to the Storm Water Coordinator. Records of catch basin maintenance shall be maintained with West Bountiful City in ArcGIS Drainage Master Map.

7. Training

All personnel involved in catch basin inspection and cleaning must receive annual training on SOP procedures, equipment operation, safety, stormwater pollution prevention, and spill response.

8. Review and Update

This SOP will be reviewed annually and updated as necessary to incorporate regulatory changes, equipment upgrades, or improved practices.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	PH-3
Graffiti Removal and Hard Surface Cleaning	

1. Purpose:
    a. This SOP provides guidance for the proper removal of graffiti and hard surface cleaning to protect stormwater.
2. Procedure:
    a. Preparation:
        i. Prior to cleaning, identify where all storm drains are located in the immediate area. Wash water must not be allowed to enter storm drains or flow down gutters.
        ii. Block or cover all storm drains with booms, storm drain covers, or other means prior to beginning cleaning.
    b. Equipment and materials:
        i. Spill kit and equipment for a dry cleanup
        ii. Storm drain inlet protection devices (booms, berms, drain covers, etc.)
        iii. Wet vacuum and holding tank, if applicable
        iv. Cleaning equipment and materials (pressure washer, detergents, etc.)
        v. Personal Protective Equipment
            1. Gloves
            2. Eye protection
            3. Safety footwear
    c. Process:
        i. Use dry cleanup methods prior to implementing pressure washing or wet cleaning methods.
            1. Sweep, vacuum, and scrape off dried debris. This waste material should be disposed of as solid waste, unless deemed hazardous waste. Hazardous waste should be disposed of by a licensed hazardous waste handler and disposed of at a hazardous waste disposal site.
            2. Solids should be removed from the area prior to pressure washing.
        ii. Pressure washing should be reserved for spot cleaning. Pressure washing shall not be used to clean the entirety of external building surfaces.
        iii. Pressure wash with minimal water.
        iv. If operations do not include any chemicals or detergents and you are only cleaning ambient dust from the surface, direct wastewater to nearby landscaping or vegetated areas for containment and allow it to infiltrate and evaporate.
            1. Ensure that wash water discharged to vegetation is done so on vegetated or permeable surfaces (gravel, soil) and does not cause erosion or runoff to an impervious surface or stormwater conveyance.

v. When pressure washing using detergents or chemicals, or when removing paint or other potentially hazardous material, all wash water must be captured for proper disposal. Hazardous waste should be disposed of by a licensed hazardous waste handler and disposed of at a hazardous waste disposal site.

vi. A visible sheen should not be visible in wash water. If a visible sheen is identified, use absorbents to eliminate any oil and grease from the discharge.

d. Documentation:

i. Document the date and time of cleaning operations, as well as the location and cleaning methods used during operations. Report date, time, and all other pertinent information about the cleaning to the Stormwater Coordinator for recording and traceability purposes.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-4**
Green Waste on City Owned Property	

1. Purpose:
    a. This SOP provides guidance for the proper management of green waste.
2. Procedure:
    a. Process:
        i. If green waste (grass clippings, leaves, straw, flowers, or other vegetation) is generated during city operations or on city-owned property, green waste should:
            1. Whenever possible, be chipped/mulched on-site.
            2. If chipping on-site is infeasible, material should be taken directly to the landfill.
            3. If direct disposal at the landfill is infeasible, materials should be taken to the Public Works Facility and deposited in a dumpster suitable for green/vegetative waste.
        ii. Green waste must not be deposited on the streets in front of permittee-owned facilities or on permittee-owned roads/parking lots.
            1. If green waste is stored in roadways adjacent to permittee-owned facilities, immediately notify the Public Works Supervisor or Stormwater Coordinator of the location and condition of the stored waste.
    b. Documentation:
        i. Document the location, time and date, and condition of green waste deposited in the street, noting areas with repeated offenses. If possible, leave a door tag notification on site, citing the ordinance in violation, and notify the Drainage Supervisor and/or Stormwater Coordinator of the citation. Stormwater Ordinance Violation door tags are available to Public Works staff in the Drainage Department. See Drew Howard or Cameron Woodbury for details.

Pollution Prevention and Good Housekeeping	**PH-5**
Open Space Management	

1. Purpose:
    a. This SOP provides guidance for managing City-owned open space areas, ensuring they are free of debris, and stormwater controls are properly maintained.
2. Procedure:
    a. Preparation:
        i. Identify public open spaces and verify that any areas that may be considered stormwater detention areas are properly identified and mapped. Establish inspection and maintenance schedules for identified detention areas.
    b. Process:
        i. Inspect any stormwater or drainage infrastructure on the property. Ensure that it is properly maintained and functioning as intended.
        ii. Follow all SOPs related to landscaping practices, fertilizer/pesticide application, debris removal, and pet waste management during municipal operations in public open spaces.
        iii. Provide regular observation of public open spaces for the presence of trash and debris accumulation.
            1. Ensure that public open spaces have adequate solid waste disposal infrastructure.
            2. Ensure that solid waste deposited in public open space receptacles are removed promptly to avoid accumulation.
    c. Documentation:
        i. Document any stormwater or drainage infrastructure that may require maintenance and communicate pertinent information for adversely impacted stormwater to Drainage Department Supervisor or Stormwater Coordinator. Follow relevant SOPs for performing and documenting maintenance.
        ii. Document public open spaces where trash and debris or other potential pollutants accumulate and identify additional enforcement or cleaning/maintenance needs.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-6**
Pet Waste Disposal	

