Appendix B.1
MS4 Permit #IDS028223
Example Template:
Storm Water Management Program (SWMP) Document

Purpose

The template has been developed to assist Permittees in creating or revising their written Storm Water Management Program (SWMP) Document to comply with their NPDES Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) in the State of Idaho

Permittees are not required to use this template.

Permittees may use this template as a guide or suggested outline for the creation of a new or updated SWMP Document. The SWMP Document does not contain enforceable requirements.

A SWMP Document summarizes how the Permittee (or group of cooperating Permittees) complies with the MS4 Permit requirements for their jurisdiction in the Permit Area defined in Permit Part 1.1.

Each Permittee is responsible for compliance with the MS4 Permit and should refer to the Permit text directly, in addition to considering the suggestions in this template.

Organization

Template instructions for the initial written SWMP Document are written in this font. A Permittee's initial SWMP Document must be posted to the Permittee's publicly accessible website no later than ***December 1, 2021*** *- See Permit Part 2.5.5.*

Template instructions for SWMP Document updates in subsequent years, as well as the required SWMP Document to be submitted with the Permit Renewal Application required by Permit Part 8.2, are written in this font. Relevant deadlines can be found in the Permit.

This page, and all red, green, and **bolded text** should be deleted in the Permittee's published SWMP Document.

Additional Information

For additional information or questions about this template, contact: Misha Vakoc at vakoc.misha@epa.gov

Several example SWMP Documents from other regulated MS4 entities are listed in the Administrative Record Index for the Permit. Example SWMP documents may be obtained via Internet web search using search terms such as: "Bend OR SWMP" or "Great Falls MT SWMP"

[This page intentionally blank]

Stormwater Management Program

Written description as required by NPDES Permit #IDS028XXXX

[Insert Permittee logo]

[Insert Permittee Organization Name/Address/Contact Information, including Website URL]

[Insert Permittee permit number]

[Insert Date/Revision Date]

Contents

ACRONYMS 5
DEFINITIONS 5
1 BASIC SWMP INFORMATION 6
2 MAP OF THE SEPARATE STORM SEWER SYSTEM 8
3 TARGETING POLLUTANTS OF CONCERN 9
4 LEGAL AUTHORITY AND ENFORCEMENT 12
5 STORM WATER CONTROL MEASURES TO REDUCE POLLUTANTS TO THE MAXIMUM EXTENT PRACTICABLE 13
6 UNIQUE PROVISIONS SPECIFIC TO [INSERT PERMITTEE NAME] 20
ATTACHMENT I MS4 STORMWATER INFRASTRUCTURE MAPS 22
ATTACHMENT II Example 24
ATTACHMENT III [INSERT TITLE] 25

ACRONYMS

[Insert acronyms used in this SWMP Document.]

DEFINITIONS

[Insert definitions used in this written SWMP Document.]

1 BASIC SWMP INFORMATION

This Storm Water Management Program (SWMP) Document was developed by **[Insert Permittee Name]** to describe the activities and control measures conducted to meet the terms and conditions of NPDES Permit #XXXXXXXX.

1.1 Staff Organization

[Insert a narrative description and an organization chart which identifies the names and titles of people in the Permittee's organization responsible for SWMP implementation. If a position is currently unfilled, list the title of the position and modify the SWMP with the name once the position is filled.

*[If two or more Permittees operate as Co-permittees, describe the relationship as required by Permit Part 2.5.2: "*The Permittees must maintain a written and enforceable agreement between the parties. The written agreement must describe each organization's respective roles and responsibilities… and identify all aspects of storm water management where the entities will share implementation responsibility, including the areas served by the MS4(s) where the Permittees agree to share such responsibility…. Any previously signed agreement may be updated, as necessary, to comply with this requirement. Any such agreement must be described in the Permittee's SWMP Document…"]

*[If the Permittee shares SWMP implementation responsibility with another third party that is not a Permittee, include a description the relationship as required by Permit Part 2.5.3: "*The Permittee and outside entity must maintain a written and binding agreement between the parties. The written agreement must describe each organization's respective roles and responsibilities related to this Permit, and identify all aspects of storm water management where the entities will share or delegate implementation responsibility… Any previously signed agreement may be updated, as necessary, to comply with this requirement Any such agreement must be referenced in the Permittee's SWMP Document….]

1.2 Receiving Waters

The waterbodies identified in Table 1 receive storm water discharges from the **[Insert Permittee Name]** MS4.

[This section can be completed in narrative form or by completing the tables below. If the Permittee's MS4 does not discharge into any interconnected MS4s, delete the appropriate section(s) below.]

Table 1 Receiving Water Summary

Receiving Waterbody Segments	WQS Classification	Impairment/Pollutant of Concern	TMDLs? (Yes/No)	Applicable WLAs (Yes/No)	No. of Discharging Outfalls

[Insert Permittee Name]'s MS4 is also interconnected with other MS4s as identified below**.**

[For each interconnected MS4 receiving discharge from the Permittee's MS4, complete Table 2 below]

Table 2 ***[Insert Interconnected MS4 Name]*** *Receiving Water Summary*

Receiving Waterbody Segments	WQS Classification	Impairment/Pollutant of Concern	TMDLs	Applicable WLAs	No. of Inter-connections

1.3 SWMP Information and Statistics

Permit Requirement: "The Permittee must maintain a method of gathering, tracking, and using SWMP information to set priorities, and assess Permit compliance…." Refer to Permit Part 2.5.6.

