



# TCEQ Notice of Intent (NOI) for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) under the TPDES Phase II MS4 General Permit (TXR040000)

**IMPORTANT:**

- Use the INSTRUCTIONS to fill out each question in this form.
- Use the CHECKLIST to make certain you filled out all required information. Incomplete applications WILL delay approval or result in automatic denial.
- Once processed your authorization can be viewed at:  
[http://www2.tceq.texas.gov/wq\\_dpa/index.cfm](http://www2.tceq.texas.gov/wq_dpa/index.cfm)

**APPLICATION FEE:**

- You must pay the **\$100** Application Fee to TCEQ for the paper application to be complete.
- Payment and NOI must be mailed to separate addresses.
- Did you know you can pay on line?
  - Go to <https://www3.tceq.texas.gov/epay/index.cfm>
  - Select Fee Type: GENERAL PERMIT MS4 PHASE II STORM WATER DISCHARGE NOI APPLICATION
- **Provide your payment information below, for verification of payment:**
  - Mailed  Check/Money Order No.: \_\_\_\_\_  
Name Printed on Check: \_\_\_\_\_
  - EPAY  Voucher No.: \_\_\_\_\_
  - Is the Payment Voucher copy attached?  Yes

**One (1) copy of the NOI and Stormwater Management Program (SWMP) with the completed SWMP Cover Sheet MUST be submitted with the original NOI and SWMP.**

Is the copy attached?  Yes

**RENEWAL: Is this NOI a Renewal of an existing Phase II MS4 General Permit Authorization?**

**(Note: An authorization cannot be renewed after June 11, 2014.)**

- Yes The existing authorization number is: TXR04 0175  
**(If an authorization number is not provided, a new number will be assigned.)**
- No

**1) OPERATOR (Applicant)**

a. If the applicant is currently a customer with TCEQ, what is the Customer Number (CN) issued to this entity? You may search for your CN at:

<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>

CN 600673925

b. What is the Legal Name of the entity (applicant) applying for this permit?

City of Nolanville, TX

(The exact legal name must be provided.)

c. What is the name and title of the person signing the application? The person must be an executive official meeting signatory requirements in 30 TAC 305.44(a).

Prefix (Mr. Ms. Miss): MR.

First/Last Name: Chris Atkinson Suffix: \_\_\_\_\_

Title: Director Public Works Credential: \_\_\_\_\_

d. What is the contact information for the Operator Contact (Responsible Authority)? The mailing address must be recognized by the US Postal Service. You may verify the address at:

<https://tools.usps.com/go/ZipLookupAction!input.action>

Phone Number: 254-698-6335 Ext: \_\_\_\_\_ Fax Number: 254-698-2540

E-mail: Chris.atkinson@ci.nolanville.tx.us

Mailing Address: 101 N 5th St

Internal Routing (Mail Code, Etc.): \_\_\_\_\_

City: Nolanville State: TX ZIP Code: 76559

If outside USA: Territory: \_\_\_\_\_ Country Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

e. Indicate the type of Customer (The instructions will help determine your customer type):

Federal Government       State Government       County Government

City Government       Other Government

f. Number of Employees:

0-20;       21-100;       101-250;       251-500; or       501 or higher

**2) BILLING ADDRESS**

The Operator is responsible for paying the annual fee. The annual fee will be assessed to authorizations active on September 1 of each year. TCEQ will send a bill to the address provided in this section. The Operator is responsible for terminating the permit when it is no longer needed.

Is the billing address the same as the Operator Address?

Yes, go to Section 3).

No, complete section below

Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Internal Routing (Mail Code, Etc.): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Mailing Information if outside USA:

Territory: \_\_\_\_\_ Country Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 3) REGULATED ENTITY (RE) INFORMATION

If the site of your business is part of a larger business site or if other businesses were located at this site before yours, a Regulated Entity Number (RN) may already be assigned for the larger site. Use the RN assigned for the larger site. Search TCEQ's Central Registry to see if the larger site may already be registered as a regulated site at:

<http://www12.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>.

If the site is found, provide the assigned Regulated Entity Reference Number and provide the information for the site to be authorized through this application below. The site information for this authorization may vary from the larger site information.