1. Purpose:
    a. This SOP provides guidance for the proper removal and management of pet waste in public areas to protect stormwater from bacteriological pollutants. Pet waste management in public spaces is governed under Title 8-02-100(b) of the West Bountiful City Municipal Code and requires animal owners to properly dispose of pet waste left in public spaces.
2. Procedure:
    a. Preparation:
        i. Identify areas where pet waste has historically been a problem (trailheads, parks, etc.). Where practical, install pet waste bag dispensers and provide disposal containers at locations where pets and pet owners congregate, as well as signage providing clear instructions for proper clean up and disposal of pet waste.
        ii. Enforce regulations that require pet owners to clean up pet waste and use leashes in public areas unless otherwise noted. Ensure that public off-leash areas are clearly defined and avoid siting public off-leash areas near water bodies.
            1. In instances where regulation enforcement is required, contact West Bountiful Public Works 801.292.4486 (Code Enforcement) to notify them of the occurrence(s).
    b. Process:
        i. Inspect parks, trails, and public off-leash areas for pet waste as necessary and identify problem areas.
        ii. Check for pet waste accumulation in public open spaces prior to landscaping and mowing operations.
        iii. Enforce pet waste cleanup and removal ordinances as necessary.
    c. Pet waste removal:
        i. Remove all pet waste using either hand tools or pet waste bags and temporarily store waste in a covered waste container. Dispose of properly.
    d. Documentation:
        i. Document areas of consistent pet waste accumulation for increased enforcement or public education materials. Communicate trouble areas to Drainage Department Supervisor and/or Stormwater Coordinator for traceability purposes.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	PH-7
Storage of Salt, Sand, Gravel, Landscaping Materials, Asphalt, and Other Materials	

1. Purpose:
    a. This SOP provides guidance for preventing the discharge of pollutants through the proper storage and management of salt, gravel, landscaping materials, asphalt, and other materials.
2. Procedure and general rules:
    a. General rules:
        i. Minimize the number of stored materials in open areas across the site.
        ii. Materials should be stored at locations in accordance with associated facility site map(s), if available.
        iii. When possible, store all materials under a cover and on impervious and contained surfaces to reduce run on, contaminated runoff and percolation into groundwater.
    b. Preparation:
        i. Review the location, material type, and storage duration of the material in question.
        ii. Identify storm drain inlets and stormwater conveyance channels adjacent to the storage location.
    c. Process:
        i. Deposit materials that are to be stored only at the identified storage locations. Do not store materials in open spaces across the site.
        ii. Install necessary BMPs to protect and contain the material and reduce the chance of runoff entering storm drain conveyances.
            1. Necessary BMPs may vary depending on the ground conditions. Select BMPs that are best suited for the individual site.
        iii. If material is to be stored in excess of 30 days, conduct BMP site inspections periodically according to SOP IE-8, *High-Priority Site Monthly Visual Inspections,* until materials are used or moved.
        iv. Once delivered materials are stored, clean up the area around the material deposition. If using a street sweeper for cleanup, refer to SOP SSD-12, *Street Sweeping*, for guidance on proper street sweeping protocols.
        v. Clean up and remove any materials caught by inlet protection BMPs and remove inlet protection BMPs.
        vi. Remove excess material and dispose of the waste according to SOP G-1, *Debris Removal*.
3. Documentation:
    a. Record the date and time of material deposition and removal and communicate the information to the Drainage Department Supervisor and/or Stormwater Coordinator.
    b. Document all inspections of BMPs and protected materials.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-8**
Street Sweeping	

1. Purpose:

   To establish standardized procedures for municipal street sweeping of West Bountiful city-owned roads and parking lots to reduce stormwater pollution.

2. Procedure:
   a. Preparation:
      i. Review the sweeping schedule and identify areas of operation for the day's operations.
         1. Sweeping of city roads should occur, at minimum, four times annually. Parking lots should be swept, at a minimum, two times annually.
         2. High-priority facilities should be swept, at a minimum, Two times annually.
         3. Sweeping should be scheduled on days when garbage collection does not occur and when weather conditions are suitable if possible.
      ii. Gather required PPE and safety materials:
         1. Safety glasses
         2. Safety shoes
         3. Ear protection
         4. Gloves
         5. Safety vest
      iii. Conduct a safety briefing with all personnel involved.
      iv. Prior to starting operations, inspect the sweeper and related equipment for proper operation and safety compliance.
   b. Materials and equipment:
      i. Mechanical street sweeper
      ii. Personal protective equipment (PPE): safety glasses, safety shoes, ear protection, gloves, safety vest
      iii. Traffic control devices
      iv. Inspection and sweeping logs/forms
   c. Regular sweeping
      i. During operation, use operator discretion to bypass gutters that are clear of debris or lightly soiled.
      ii. Inspect and clear storm drain grates of debris. If necessary, hand-sweep debris away from grates before proceeding with mechanical sweeping.
      iii. Remove small objects or obstructions (e.g., trash cans, ramps) from the gutter when necessary. Bypass lightly soiled areas with chronic obstructions and report these for ordinance enforcement if needed.

