

City of Parker Texas  
Stormwater Management Program  
2025



Permit number TXR040580

## Introduction

The Stormwater Management Program document has been developed to assist the city of Parker, Texas in maintaining compliance with the Texas Commission on Environmental Quality's Municipal Separate Storm Sewer System General permit TRX04000. The document includes a calendar of activities (CA), measurable goals charts and Standard Operating Procedures (SOP). The reader is instructed to review the CA to identify what action needs to be taken to implement the program. The CA identifies which Minimum Control Measure (MCM) the activity is associated with. Once the reader has identified the associated MCM the reader should locate the Measurable Goal Chart (MGC) for the corresponding MCM. The MGC identifies each measurable for the MCM and provide instruction as to which SOP is to be used. In some cases, multiple SOPs or other documents such as inspection forms or Excel spreadsheets will be utilized to complete the activity. Once the activity is completed the date should be recorded on the CA and MGC.

The recording of the completion dates will allow for easy completion of the annual report.

## January

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
1	Post winter social media	Once quarterly	1/31/2025		
3	Review IDIDS tracking sheet to verify the following for the annual report:				
3	Determine if Parker responded to 100% of known illicit discharges and illegal dumping incidents each year to investigate sources	Annually	1/31/2025		
3	Determine if Parker responded to 100% of high priority discharges each year, such as sanitary sewer discharges within 24 hours.	Annually	1/31/2025		
3	Determine if Parker for 100% of known illicit discharges or illegal dumping incidents where the small MS4 does not have jurisdiction, notify the adjacent MS4 operator or the applicable TCEQ regional office each year.	Annually	1/31/2025		
3	Determine if Parker notify TCEQ immediately of 100% of illicit flows believed to be an immediate threat to human health or the environment throughout the permit term.	Annually	1/31/2025		

January continued					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
3	Determine if Parker for 100% of illicit discharges or illegal dumping where a source has been determined, notify the responsible party of the problem within 24 hours.	Annually	1/31/2025		
3	Determine if Parker required the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.	Annually	1/31/2025		
3	Determine if Parker conducted inspections in response to 100% of complaints each year according to the established procedures	Annually	1/31/2025		
3	Determine if Parker conducted follow up inspections in 100% of cases each year where necessary as described in the established procedures	Annually	1/31/2025		
	The following are monthly task				
3	Verify an Up-to-date map located on Site	Monthly	1/31/2025		
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for December	Monthly	1/31/2025		
January continued					

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	1/31/2025		
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	1/31/2025		
4	Conduct construction site inspections (See SOP for construction site inspections)	Monthly	1/31/2025		
4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in "City of Parker Subdivision Regulation 2000)	Monthly	1/31/2025		
6	Track 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application annually; (See SOP for use and storage of deicing material)	Monthly	1/31/2025		
6	Place barriers around or conduct runo away from 100% of deicing chemical storage(See SOP for use and storage of deicing material)	Monthly	1/31/2025		

## February

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
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3	Conduct a minimum of one training annually for 100% of MS4 field sta that may come into contact with or otherwise observe an illicit discharge, illegal dumping, or illicit connection to the small MS4 as part of their normal job responsibilities.	Annually	2/28/2025		
3	Verify an Up-to-date map located on Site	Monthly	2/28/2025		
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	2/28/2025		
1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	2/28/2025		
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	2/28/2025		
4	Conduct construction site inspections	Monthly	2/28/2025		

February					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N

4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in “City of Parker Subdivision Regulation 2000)	Monthly	2/28/2025		
6	Track 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application annually; (See SOP for use and storage of deicing material)	Monthly	2/28/2025		
6	Place barriers around or conduct runo away from 100% of deicing chemical storage(See SOP for use and storage of deicing material)	Monthly	2/28/2025		

March					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N

3	Review and update the procedures for IDIDS response at least one time annually to address changes and make improvements to the established procedures where applicable.	Annually	3/31/2025		
3	Verify an Up-to-date map located on Site	Monthly	3/31/2025		
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	3/31/2025		
1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	3/31/2025		
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	3/31/2025		
4	Conduct construction site inspections (See SOP for construction site inspections)	Monthly	3/31/2025		
4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in "City of Parker Subdivision Regulation 2000)	Monthly	3/31/2025		

### March continued

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N

6	Track 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application annually; (See SOP for use and storage of deicing material)	Monthly	3/31/2025		
6	Place barriers around or conduct runo away from 100% of deicing chemical storage(See SOP for use and storage of deicing material)	Monthly	3/31/2025		

April					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
1	Post spring social media	Once quarterly	4/30/2025		