(In this section, Permittees should describe briefly what information they keep track of to show program success, (e.g., the number of inspections, official enforcement actions, and/or types of public education actions, etc.)

1.4 Transfer of Ownership, Operational Authority, or Responsibility for SWMP Implementation

Permit Requirement: "The Permittee must implement the required SWMP control measures of this Permit in all new areas added or transferred to the Permittee's MS4 (or for which a Permittee becomes responsible for implementation of storm water quality controls) as expeditiously as practicable, but not later than one (1) year from addition of the new areas…..." Refer to Permit Part 2.5.8.

(As necessary, the Permittee should use this section to describe any physical areas served by a MS4 have been recently annexed by the Permittee, or that have been transferred away from the Permittee's direct responsibility. Use this section to describe how/when the Permittee plans to impose the SW control measures in any new areas under their control. If areas have been transferred away, provide a description and date the transfer became effective.)

2 MAP OF THE SEPARATE STORM SEWER SYSTEM

[Include a descriptive narrative overview of the MS4 in this section – for example, summarize the topography, drainage area, total number of outfalls and other features to describe the Permittee's unique circumstances. Photos and/or other graphics can help! Include a copy (or some graphic representation) of the Permittee's existing MS4 map either in this section or as an Attachment.

If the MS4 map is not complete, describe the MS4 as outlined above and identify the current status of the available map(s) to date. Specify the anticipated date/schedule for completing the map prior to the deadline established in the Permit. See Permit Part 3.2.2.

3 TARGETING POLLUTANTS OF CONCERN

[Section 3 of this SWMP Document must be completed if the Permittee has required actions to address discharges to impaired waters or TMDLs as outlined in Permit Part 4.

Complete the sections below as appropriate. In the introductory paragraph, the Permittee should identify where their MS4 discharges to the impaired waters, and how the requirements in Permit Part 4 are being accomplished during the five-year permit term. This section is meant to describe how the Permittee works to reduce the specific impairment pollutants of concern from its MS4, and how the Permittee will monitor/assess that such targeted pollutant reduction actions are working.

Permittees are free to rearrange or reorganize this section to best suit their needs.]

3.1 Monitoring/Assessment of MS4 Discharges to Impaired Waters

[Describe the Monitoring or Assessment Activity that is designed to quantify pollutant loadings from the MS4 into the impaired water. The Permittee must submit a Monitoring/Assessment Plan no later than two (2) years after the Permit Effective Date. See Permit Part 4. The Monitoring/Assessment Plan must describe what and how the Permittee intends to monitor/assess to target the relevant pollutants of concern.

[In this section, provide a general description of the monitoring/assessment to be accomplished, including what is being monitored and/or assessed. Discuss the type and frequency of the Monitoring and/or Assessment Activity that the Permittee chooses to conduct. If appropriate, include discussion of why the Permittee is choosing to monitor/assess pollutants in that manner. Discuss also any cooperative efforts with other MS4 Permittees or other entities to accomplish the Monitoring and/or Assessment. If appropriate, keep the description of the monitoring/assessment general in this document, and refer the reader to the formal Monitoring/Assessment Plan for specific details. Include a schedule to describe 1) when the Permittee submitted the Monitoring/Assessment Plan to EPA for consideration; 2) whether members of the public can be engaged in the Monitoring/Assessment activities; and 3) when the Permittee expects to begin conducting the monitoring/assessment of pollutants of concern in MS4 discharges (or confirm whether it is already underway).]

[No later than 180 days prior to the expiration date, revise this section to include a general overview of the results of the monitoring/assessment activity to date. If appropriate, keep the overview discussion general in this document, and refer the reader to the Final Report summarizing the Monitoring/Assessment information for specific details. Consider including the Final Report as one or more Attachments.]

3.2 Pollutant Reduction Activities

[Permittees with required actions in Permit Part 4 must select and conduct at least two Pollutant Reduction Activities to reduce pollutant loadings from the MS4 into the impaired water. The Permittee must also determine how to quantify those reductions. The Permittee must submit a written description of its two selected Pollutant Reduction Activities no later than two (2) years

after the Permit Effective Date. The written description must explain what targeted controls the Permittee intends to be implemented to reduce discharge of pollutants of concern.

[In this section, provide a general introductory paragraph to describe the two (2) Pollutant Reduction Activities that are to be conducted during the term of the Permit. If appropriate, include discussion of why the Permittee selected the specific activities, and how the two pollutant reduction activities link (if at all) to the Monitoring/Assessment actions described above. Will one or both of these activities be conducted only during the permit term, or will the Permittee "keep it going" if it is successful? Discuss any cooperative efforts to conduct the actions with other MS4 Permittees or other entities. Who is the lead entity? What is the role of each cooperating entity? Include a schedule to outline relevant dates: 1) when the Permittee submitted the formal written description of the selected Pollutant Reduction Activities; 2) whether members of the public can assist the Permittee with the specific activity, when and how; and (if not already explained) 3) when the Permittee expects to begin/end each Activity (or, whether it is already underway).]