iv. Coordinate with other divisions for sweeping municipal yards or parking areas, ensuring that areas are prepped prior to sweeping.
v. Do not operate street sweeping apparatus in areas outside the scheduled area of operation. Private street owners are responsible for their own sweeping.

d. Emergency or requested sweeping:
i. Requesting departments/divisions must remove large accumulations of material before sweeping.
ii. Sweep wet material only if necessary (e.g., before forecasted storms or if residue may cause slick conditions). Multiple passes may be necessary to complete sweeping under wet conditions.
iii. Do not sweep hazardous or suspicious materials. Immediately report hazardous or suspicious material discharges or spills according to SOPs SI-1, SI-2, and/or SI-3 for discharge or spill reporting.
iv. For animals trapped in stormwater systems, contact the designated animal services emergency dispatch.

e. Disposal:
i. Unload waste in designated disposal containers. Disposed material from street sweeping operations is to be disposed of at a sanitary landfill.

f. Obstructions:
i. Report chronic obstructions (e.g., vehicles, trailers, overgrown trees) in the street sweeping log, to ordinance enforcement, and to the Drainage Department Supervisor and/or Stormwater Coordinator as needed.

3. Scheduling considerations:
a. Identify problem areas where increased street sweeping may be required and report them to Public Works Supervisor or Stormwater Coordinator.
b. Consider changes to sweeping frequency in autumn and after winter thaws to prevent increased organic matter and sediment from entering waterways.
c. Adjust sweeping frequency based on inspection results of city-owned roads, parking lots, and facilities and effectiveness of previous sweeping operations.

4. Documentation:
a. Record completed streets and conditions in the Street Sweeping Log and communicate completions to Drainage Department.
b. Log all emergencies and requested sweeping activities.
c. Do not record personal information (e.g., names, addresses) in the sweeper log.
d. Maintain a copy of this SOP at the Public Works office.

POLLUTION PREVENTION AND GOOD HOUSEKEEPING	**PH-9**
Vehicle and Equipment Storage and Maintenance	

1. Purpose:
    a. This SOP provides guidance for the proper storage of vehicles and equipment and good housekeeping practices used to prevent discharge during maintenance activities.
2. Procedure:
    a. Preparation:
        i. Inspect designated parking areas for evidence of leaks on a regular basis.
        ii. Store vehicles inside where floor drains have been connected to a sanitary sewer system.
            1. If inside vehicle storage is not available, vehicles and equipment should be stored in approved designated areas and under a cover whenever possible.
        iii. Provide drip pans and absorbent materials to address any active equipment leaks.
    b. Process:
        i. Parking and storage:
            1. Keep vehicles and equipment maintained according to established maintenance schedules to prevent leaks as much as possible.
            2. Inspect parking locations for evidence of previous leaks prior to parking and storing vehicle/equipment.
            3. If evidence of leaking is discovered during inspection or otherwise:
                a. Use dry methods to clean up any spills/leaks.
                b. Identify the leaking equipment/vehicle and place a drip pan underneath the leaking component to capture material.
                c. Document the leak to maintenance and shop personnel to make repairs as soon as possible.
                d. Continue to store the vehicle/equipment with a drip plan until scheduled repairs are complete.
            4. Never park vehicles or equipment over a storm drain. This eliminates potential discharge and allows for leaks to be readily identified.
        ii. Vehicle/maintenance operations
            1. Never perform vehicle maintenance on top of a storm drain or near a stormwater conveyance channel.
            2. Perform maintenance in dedicated maintenance areas only.
                a. If maintenance must be done outdoors, do not perform maintenance during precipitation events.
                b. Perform maintenance away from storm drains and stormwater conveyance channels.

i. If maintenance operations must be done outdoors and present a risk of illicit discharge, select and implement BMPs (inlet covers, absorbents) to capture and hold potential contaminants from entering the stormwater conveyances.

3. Capture all drained or leaking fluids in the appropriate container and use drip pans to catch leaking or dripping materials.
4. In the event of a leak or spill, use dry absorbent methods to clean up the spill and dispose of the materials in accordance with SOP G-1, *Debris Disposal*.

iii. Documentation:

1. Record locations where vehicles or equipment are leaking and communicate the leak to maintenance personnel and the Stormwater Coordinator for traceability.
2. Identify and record the leaking equipment unit or vehicle.
3. Document the scheduled maintenance date and take appropriate steps for alternate equipment use until repairs are complete.

APPENDIX D

High-Priority City Owned Facility Assessment

WBC – GOAL TO BE COMPLETED

APPENDIX E

Spill Prevention Plan & Map

WBC – GOAL TO BE COMPLETED