- a. TCEQ issued RE Reference Number (RN): RN 105538722
- b. Name that is used to identify the small MS4 (Example: City of XXX MS4)  
City of Nolanville MS4
- c. Provide a brief description of the regulated MS4 boundaries: (Example: Area within the City of XXXX limits that is located within the xxx (e.g. Dallas) urbanized area):  
Area within the City of Nolanville limits and located within the Nolanville Urbanized Area Nolanville 76559
- d. City where the largest residential population exists within the regulated MS4 boundaries:  
Killeen
- e. ZIP code where the largest residential population exists within the regulated MS4 boundaries:  
76559
- f. County where the largest residential population exists within the regulated MS4 boundaries:  
Bell
- Is the MS4 located within additional counties?  
 Yes – If Yes, what county (or counties)?  
 No
- g. Latitude: 31.075555 Longitude: -97.605277

### 4) GENERAL CHARACTERISTICS

- a. Is the project/site located on Indian Country Lands?  
 Yes – If Yes, you must obtain authorization through EPA, Region 6.  
 No
- b. What is applicant's Standard Industrial Classification (SIC) code?  
SIC Code: 9111
- c. What is the category or level of the MS4 based on the population served?  
 **Level 1:** Operators of traditional small MS4s that serve a population of less than 10,000 within an urbanized area (UA).



- Level 2:** Operators of traditional small MS4s that serve a population of at least 10,000 but less than 40,000 within an UA.

This category also includes all non-traditional small MS4s such as counties, drainage districts, transpiration entities, military bases, universities, colleges, correctional institutions, municipal utility districts and other special districts regardless of population served within the UA, unless the non-traditional MS4 can demonstrate that it meets the criteria for a waiver from permit coverage based on the population served.

- Level 3:** Operators of traditional small MS4s that serve a population of at least 40,000 but less than 100,000 within an UA.

- Level 4:** Operators of traditional small MS4s that serve a population of 100,000 or more within an UA.

- d. Has TCEQ "designated" the small MS4 as needing coverage under this general permit?

Yes

- No - If No and no portion of the small MS4 is located within an UA as determined by the 2000 or 2010 Decennial Census by the U.S Bureau of Census requiring a NOI be submitted, the operator is not eligible for coverage under this general permit through the NOI.

- e. What is your annual reporting year?

Calendar year

MS4 general permit year

Fiscal year – If Fiscal year, what is the last day of the fiscal year? \_\_\_\_\_

- f. Stormwater Management Program (SWMP)

1. I certify that the SWMP submitted with this Notice of Intent has been developed according to the provisions of this general permit TXR040000.

Yes

No – If No, the application is considered incomplete and may be returned.

2. I certify that the SWMP Cover Sheet is completed and attached to the front of the SWMP.

Yes

No – If No, the application is considered incomplete and may be returned.

3. Who is the person responsible for implementing or coordinating implementation of the SWMP? (Note: All contact information requested below is required.)

First/Last Name: Chris Atkinson

Title: Director Public Works

Company: City of Nolanville

Phone Number: 254-698-6335 Ext: \_\_\_\_\_ Fax Number: 254-698-2546

E-mail: Chris.atkinson@ci.nolanville.tx.us

Mailing Address: 101 N 5th St

Internal Routing (Mail Code, Etc.): \_\_\_\_\_

City: Nolanville State: TX ZIP Code: 76559

g. 7th Minimum Control Measure (MCM) for Municipal Construction Activities

1. Is the MCM for authorization to discharge stormwater from municipal construction activities included with the attached SWMP?

- Yes – If Yes, what are the boundaries within which those activities will occur?  
(Note: If the boundaries are located outside of the urbanized area, then the entire SWMP must also incorporate the additional areas.)

No

2. Is the discharge or potential discharge from regulated construction activities within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer?

- Yes – If Yes, please note that a copy of the agency approved Water Pollution Abatement Plan (WPAP) required by the Edward Aquifer Rule (30 TAC Chapter 213) must be either included or referenced in the construction stormwater pollution prevention plan(s).

No

h. Discharge Information

1. What is the name of the water body (ies) receiving stormwater from the MS4?

Nolan Creek

2. What is the classified segment number(s) that receives discharges, directly or indirectly, from the small MS4?

Nolan Creek - 1218

3. Are any of the surface water body (ies) receiving discharges from the small MS4 on the latest EPA-approved Clean Water Act (CWA) §303(d) list of impaired waters?