[These targeted Pollutant Reduction Activities should specifically address the pollutants of concern cited for the Permittee in Permit Part 4. For each activity, insert the description of a goal or target that will allow the Permittee to evaluate the activity's effectiveness in making progress towards achieving the goal of reducing the presence of the specific pollutant in the MS4 discharge(s). In the examples provided below, the activities listed also would be considered public education and illicit discharge detection and elimination controls. Insert a narrative below or use the tables provided. Insert as many targeted controls as necessary.]

[No later than 180 days prior to the expiration date of the Permit, revise this section to include a general overview of the Pollutant Reduction Activities to date. If appropriate, a general overview discussion can be included in the body of the document, and may refer the reader to the Final Report summarizing the results to date for each Pollutant Reduction Activity. Consider including the Final Report as one or more Attachments.]

The following is an example of a write up for a Pollutant Reduction Activity to Address Bacteria. This is only an example for consideration.

Pollutant Reduction Activity #1 to Reduce Bacteria

Homeowner Outreach & Education

Control Description:	*[**Name of Permittee** will target educational efforts to homeowners within the MS4 boundary served by aging septic tanks. **Name of Permittee** will provide these residents with opportunity for education on proper construction, management, and maintenance of the septic tank. **Name of Permittee** will also work with septic tank service providers to enlist their help with reaching all target households and assessing an estimated number of households that seek assistance to maintain (or replace) their septic system.]*
Interim Milestone Goals:	

- *During the first year of implementation: **Name of Permittee** will develop a PowerPoint presentation and other appropriate informational materials for home owners describing proper management and maintenance of older septic systems*

- *Starting in the second year, **Name of Permittee** will contact at least 50 percent of known septic system owners to receive the outreach materials and be educated on proper septic sanitary tanks management and maintenance; **Name of Permittee** will continue this effort each consecutive year until all households with aging septic tanks have been contacted.]*

Desired Outcome:

- ✓ *All homeowners with aging septic systems within the targeted MS4 drainage area have successfully received educational materials prior to [180 days before Permit Expiration Date}*
- ✓ *Approximately 25% of the targeted homeowners have taken action to maintain or replace their septic system.*

Person(s) or Department Responsible:	*Bob Weatherman, MS4 Coordinator, Public Works Department* *555-444-3333* *Weatherman.bob@publicworks.org*

4 LEGAL AUTHORITY AND ENFORCEMENT

[Insert one or more paragraphs to summarize the Permittee's legal authorities allowed under Idaho law that satisfy the six criteria listed below to implement and enforce the requirements of the Permit, including a discussion of any limitations to the legal authority.

[Note that "other legal authorities available to the Permittee pursuant to Idaho law" can mean a statute, ordinance, policy, permit, contract, court or administrative order, or other similar mechanism. Highway districts, transportation departments, universities, and other "non-traditional" MS4s should include descriptions of any by- laws, policies, contract agreements, or other regulatory mechanisms.

[Include the exact title and citation of the legal authority, and, if possible, a URL where the legal authority can be reviewed in its entirety. If needed, describe the schedule to adopt ordinances or regulatory mechanisms which will comply with Permit Part 2.5.4, which states: "The Permittee must maintain relevant ordinances or other regulatory mechanisms sufficient to control pollutant discharges into and from its MS4, and meet the criteria identified below….. "

[Insert Permittee Name] ***relies on the following legal authorities***	
1. To prohibit and eliminate illicit discharges to the MS4:	
2. To control the discharge of spills, dumping or disposal of materials other than storm water to the MS4:	
***3.* To control the discharge of storm water and pollutants from land disturbance and development, both during the construction phase and after site stabilization has been achieved**	
4. To control the contribution of pollutants from one MS4 to another interconnected MS4;	
5. To require local compliance with such requirements; and	
6. To carry out all inspection, surveillance, and monitoring procedures necessary to determine compliance and noncompliance with the Permit.	

5 STORM WATER CONTROL MEASURES TO REDUCE POLLUTANTS TO THE MAXIMUM EXTENT PRACTICABLE

The following sections describe [**Insert Permittee Name**]'s program to reduce pollutants in the MS4 discharges to the maximum extent practicable, as required by Permit Part 3. Each section summarizes the mandatory program, and describes how [**Insert Permittee Name**] meets each program component.

[The controls described in this section do not follow the order of the required control measures in the Permit – the Permittee is free to organize this section as preferred.]

5.1 Construction Site Runoff Control

Recommendations to SWMP writers:

- *Refer to Part 3.3 of the Permit for specific topics that must be discussed in this section.*
- *If not already listed in the previous section, include a citation to the specific ordinance, contract mechanism, policy, etc, used by the Permittee to control discharges from construction sites.*

To control the discharge of storm water and pollutants from land disturbance during the construction phase **[insert Permittee Name]** must:

- ✓ Require appropriate erosion, sediment, and waste management requirements for construction site activity that results in land disturbance of 5,000 square feet (ft2) or more.
- ✓ Establish installation and use guidelines for required erosion/sediment/waste management during all phases of construction site activity.
- ✓ At a minimum, review preconstruction site plans for construction sites that will result in land disturbance of one (1) or more acres, using a checklist or similar process to consider and address potential water quality impacts from the site activities.
- ✓ Inspect and enforce erosion, sediment, and waste management requirements requirements on construction sites.
- ✓ Establish an inspection prioritization plan
- ✓ Establish an enforcement response policy,
- ✓ Ensure that Permittee staff is trained to conduct these activities.