3	Publicize the public reporting mechanism a minimum of two times annually in a method designed to reach at least 75% of the intended audience.	Twice Annually	4/30/2025		
3	Verify an Up-to-date map located on Site	Monthly	4/30/2025		
3	Verify an Up-to-date map located on Site	Monthly	4/30/2025		
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	4/30/2025		
1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	4/30/2025		
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	4/30/2025		
4	Conduct construction site inspections(See SOP for construction site inspections)	Monthly	4/30/2025		

April continued					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N

4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in “City of Parker Subdivision Regulation 2000)	Monthly	4/30/2025		
6	Track 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application annually; (See SOP for use and storage of deicing material)	Monthly	4/30/2025		
6	Place barriers around or conduct runo away from 100% of deicing chemical storage(See SOP for use and storage of deicing material)	Monthly	4/30/2025		

May					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N

3	Review and update MS4 map, as necessary, at least one time annually to include features which have been added, removed, or changed	Annually	5/30/2025		
3	Map to include locations of outfalls that discharge into waters of the US.	Annually	5/30/2025		
3	Map to include name of each surface water receiving discharge from the MS4 and surface water's location to the outfall	Annually	5/30/2025		
3	Verify an Up-to-date map located on Site	Monthly	5/30/2025		
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	5/30/2025		
1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	5/30/2025		
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	5/30/2025		
4	Conduct construction site inspections(See SOP for construction site inspections)	Monthly	5/30/2025		
4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in "City of Parker Subdivision Regulation 2000)	Monthly	5/30/2025		

June					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
1	Educational meetings, seminars, or trainings	Annually	6/30/2025		

4	Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable. (See SOP for annual review of stormwater ordinance)	Annually	6/30/2025		
4	Develop and maintain an ordinance or other regulatory mechanism to prohibit these discharges. Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable. (See SOP for annual review of stormwater ordinance)	Annually	6/30/2025		
4	Review and update site plan review procedures at least one time annually to address changes and make improvements to the established procedures where applicable. (See SOP for annual review of stormwater ordinance)	Annually	6/30/2025		
3	Verify an Up-to-date map located on Site	Monthly	6/30/2025		

June continued					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	6/30/2025		

1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	6/30/2025		
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	6/30/2025		
4	Conduct construction site inspections(See SOP for construction site inspections)	Monthly	6/30/2025		
4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in "City of Parker Subdivision Regulation 2000)	Monthly	6/30/2025		
5	Ensure the long term operation and maintenance Ensure the long term operation and maintenance of structural stormwater control measures installed as described in Part IV.D.5.(b)(2).	Once	12/31/2025		

## July

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
1	Post summer social media	Once quarterly	7/31/2025		
2	Speaker series	Annually	7/31/2025		
2	Training events	Annually	7/31/2025		

4	Review and update construction site inspection procedures at least one time annually to address changes and make improvements to the established procedures where applicable. (See SOP for annual review of stormwater inspection process for construction sites)	Annually	7/31/2025		
3	Verify an Up-to-date map located on Site	Monthly	7/31/2025		
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	7/31/2025		
1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	7/31/2025		

July continued					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	7/31/2025		
4	Conduct construction site inspections (See SOP for construction site inspections)	Monthly	7/31/2025		

4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in "City of Parker Subdivision Regulation 2000)	Monthly	7/31/2025		
6	Ensure that 100% of waste from the MS4 is disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable each year. (This is accomplished with the SOP for the review of the trash containment and disposal process)	Annually	7/31/2025		

August					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
3 & 4	Review and update procedures for the receipt and consideration of information submitted by the public at least one time annually to address changes and make improvements to the established procedures where applicable. (See Public reporting SOP)	Annually			
3	Verify an Up-to-date map located on Site	Monthly	8/31/2025		

3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	8/31/2025		
1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	8/31/2025		
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	8/31/2025		
4	Conduct construction site inspections (See SOP for construction site inspections)	Monthly	8/31/2025		

### August continued

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in "City of Parker Subdivision Regulation 2000)	Monthly			
6	All permittees shall inform or train appropriate employees involved in implementing pollution prevention and good housekeeping practices. All permittees shall maintain a training attendance list for review by TCEQ when requested. (See SOP for field sta training for MCM 5)	Annually	8/31/2025		

## September

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
4	Conduct training for all the MS4 sta whose primary job duties are related to implementing the construction stormwater program	Annually	9/30/2025		
3	Review and update the IDIDS inspection procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	Annually	9/30/2025		
3	Verify an Up-to-date map located on Site	Monthly	9/30/2025		
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	9/30/2025		
1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	9/30/2025		