Yes – If Yes:

What is the name of the impaired water body (ies) receiving the discharge from the small MS4?

Nolan Creek / South Nolan Creek

What are the pollutants of concern?

BACTERIA

No

4. Is the discharge into any other MS4 prior to discharge into surface water in the state?

Yes – If Yes, what is the name of the MS4 Operator?

No

i. Edwards Aquifer

Is the discharge or potential discharge from the MS4 within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer?

Yes - If Yes, complete certification below by checking "Yes".

No

I certify that a copy of the TCEQ approved WPAP required by the Edwards Aquifer Rule (30 TAC Chapter 213) is either included or referenced in the SWMP.

Yes

j. Public Participation Process

The Office of Chief Clerk will send the operator or person responsible for publishing, the notice of the executive director's preliminary determination of the NOI and SWMP, in a newspaper of general circulation in the county where the small MS4 is located. If multiple counties, notice must be published at least once in the newspaper of general circulation in the county containing the largest resident population.

The applicant must file with the Chief Clerk a copy of an affidavit of the publication within 60 days of receiving the written instructions from the Office of Chief Clerk.

1. I will comply with the Public Participation requirements described in Part II.E.12 of the general permit.

Yes

No – If No, coverage under this general permit is not obtainable.

2. Who is the person responsible for publishing notice of the executive director's preliminary determination on the NOI and SWMP? (Note: All contact information requested below is required.)

First/Last Name: Crystal Briggs  
Title: City Secretary / Assistant City Manager  
Company: City of Nolanville  
Phone Number: 254 698-6335 Ext: \_\_\_\_\_ Fax Number: 254 698-2540  
E-mail: Crystal.briggs@ci.nolanville.tx.us  
Mailing Address: 101 North 5th Street  
Internal Routing (Mail Code, Etc.): \_\_\_\_\_  
City: Nolanville State: Texas ZIP Code: 76559

3. What is the name and location of the public location where copies of the NOI and SWMP, as well as the executive director's general permit and fact sheet, may be reviewed?

Name of Public Place:  
City of Nolanville ; JW Sims Community Center

Address of Public Place:  
City: 101 North 5th St, Nolanville, TX 76559  
Community Center: 408 North 10th St, Nolanville, TX 76559

County of Public Place:  
Bell County



**5) CERTIFICATION**

Check Yes to the certifications below. Failure to indicate Yes to **ALL** items may result in denial of coverage under the general permit.

- a. I certify that I have obtained a copy and understand the terms and conditions of the Phase II (Small) MS4 General Permit TXRo40000.  Yes
- b. I certify that the small MS4 qualifies for coverage under the general permit TXRo40000.  Yes
- c. I understand that a Notice of Termination (NOT) must be submitted when this authorization is no longer needed.  Yes
- d. I understand that authorization active on September 1<sup>st</sup> of each year will be accessed an Annual Water Quality Fee.  Yes

**Operator Certification:**

I, Chris Atkinson Director, Public Works  
*Typed or printed name* *Title*

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

I further certify that I am authorized under **30 Texas Administrative Code §305.44** to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature:  Date: \_\_\_\_\_  
*(Use blue ink)*

## NOTICE OF INTENT CHECKLIST (TXRo40000)

- Did you complete everything? Use this checklist to be sure!
- Are you ready to mail your form to TCEQ? Go to the General Information Section of the Instructions for mailing addresses.

This checklist is for use by the operator to ensure a complete application. Missing information may result in denial of coverage under the general permit. (See NOI process description in the Instructions)

### Application Fee:

If paying by Check:

- Check was mailed **separately** to the TCEQs Cashier's Office. (See Instructions for Cashier's address and Application address.)
- Check number and name on check is provided in this application.

If using ePay:

- The voucher number is provided in this application or a copy of the voucher is attached.

### AUTHORIZATION NUMBER:

- Authorization number provided – if this application is for renewal of an existing authorization.