INSERT THE PERMITTEE-SPECIFIC DISCUSSION HERE:

- *Describe how the Permittee requires construction site operators to control erosion and waste at construction sites disturbing 1 acre or more in their jurisdiction. Cite the name, title, etc of applicable manual, or set of specifications or requirements -*
- *Describe how the Permittee informs a construction project proponent to obtain the NPDES Construction General Permit coverage for sites disturbing > 1 acre.*
- *Describe how the Permittee enforces its own local erosion, sediment, and waste management control requirements on construction sites disturbing at least 1 acre or more.*
- *Describe what/how construction sites are prioritized for inspection*
- *Describe or include a copy of the Enforcement Response Policy*

- *If any of these program components are not yet in place, describe the schedule or plan for getting such program components in place – including target dates and actions needed - to get the mandatory local controls "on the books" before [180 days before the Permit Expiration Date.]*

  [No later than 180 days before the Permit Expiration Date]*, per Permit Part 3.3.6 and 8.2, update this section to include a discussion of the Permittee's* Enforcement Response Policy (ERP) for Construction Site Runoff Control*.*

  Suggestion: A general overview of the ERP can be included here in the body of the document, and refer the reader to the actual ERP available elsewhere. EPA requires the ERP to be submitted as part of the Permit Renewal Application, so the Permittee may consider including the ERP as an Attachment to the SWMP Document]

5.2 Storm Water Management for Areas of New Development and Redevelopment

Recommendations to SWMP writers:

- *Refer to Part 3.4 of the Permit for specific topics that must be discussed in this section.*
- *If not already listed in the previous section, include a citation to the specific ordinance, contract mechanism, policy, etc, used by the Permittee to require permanent storm water management controls at new development and redevelopment sites.*

To control the discharge of storm water and pollutants from land disturbance and development, after construction is completed, **[insert Permittee Name]**] must:

- ✓ Require the installation and long-term maintenance of permanent storm water controls at new development and redevelopment project sites that result from land disturbance of 1 acre or more.
  - Permanent storm water controls must be sufficient to retain onsite the runoff volume produced from a 24-hour, 95th percentile storm event; or sufficient to provide the level of pollutant removal greater than the pollutant removal expected by using onsite retention of runoff volume produced from a 24 hour, 95th percentile storm event.
  - Alternatively, storm water treatment requirements must be required that can attain an equal or greater level of water quality benefits as onsite retention of storm water discharges from new development and redevelopment sites.
  - Other alternatives may be allowed for projects to meet the onsite retention requirement at a particular project site based on technical infeasibility, and/or site constraints.

- ✓ Establish proper installation and use guidelines for permanent storm water controls – the Permittee may establish different types of controls for different types and/or sizes of site development activity.

- ✓ At a minimum, review and approve preconstruction plans for permanent storm water controls at new development and redevelopment sites that result from land disturbance of one (1) or more acres

- ✓ Periodically inspect "high priority" permanent storm water controls for proper installation and operation, using an inspection prioritization system

- ✓ Maintain an inspection prioritization plan and enforcement response policy,

- ✓ Maintain a database inventory to track and manage the operational condition of permanent storm water controls

- ✓ Ensure the appropriate Permittee staff is trained to conduct these activities.

INSERT THE PERMITTEE-SPECIFIC DISCUSSION HERE:

- *Describe how the Permittee requires project site operators to install permanent sites. Cite the name, title, etc of applicable manual, or set of requirements -*
- *Describe how the Permittee enforces its installation requirements for development sites disturbing at least 1 acre or more.*
- *Describe what/how permanent storm water controls are prioritized for inspection*
- *Describe or include a copy of the Enforcement Response Policy*
- *Describe how the Permittee keeps track of the operation and maintenance of permanent controls –*
    - *Does the permittee have O&M Agreements with other parties responsible for the operation and maintenance of permanent storm water controls? If so, briefly describe what/how such arrangements work.*
- *If any of these program components are not yet in place, Describe the schedule or plan for getting such program components in place – including target dates and actions needed - to get appropriate local controls "on the books" before [180 days before the Permit Expiration Date]*

[No later than 180 days before the Permit Expiration Date, per Permit Parts 3.4.5.2 and 8.2, update this section to include a discussion of the Permittee's Enforcement Response Policy for Permanent SW Management Controls

Suggestion: A general overview of the ERP can be included here in the body of the document, and refer the reader to the actual ERP available elsewhere. EPA requires the ERP to be submitted as part of the Permit Renewal Application/NOI, so the Permittee may consider including the ERP as an Attachment to the SWMP Document]

5.3 Pollution Prevention/Good Housekeeping for MS4 Operations

Recommendations to SWMP writers:

- *Refer to Part 3.5 of the Permit for specific topics that must be discussed in this section.*

To properly operate and maintain the MS4, and its facilities using prudent pollution prevention and good housekeeping, **[insert Permittee Name]** must:

- ✓ Maintain a current Map of the MS4, including an inventory of all Outfalls and other features;

- ✓ Inspect catch basins and inlets at least once every five years. using an inspection prioritization plan

- ✓ Maintain or clean catch basins based on those inspections,

- ✓ If applicable, maintain Operation and Maintenance (O&M) Procedures for Streets, Roads, Highways and Parking Lots, including:
    - If applicable, inventory and manage Street/Road Maintenance Materials
    - If applicable, implement a Street, Road, Highway and Parking Lot Sweeping Management Plan;

- ✓ Maintain O&M Procedures for Other Municipal Areas and Activities to protect water quality;

- ✓ Use best practices to reduce the discharge of pollutants to the MS4 associated with the Permittee's application and storage of pesticides, herbicides and fertilizers;

- ✓ Develop site-specific Pollution Prevention Plans for Permittee-owned Facilities;

- ✓ Work cooperatively with other entities to control litter on a regular basis;

- ✓ Ensure the appropriate Permittee staff is trained to conduct these activities.