3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	9/30/2025		
4	Conduct construction site inspections (See SOP for construction site inspections)	Monthly	9/30/2025		

### September continued

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in "City of Parker Subdivision Regulation 2000)	Monthly	9/30/2025		
6	At least one time annually, visually inspect 100% of pollution prevention measures implemented at permittee-owned facilities to ensure they are working properly. (See City of Parker Owned Facility BMP inspection Form and SOP for City of Parker Owned Facility inspection BMP inspection and annual review of SOP)	Annually	9/30/2025		

6	Review and update the inspection procedures at least one time annually to address changes or additions to the pollution prevention measures. (SOP for City of Parker Owned Facility inspection BMP inspection and annual review of SOP)	Annually	9/30/2025		
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October					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
1	Post autumn social media	Once quarterly	10/31/2025		
3	Publicize the public reporting mechanism a minimum of two times annually in a method designed to reach at least 75% of the intended audience.	Twice Annually	10/31/2025		
3	Verify an Up-to-date map located on Site	Monthly	10/31/2025		
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	10/31/2025		
1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	10/31/2025		
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	10/31/2025		

4	Conduct construction site inspections (See SOP for construction site inspections)	Monthly	10/31/2025		
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October continued					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in "City of Parker Subdivision Regulation 2000)	Monthly	10/31/2025		
5	Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable.	Annually	10/31/2025		

November					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
3	Verify an Up-to-date map located on Site	Monthly	11/30/2025		
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	11/30/2025		

1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	11/30/2025		
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	11/30/2025		
4	Conduct construction site inspections (See SOP for construction site inspections)	Monthly	11/30/2025		
4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in "City of Parker Subdivision Regulation 2000)	Monthly	11/30/2025		
6	Review of Facility list	Annually	11/30/2025		

### November continued

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N

6	At least one time annually, perform maintenance of 100% of the structural controls which require maintenance. Maintenance must be consistent with maintaining the effectiveness of the BMP. (See City of Parker Owned facility BMP inspection form and SOP for City of Parker Owned Facility BMP inspection and annual review SOP)	Annually	11/30/2025		
6	The permittee shall develop and maintain written procedures that define the frequency of inspections and how they will be conducted. . (See City of Parker Owned facility BMP inspection form)	Annually	11/30/2025		
6	Review and update the maintenance procedures at least one time annually to address changes. (SOP for City of Parker Owned Facility BMP inspection and annual review SOP	Annually	11/30/2025		

### November continued

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N

6	Track 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application annually; (See SOP for use and storage of deicing material)	Monthly	11/30/2025		
6	Place barriers around or conduct runo away from 100% of deicing chemical storage(See SOP for use and storage of deicing material)	Monthly	11/30/2025		

December					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
3	Verify an Up-to-date map located on Site	Monthly	12/31/2025		
3	Verify all IDIDS incidents have been recorded on the IDIDS tracking sheet for January	Monthly	12/31/2025		

1&3	Ensure stormwater website and minimum of one public reporting mechanism is functioning 100% of the time during the permit term.	Monthly	12/31/2025		
3	Ensure the public reporting mechanism is publicized on the public website 100% of the time during the permit term.	Monthly	12/31/2025		
4	Conduct construction site inspections (See SOP for construction site inspections)	Monthly	12/31/2025		
4	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in "City of Parker Subdivision Regulation 2000)	Monthly	12/31/2025		

December continued					
MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N

6	Each year, ensure that 100% of contractors hired by the MS4 to perform maintenance activities on permitteeowned facilities is contractually required to comply with all of the stormwater control measures, good housekeeping practices, and facilityspecific stormwater management operating procedures described in Parts IV D.6.(b)(2)-(6). (See Operation and Maintenance Activities chart, SOP for the review of contracted operation and maintenance and C_O&M inspection SOP)	Annually	12/31/2025		
6	Track 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application annually; (See SOP for use and storage of deicing material)	Monthly	12/31/2025		
6	Place barriers around or conduct runoff away from 100% of deicing chemical storage(See SOP for use and storage of deicing material)	Monthly	12/31/2025		

### December continued

MCM	Task	Frequency	Date to be completed	Date completed	Completed Y/N
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6	Provide oversight of 100% of contractor activities to ensure that contractors are using appropriate control measures and SOPs each year. . (See Operation and Maintenance Activities chart, SOP for the review of contracted operation and maintenance and C_O&M inspection SOP)	Annually	12/31/2025		
6	Oversight procedures must be maintained onsite 100% of the time and made available for review by TCEQ within 24 hours of request	Annually	12/31/2025		
6	Evaluate 100% of O&M activities for their potential to discharge pollutants in stormwater annually (See Operation and Maintenance Activities chart)	Annually	12/31/2025		
6	Identify pollutants of concern that could be discharged from all of the O&M activities described in Part IV.D.6.(b)(5)b and maintain a list of 100% of the pollutants identified. (See Operation and Maintenance Activities chart)	Annually	12/31/2025		