### OPERATOR INFORMATION - Confirm each item is complete:

- Customer Number (CN) issued by TCEQ Central Registry
- Legal name as filed to do business in Texas (Call TX SOS 512/463-5555)
- Name and title of responsible authority signing the application
- Mailing address is complete & verifiable with USPS. [www.usps.com](http://www.usps.com)
- Phone numbers/e-mail address
- Type of operator (entity type)
- Number of employees
- Billing address is complete & verifiable with USPS. <http://www.usps.com>

### REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE - Confirm each item is complete:

- MS4/Regulated Entity Name
- Site description
- Latitude and longitude <http://www.tceq.texas.gov/gis/sqmaview.html>
- County
- Site/project physical address. Do not use a rural route or post office box.
- Business description

### GENERAL CHARACTERISTICS - Confirm each item is complete:

- Indian Country Lands –the facility is not on Indian Country Lands
- Standard Industrial Classification (SIC) Code [www.osha.gov/oshstats/sicser.html](http://www.osha.gov/oshstats/sicser.html)
- Level of MS4
- Qualifying TCEQ "Designated" small MS4
- Annual Reporting Year
- 7<sup>th</sup> Minimum Control Measurement (MCM) for Municipal Construction Activities
- Discharge information
- Edwards Aquifer rule
- Public participation information

### CERTIFICATION

- Certification statements have been checked indicating "Yes"
- Signature meets 30 Texas Administrative Code (TAC) 305.44 and is original.
- Stormwater Management Program (SWMP), and completed SWMP Cover Sheet are attached to the NOI.



**STORMWATER MANAGEMENT PROGRAM (SWMP) COVER SHEET**

**Confirm Each Minimum Control Measure (MCM) Below is Included in the SWMP**

This cover sheet MUST be completed by indicating the page number where the requested item will be found in the SWMP. Provide the page number to the left of each item.

This cover sheet MUST be attached to the front of the SWMP.

Operator:

Operator name on NOI: City of Nolanville

Assessment of program elements:

- Program elements that were described in the previous permit have been assessed and modified as necessary. New elements have been developed and implemented as necessary. *Program elements were assessed, SWMP is currently under revision to reestablish*
- N/A, If newly regulated MS4. *target dates.*

MCM 1: Public Education, Outreach, and Involvement

Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

**Requirements for all MS4s:**

- Pg A-1-2,3 1. SWMP includes a stormwater education and outreach program to educate public employees, business, and the general public about hazards associated with the illegal discharges and improper disposal of waste and about the impacts stormwater can have on water quality, and steps they can take to reduce pollutants in stormwater.
- A-1, 2,3 2. Defines the goals and objectives of the program based on high-priority community-wide issues.
- A-1, 2,3 3. Identifies the target audiences.
- A-1-2,3 4. Appropriate educational material is developed or used.
- A-1-2,3 5. Education material is distributed.

SWMP Lists Best Management Practices (BMPs) used to fulfill this MCM. Examples of possible BMPs include, but are not limited to, the following:

A-1-2,3

- Classroom Education
- Use of media
- Education/Outreach for Commercial Activities
- Lawn and garden activities
- Promotional giveaways
- Water conservation practices for homeowners
- Outreach programs tailored to specific communities and children
- Stormwater educational materials
- Educational displays, pamphlets, booklets, and utility staffers
- Webpage
- Storm drain stenciling
- Speakers to community groups
- Encouragement of proper lawn and garden care
- Encouragement of low impact development
- Support of pollution prevention for businesses

A-1, 2, 3

- Encouragement of water conservation practices
- Encouragement of pet waste management
- Stormwater hotlines

A-1, 2, 3

6. SWMP includes a program that complies with state and local public notice requirements.

A-1, 2, 3

7. May include using public input in the implementation of the program.

A-1, 2, 3

8. May include opportunities for citizen to participate in implementation of control measures.

A-1, 2, 3

9. Ensure the public easily can find information about the SWMP.

SWMP Lists Best Management Practices (BMPs) used to fulfill this MCM. Examples of possible BMPs include, but are not limited to, the following:

A-1, 2, 3

- Stakeholder meetings
- Community hotline
- Coordination with school groups/scouting
- Listserver
- Stream cleanup and monitoring
- Adopt-A-Stream programs
- Incentives for businesses to participate, such as web links
- Volunteer monitoring
- Watershed Organization
- Storm drain stenciling programs
- Advisory/partner committees
- Mailing list development and use
- Reforestation programs
- Wetland plantings
- Coordinate volunteer programs.