INSERT THE PERMITTEE-SPECIFIC DISCUSSION HERE:

- *Cite the name, title, etc, of applicable O & M manual, or set of requirements -*
- *Describe how the Permittee targets inlet/catch basin inspections & maintenance within the jurisdiction,*
- *Describe when the Permittee last reviewed - and updated if necessary - its inspection and maintenance schedules to ensure pollution prevention and good housekeeping practices are conducted for the following activities:*
    - *grounds/park and open space maintenance;*
    - *fleet maintenance and vehicle washing operations;*
    - *building maintenance;*
    - *snow management and snow disposal sites;*
    - *solid waste transfer activities;*
    - *municipal golf course maintenance;*
    - *materials storage;*
    - *heavy equipment storage areas;*
    - *hazardous materials storage;*
    - *used oil recycling; and*
    - *spill control and prevention measures for municipal refueling facilities.*
-
- *If any of the program components listed above/in Permit Part 3.5 are not yet in place, describe the schedule or plan for getting such program components in place – including target dates and actions needed - to get appropriate local controls "on the books" [180 days before the Permit Expiration Date.]*

No later than 180 days before the Permit Expiration Date, per Permit Parts 3.5.4, update this section to include a discussion of the Permittee's material storage locations in areas served by the MS4, including summary description of controls used to prevent the discharge of pollutants to the MS4 & waters of the US.

No later than 180 days before the Permit Expiration Date, per Permit Parts 3.5.5, update this section to include a detailed discussion of the Permittee's sweeping management plan.

Suggestion: Include an updated discussion in this section to provide a general overview of the size/scope/nature of the MS4 and the inventory, including any significant findings or changes have occurred on what is known about the extent of the Permittee's MS4. This discussion can be included here in the body of the document, and refer the reader to the actual map (or reflection of the final map) as an attachment. EPA requires the updated Map and Outfall Inventory to be submitted as part of the Permit Renewal Application, so the Permittee may consider how to reference the final map and inventory in this SWMP Document]

5.4 Illicit Discharge Detection and Elimination

Recommendations to SWMP writers:

- *Refer to Part 3.2 of the Permit for specific topics that must be discussed in this section.*

To prohibit and eliminate illicit discharges to the MS4, **[insert Permittee Name]** must:

- ✓ Enforce an ordinance that effectively prohibits illicit discharges into the MS4;
- ✓ Respond to Complaints or Reports of illicit Discharges from the Public;
- ✓ Keep Track of Complaints/Reports, and any Response Actions Taken;
- ✓ Conduct MS4 outfall screening inspections during dry weather;
- ✓ Follow-up to determine the source of a recurring illicit discharge identified as a result of complaints, or of the dry weather screening investigations within thirty (30) days;
- ✓ Take appropriate action to address the source of an ongoing illicit discharge;
- ✓ Prevent and Respond to Spills to the MS4, as appropriate;
- ✓ Coordinate with other entities for the proper disposal of used oil and toxic materials;
- ✓ Ensure the appropriate Permittee staff is trained to conduct these activities.

INSERT THE PERMITTEE-SPECIFIC DISCUSSION HERE:

- *Cite/describe the name, title, etc of applicable illicit discharge policy, or set of requirements –*
- *Describe how certain types of "non-storm water" are conditionally allowed to be discharged through the MS4;*
- *Describe how the Permittee* targets outfalls within its jurisdiction to be screened during dry weather
- *Summarize describe how the Permittee responds to illicit discharges; summarize the typical number & types of complaints received annually, and any other statistics or findings from prior illicit discharge investigations*
- *Summarize the most significant or successful illicit discharge response to date – Highlight successes!*
- *Where ongoing or recurring dry weather discharges are associated with ground water infiltration and/or irrigation water, list the specific outfall locations by latitude/longitude where such ongoing discharges occur.*
    - *Describe any attempt to determine whether the ongoing dry weather discharge is "contaminated" and/or whether it can be identified as an "allowable non-storm water discharge"*
- *If any of the program components listed above/in Permit Part 3.2 are not yet in place, describe the schedule or plan for getting such program components in place – including target dates and actions needed - to get appropriate local controls "on the books" [180 days before the Permit Expiration Date.]*

[No later than 180 days before the Permit Expiration Date, per Permit Parts 3.2.5 and 8.2, update this section to include the final list of MS4 outfall locations with dry weather flows

identified by the Permittee as being associated with irrigation return flows and/or groundwater seepage. This list must include latitude/longitude and physical description/characteristics of each outfall. (This final list could instead be referenced – if appropriate - with the discussion of the Permittee's updated MS4 Map and Outfall Inventory.