A-1, 3

SWMP includes measureable goals, and the method of measurement, for addressing stormwater quality

A-1, 2, 3

SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from permit issuance date.

### MCM 2: Illicit Discharge Detection and Elimination

Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

#### Requirements for all MS4s:

A-4

1. Description of program that will be used to detect, investigate and eliminate illicit discharges

A-4

2. MS4 map:

- a. Location of all small MS4 outfalls operated by the MS4 and that discharge into waters of the U.S.
- b. Location and name of all surface waters receiving discharge from the MS4s outfalls.
- c. Priority areas, if applicable.

A-4

3. Methods for informing and training MS4 field staff.

A-4

4. Procedures for tracing the source of an illicit discharge.



A-7

5. Procedures for removing the source of the illicit discharge.

A-4

6. Facilitate public reporting of illicit discharges of water quality impacts associated with discharges into or from the small MS4.

A-4

7. Procedures for responding to illicit discharges and spills.

A-4

8. Inspections in response to complaints.

**Additional Requirements for Level 2, 3, and 4 small MS4s:**

For Level 2, 3, and 4 small MS4, procedures to prevent and correct leaking on-site sewage disposal systems.

**Additional Requirements for Level 3 and 4 small MS4s:**

Follow-up investigation after the illicit discharge has been eliminated.

**Additional Requirements for Level 4 small MS4s:**

1. Procedures for identifying and creating a list of priority areas within the small MS4s likely to have illicit discharges.
2. Implement a dry weather field screening program to assist in detecting and eliminating illicit discharges to the small MS4.

SWMP Lists Best Management Practices (BMPs) used to fulfill this MCM. Examples of possible BMPs may include the following:

- List of non-stormwater discharges that will not be considered illicit
- Procedures to address illegal dumping
- Hazardous materials disposal opportunities
- Industrial/Business connections
- Addressing wastewater connections to MS4
- Addressing recreational sewage (boats/camping/etc.)
- System inspections
- Dye testing
- Recycling programs
- Informing public/employees/businesses of hazards associated with illicit discharges
- Identification of illicit discharges
- Used oil collection centers
- Public outreach and education programs regarding illicit discharges
- Publicize and facilitate public reporting

A1-4

SWMP includes measureable goals, and the method of measurement, for addressing stormwater quality.

A1-4

SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from permit issuance date.

**MCM 3: Construction Site Stormwater Runoff Control**

Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

**Requirements for all MS4s:**

A-5

1. Description of program that will be developed, implemented and enforced, to address stormwater runoff from construction once acre and greater (including larger common plan).

A-5

2. Ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under state and local law.

A-5

3. Program requires construction site operators to implement erosion and sediment control – BMPs to minimize the discharge of pollutants.

a. Program requires soil stabilization measures, and implementation of BMPs to control pollutants from equipment and vehicle washing and other wash waters.

b. Program requires operators to minimize exposure to stormwater of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials.

c. Minimize the discharge of pollutants from spills and leaks. As an alternative, ensure that the construction site has developed a stormwater pollution prevention plan in accordance with the TPDES Construction General Permit TXR150000.

4. Program prohibits illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities.

A-5

5. Procedures for construction site plan review to consider water quality impacts.

A-5

6. Procedures for construction site inspections and enforcement of control measures, to the extent allowable under state and local law.

7. Procedures for receipt and consideration of information submitted by the public.

A-7

8. Procedures for MS4 staff training.

**Additional Requirements for Level 3, and 4 small MS4s:**

Includes an inventory of all permitted active construction sites greater than one acre or less than one acre if part of a larger common plan of development.

SWMP lists BMPs used to fulfill this MCM. Examples may include:

A-5

- Requirement to comply with TPDES CGP
- Notification to discharger of responsibilities under TPDES CGP
- Hire staff to review construction site plans
- Provide a web page for public input on construction activities
- Require overall construction site waste management
- Perform site inspections and enforcement
- Provide education and training for construction site operators
- Notify dischargers of requirement to obtain TPDES permit coverage
- Mechanism to prohibit discharges into MS4 where necessary

A-1-7

SWMP includes measurable goals, and the method of measurement, for addressing stormwater quality.

A-1-7

SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from permit issuance date.



**MCM 4: Post-Construction Stormwater Management in New Development and Redevelopment**

Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

**Requirements for all MS4s:**

- 1. Description of program that will be developed, implemented and enforced, to address stormwater runoff from new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more, including projects that disturb less than one acre that are part of a larger common plan of development or sale.
- 2. Ordinance or other regulatory mechanism is in place or planned which will regulate discharges from new development and redevelopment projects.
- 3. Establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality.
- 4. Document and maintain records of enforcement actions.
- 5. Long-term operation and maintenance of post construction stormwater control measures is addressed.
- 6. Operation and maintenance is documented.

**Additional Requirements for Level 4 small MS4s:**

- 1. Develop and implement an inspection program to ensure that all post construction stormwater control measures are operating correctly and are being maintained.
- 2. Inspections are documented.

SWMP lists BMPs used to fulfill this MCM. Examples may include:

- Local ordinance in place or planned
  - Guidance document for developers to utilize
  - Specific BMPs established for particular watersheds
  - List of appropriate BMPs provided to operators
  - Elimination of curbs and gutters is encouraged
  - Zoning takes into account stormwater issues
  - Incentives for use of permeable choices, such as porous pavement
  - Requirements for wet ponds or other BMPs for certain size sites
  - Xeriscaping

SWMP includes measurable goals, and the method of measurement, for addressing stormwater quality.

SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from permit issuance date.

MCM 5: Pollution Prevention and Good Housekeeping for Municipal Operations

Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

**Requirements for all MS4s:**

A-7
A-7
A-7

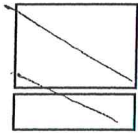
1. An operation and maintenance (O&M) program, including an employee training component, in place or scheduled, to reduce/prevent pollution from municipal activities and municipally owned areas included but not limited to park and open space maintenance; street, road, or highway maintenance; fleet and building maintenance; stormwater system maintenance; new construction and land disturbances; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations.
2. Develop and maintain an inventory of the MS4's facilities and stormwater controls.
3. Inform or train staff involved in good housekeeping practices.
4. Waste from the MS4 is removed and properly disposed.
5. Contractors hired by the MS4 must be required to comply with operating procedures.
  - a. MS4 develop contractor oversight procedures.
6. MS4 evaluates O&M activities for their potential to discharge pollutants in stormwater for road and parking lot maintenance, bridge maintenance, cold weather operations, and right-of-way maintenance etc.
  - a. MS4 identifies pollutants of concern that could be discharged from the O&M activities.
  - b. MS4s develop and implement pollution prevention measures that will reduce discharge of pollutants from O&M activities.
  - c. MS4s inspects pollution prevention measures at MS4 facilities.
7. MS4 maintains structural controls.

**Additional requirements for Level 3 and 4 small MS4s:**

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1. Storm sewer system O&M.
  - a. MS4 develops and implements an O&M program to reduce the collection of pollutants in catch basins and other surface structures.
  - b. MS4 develops a list of potential problem areas for increased inspection (for example, areas with recurrent illegal dumping).
2. Implement an O&M program to reduce discharge of pollutants from roads that might include a street sweeping and cleaning program, or inlet protection. The program includes an implementation schedule and a waste disposal procedure.
3. MS4 map identify MS4 facilities and stormwater controls.
4. MS4 assess its facilities for their potential to discharge pollutants into stormwater.
  - a. The MS4 identifies high priority facilities that have a high potential to generate stormwater pollutants. At a minimum, facilities include the MS4s maintenance yards, hazardous waste facilities, fuel storage locations, and any other facilities at which chemicals or other materials have a high potential to be discharge in stormwater.
  - b. The MS4 documents the result of the assessments.
5. The MS4 develops stormwater management Standard Operation Procedures for high priority facilities.
6. The MS4 implements stormwater controls at high priority facilities that address:
  - a. Good housekeeping

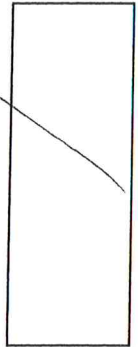




- b. De-icing and anti-icing storage
- c. Fueling operations and vehicle maintenance
- d. Equipment and vehicle washing

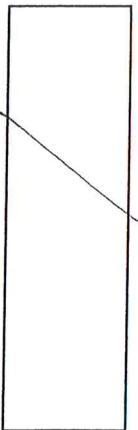
7. The MS4 develops and implements an inspection program that includes high priority facilities.