Suggestion: A general overview of the size/scope/nature of the MS4 and the inventory, including any significant findings or changes have occurred on what is known about the extent of the Permittee's MS4. This discussion can be included here in the body of the document, and refer the reader to the actual map (or reflection of the final map) as an attachment. EPA requires the updated Map and Outfall Inventory to be submitted as part of the Permit Renewal Application, so the Permittee may consider how to reference the final map and inventory in this SWMP Document]

5.5 Education, Outreach, and Public Involvement

Recommendations to SWMP writers:
Refer to Part 3.1 of the Permit for specific topics that must be discussed in this section.

To educate and involve members of the public to learn about pollutants in storm water and similarly significant issues, **[insert Permittee Name]** must conduct, or contract with other entities to conduct, an ongoing education, outreach, and public involvement program. **[insert Permittee Name]** must also comply with applicable State and local public notice requirements when implementing any public involvement activities.

Within one year of the Permit effective date, **[insert Permittee Name]** must, at a minimum:

- ✓ Select at least one audience and focus its efforts on conveying relevant messages
  - Distribute and/or offer at least eight (8) educational messages or activities over the permit term to selected audience(s)
  - Begin to assess, and track, activities to gauge the audience's understanding of the relevant messages and adoption of appropriate behaviors.

- ✓ Target specific educational material to the construction/engineering/design community regarding construction site runoff control and permanent storm water controls.

- ✓ Maintain and advertise a publicly accessible website to provide all relevant SWMP materials.

INSERT PERMITTEE SPECIFIC DISCUSSION HERE

- *Provide a detailed discussion in this section of the Permittee's outreach efforts to address the required elements.*
- *Describe how the Permittee elects to deliver the selected educational topics to the selected audiences.*
- *Discuss how those decisions are made by the Permittee.*

No later than 180 days before the Permit Expiration Date, per Permit Part 8.2, update this section to include a review of the Education, Outreach, and Public Involvement activities to date.

6 UNIQUE PROVISIONS SPECIFIC TO [**INSERT PERMITTEE NAME**]

6.1 Annual Compliance Evaluation

[Permit Part 6.4 requires Annual Reports to be submitted to the Permitting Authority. The initial version of this SWMP Document must be developed and posted on the Permittee's website concurrent with the submittal of the 1st Year Annual Report.

Suggestion: Consider using this section to identify if/how the reader can view the Annual Reports submitted on behalf of the Permittee through the permit term, and/or document how the Permittee has assessed its compliance with the Permit.

6.2 Alternative Control Measure Requests

[The Permit Part 1.6 allows Permittees to submit and justify alternative control measures to tailor or replace any of the required control measures or control measure components found in Part 3.

Suggestion: Consider using this section to summarize the specific alternative control measure[s] that the Permittee determines are appropriate for EPA to consider including in the Permit as being relevant to their management of MS4 discharges.

Permittees may consider linking this section to this template's prior discussion of SW Control Measures as appropriate.

6.3 Adaptive Management Actions

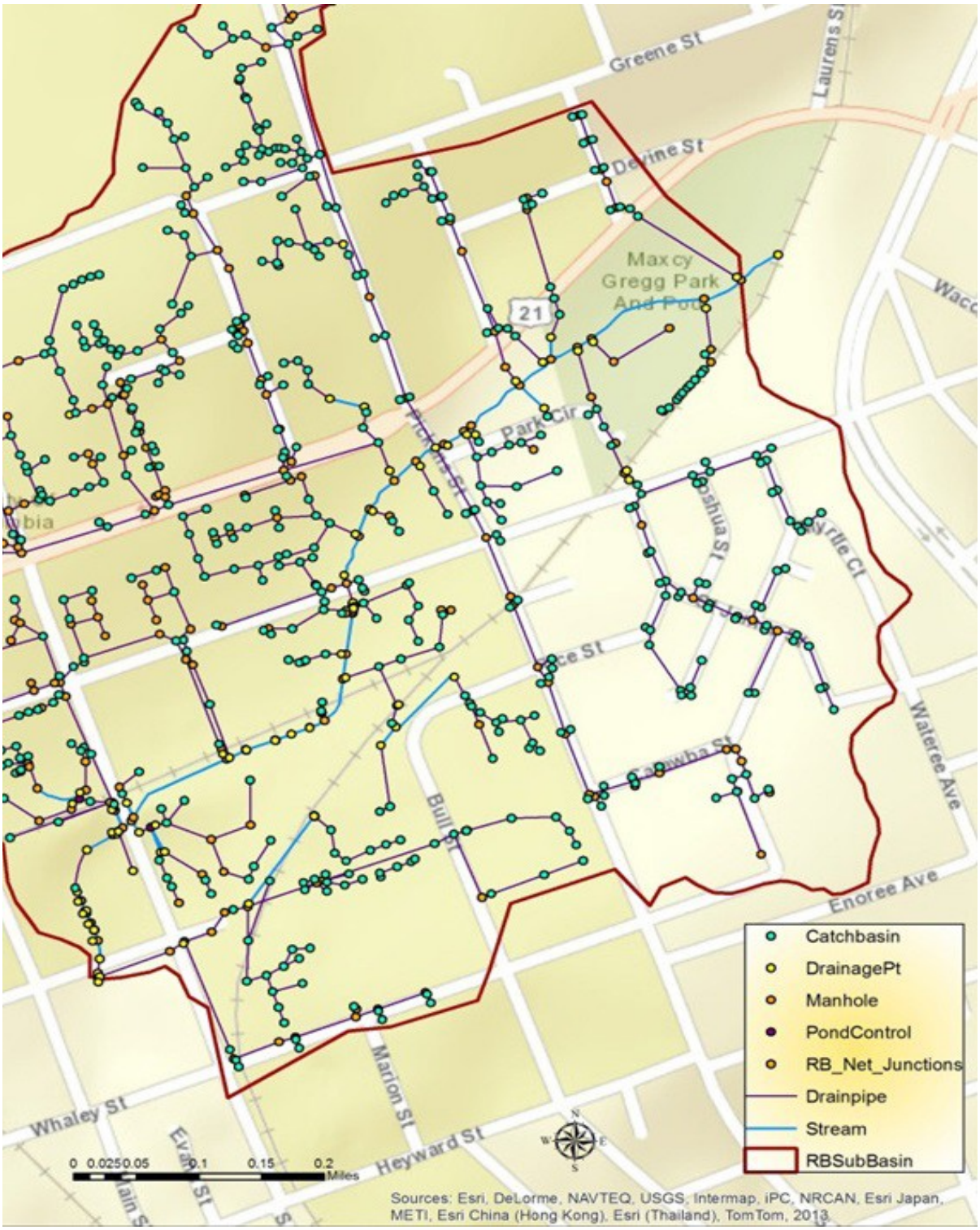
[Where needed, the Permit Parts 2.2 and 5 provides a means for Permittees to submit and justify longer term adaptive management actions to address MS4 discharges where pollutants contribute to excursions above the Idaho water quality standards.

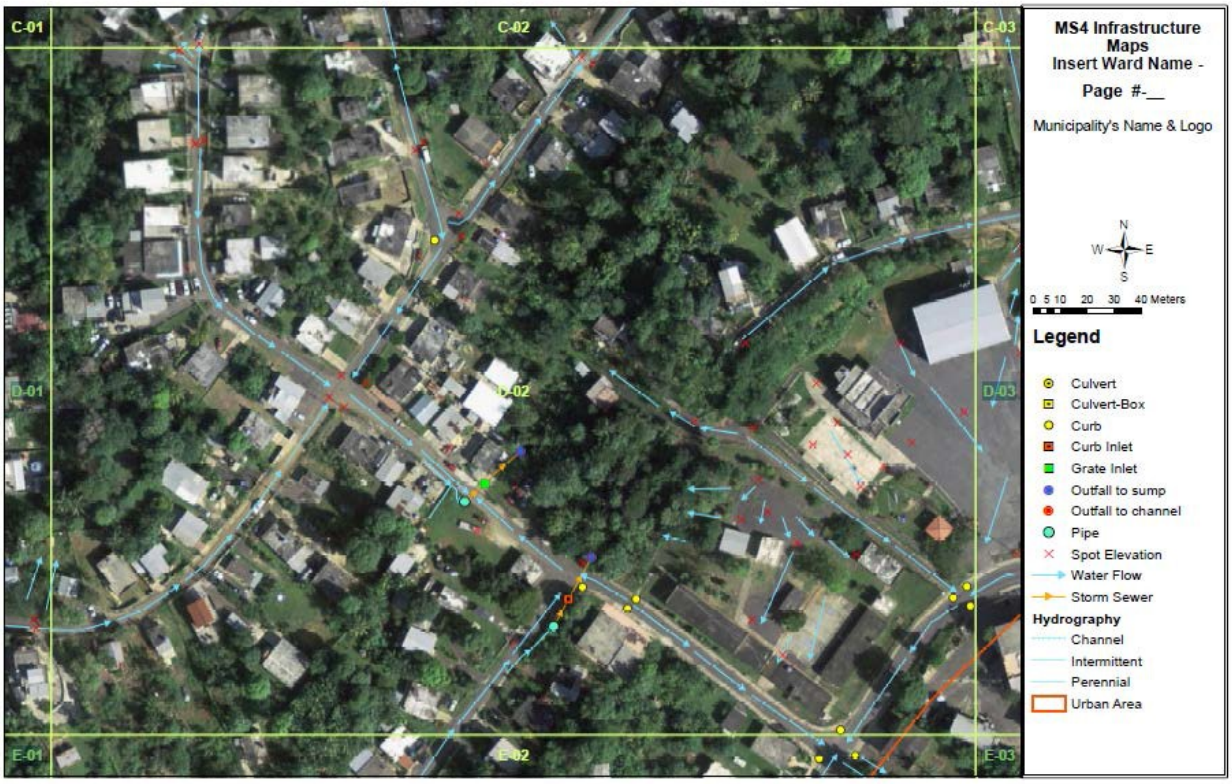
Suggestion: Use this section – if needed - to summarize the specific adaptive management action measure[s] that the Permittee submits to EPA to consider including in the Permit as being relevant to their management of MS4 discharges.