**Additional requirements for Level 4 small MS4s:**



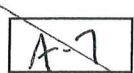
MS4 has an application and management program for pesticides, herbicides, and fertilizers that address:

- a. Evaluating materials and activities used at public open spaces.
- b. Implementing the following practices to minimize generating pollutants related to landscaping.
  - i. Education for applicators and distributors
  - ii. Encouragement of non-chemical solutions for pest management
- c. Development of schedules that minimizes discharge of pollutants.
- d. Ensuring collection and proper disposal of unused pesticides, herbicides, and fertilizers.



SWMP lists BMPs used to fulfill this MCM. Examples may include:

- BMPs which address fleet vehicle maintenance/washing
- BMPs which address parking lot and street cleaning
- Catch basin and storm drain system cleaning
- Landscaping and lawn care (e.g. xeriscaping)
- Waste materials management
- Road salt application and storage practices
- Used oil recycling
- Pest management practices
- Fire training facilities
- BMPs which address roadway and bridge maintenance
- Golf course maintenance/waste disposal
- Disposal of cigarette butts
- Park maintenance (e.g., providing trash bags)



SWMP includes measurable goals, and the method of measurement, for addressing stormwater quality.



SWMP has been fully implemented, or includes a schedule of implementation not to exceed five (5) years from permit issuance date.

**MCM 6: Industrial Stormwater Sources**

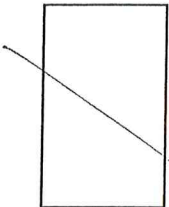
Page # (s) – Provide the page number (s) to the left of each item.

The SWMP includes the following required elements:

**Requirements for Level 4 MS4 only:**

Program to identify and control industrial stormwater sources that at least includes:

- a. MS4 landfills, other treatment, storage, or disposal facilities for municipal waste, hazardous waste treatment, storage, disposal and recovery facilities and facilities that are subject to Emergency Planning and Community Right-to-Know Act (EPCRA).
- b. Priorities and procedures for inspections and for implementing control measures for such discharges.



Optional 7<sup>th</sup> MCM: Municipal Construction Activities (only available within the regulated area where the MS4 operator meets the definition of construction site operator)

Page # (s) – Provide the page number (s) to the left of each item.

If this MCM is applicable, the SWMP includes the following information:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. Description of how construction activities will generally be conducted so as to take into consideration local conditions of weather, soils, and other site specific considerations.   |
| <input type="checkbox"/> | 2. Description of the area that this MCM will address and where the MS4 operator's construction activities are covered (e.g. within the boundary of the urbanized area, the corporate boundary, a special district boundary, an extra territorial jurisdiction, or other similar jurisdictional boundary).   |
| <input type="checkbox"/> | 3. If the area included in this MCM includes areas outside of the UA, then all MCMs will be implemented over those additional areas as well.   |
| <input type="checkbox"/> | 4. Description provided for one of the following:<br>a. How contractor activities will be supervised or overseen to ensure that the Stormwater Pollution Prevention Plan (SWP3) requirements are properly implemented at the construction site(s); or<br>b. How the MS4 operator will make certain that contractors have a separate authorization for stormwater discharges if needed. |
| <input type="checkbox"/> | 5. General description of how a construction SWP3 will be developed for each construction site.  |
| <input type="checkbox"/> | 6. Records of municipal construction activities authorized under this optional MCM.  |



### Example 3 – Cover Letter Template

Texas Commission on Environmental Quality  
Stormwater & Pretreatment Team Leader (MC-148)  
P.O. Box 13087  
Austin, Texas 78711-3087

Re: Phase II MS4 Annual Report Transmittal for {Small MS4 Name}  
TPDES Permit Authorization: TXR04 {include your unique authorization number}

Dear Team Leader:

This letter serves to transmit the 2015 [year] Annual Report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040115 for the [Small MS4 name].

A separate Notice of Change [has been / has not been / will be] submitted based on the fact that changes [have been / have not been] proposed for the next permit year.

As required by the general permit, a copy of this submittal has also been mailed to the TCEQ's regional office in WACO, Texas.

Sincerely,

  
{Name}

Chris Atkinson,