No later than 180 days before the Permit Expiration Date, per Permit Parts 5.5 and 8.2, update this section to include a written summary of the Permittee's adaptive management actions to date, and if necessary, plans to continue such actions to further address pollutants in MS4 discharges.

ATTACHMENT I MS4 STORMWATER INFRASTRUCTURE MAPS

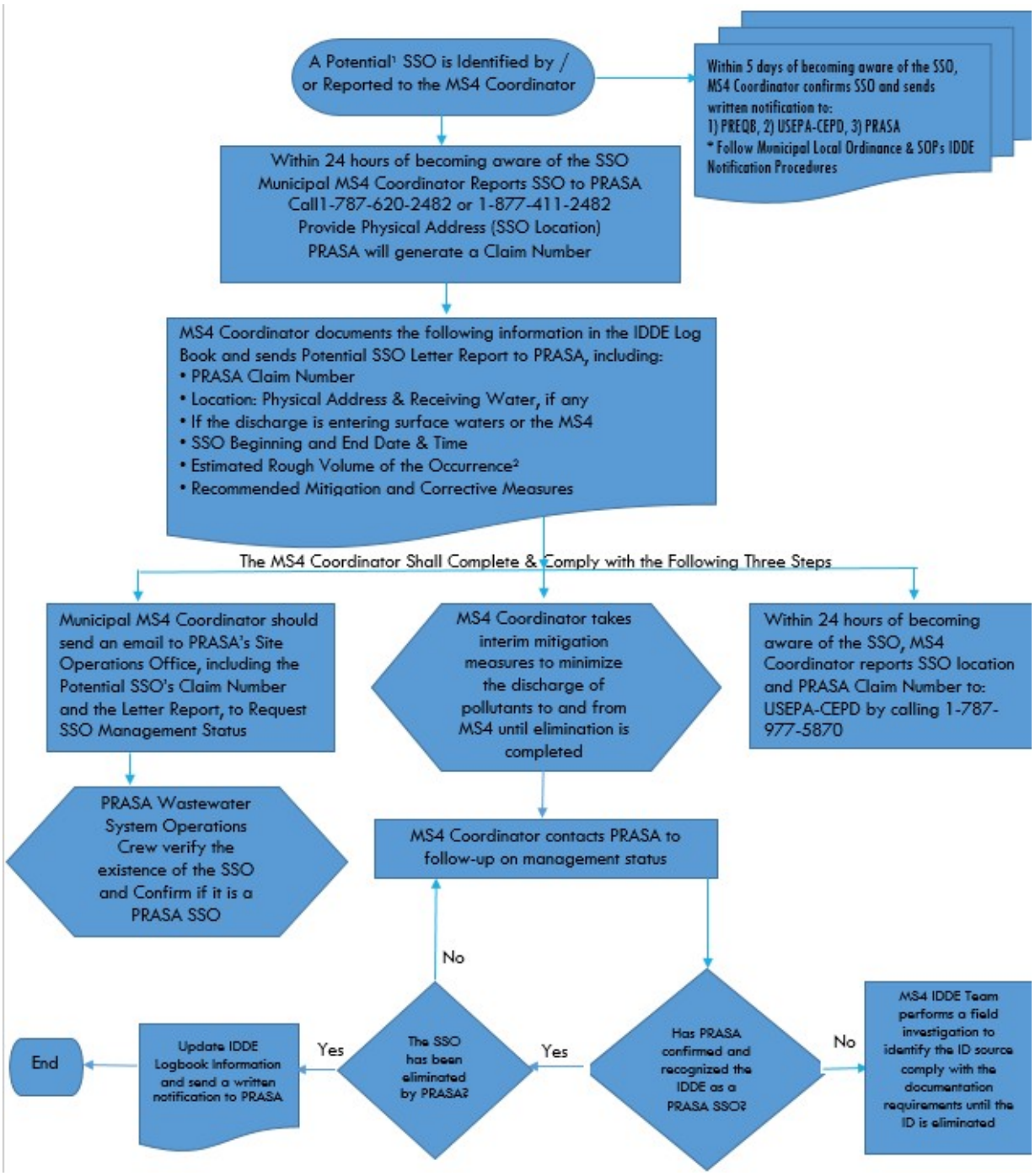
[The following figures are examples of MS4 Stormwater Infrastructure Maps. Replace with your system- specific maps move before submitting your SWMP]




C-01
C-02
C-03
D-01
D-02
D-03
E-01
E-02
E-03
MS4 Infrastructure Maps
Insert Ward Name -
Page #-__
Municipality's Name & Logo
N
W
E
S
0 5 10 20 30 40 Meters
Legend
Culvert
Culvert-Box
Curb
Curb Inlet
Grate Inlet
Outfall to sump
Outfall to channel
Pipe
Spot Elevation
Water Flow
Storm Sewer
Hydrography
Channel
Intermittent
Perennial
Urban Area

ATTACHMENT II Example

[The following is an example of an Illicit Discharge Response Flowchart – such a graphic could be used to illustrate a Permittee's particular or unique process or procedure.]



[1] The Suspected or Potential Sanitary Sewer Overflow (SSO) is considered an Illicit Discharge caused by PRASA once PRASA Operations Crew confirms it existence.

[2] Estimated Rough Volume Calculation Method is under development due 2018.

ATTACHMENT III [INSERT TITLE]

[Insert additional attachments as needed.]