## MCM 1



# Measurable Goals for MCM 1 Public Outreach Tracking Sheet

Information on MS4's website (See global Website and Public Reporting SOP)		
Action	Measurable goal	Completion date
Information on the MS4 operator's website.	Maintain a webpage with current and accurate information and working links.	
Information on the MS4 operator's website.	All links shall be checked, and the page shall be updated as necessary at a minimum of once annually.	
Information on the MS4 operator's website.	Must be maintained for the full year, each year.	

Social media posts, social media campaign. (See Social Media Posting SOP)		
Action	Measurable goal	Completion date
Social media posts, social media campaign.	Post a minimum of four times each year on a minimum of one social media platform.	
Social media posts, social media campaign.	The message shall address ways attendees can minimize or avoid adverse stormwater impacts or practices to improve the quality of stormwater runoff.	
Social media posts, social media campaign.	The messages shall be seasonally appropriate.	
Social media posts, social media campaign.	Must make a minimum of one post per quarter and all quarterly posts must be visible by attendees for the full year, each year.	





# Measurable Goals for MCM 1 Public Outreach Tracking Sheet

Promote, host, or develop educational meetings, seminars, or trainings. (See Public Outreach Training SOP)		
Action	Measurable goal	Completion date
	Hold, host, or promote a minimum of one event annually.	
	The events shall address ways attendees can minimize or avoid adverse impacts to stormwater or practices to improve the quality of stormwater runoff.	
	These events may address different pollutants and audiences.	





# Standard Operating Procedure (SOP) for the MS4 Website and Public Reporting System.

Permittee will maintain a webpage with current and accurate information and working links. This SOP will apply to ensure that the website and the links associated with it are in good working order. Verification that all links are working and up to date on an annual basis. In addition, the permittee shall publicize and facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4. The permittee shall provide a central contact point to receive reports; for example, by including a phone number for complaints and spill reporting.

1. Once annually the SCEO will check all links to verify they are work and current.
2. To comply with the requirement of maintaining a minimum of one public reporting mechanism 100% of the time during the permit term.
  - a. SCEO will determine the system(s) utilized by the MS4 for public reporting of illicit discharges into the MS4.
  - b. SCEO will ensure the system will be available for use by the public 100% of the time excluding power, telephone, and other outages that would impact the system that is beyond the control of the MS4.
  - c. SCEO will be responsible for documenting the compliance with this requirement on the MCM 2 measurable goals tracking sheet.
3. To comply with the requirement to publicize the public reporting mechanism a minimum of two times annually in a method designed to reach at least 75% of the intended audience.
  - a. SCEO will determine what method(s) will be utilized to inform at least 75% of the public of how to report an illicit discharge.
  - b. SCEO will ensure the method(s) selected is utilized twice a year.
  - c. SCEO will be responsible for documenting the compliance with this requirement on the MCM 1 measurable goals tracking sheet each time this task is accomplished.
4. To comply with the requirement to publicize the public reporting mechanism on the public website 100% of the time during the permit term.
  - a. SCEO will ensure instructions as to which reporting system the public is to utilize to report an illicit discharge to the MS4 is placed on the city's website.

This reporting system will be utilized to allow the public to report illicit discharges, illegal dumping, spills, construction site operations associated with stormwater discharges, and any other incident that affect stormwater quality discharges.



# Standard Operating Procedures for Social Media Posting for MCM 1

1. Stormwater Code Enforcement Officer (SCEO) will be responsible for ensuring a quarterly social media post is posted on a social media platform.
2. The SCEO will obtain or create social media content that is seasonally appropriate for each quarter.
3. The message shall address ways attendees can minimize or avoid adverse stormwater impacts or practices to improve the quality of stormwater runoff.
4. Content may be obtained rather than created. Example of website for acquiring content are below.
  - a. <https://riverlink.org/reduce-rain-runoff/spread-the-word/>
  - b. <https://www.epa.gov/npdes/stormwater-smart-outreach-tools>
  - c. [Boosting Stormwater Pollution Prevention Public Education ...](#)
5. SCEO will document the topic and date of posting on this SOP.
6. SCEO will be responsible for documenting the completion of the posting on the MCM 1 measurable goals tracking sheet.

Quarter	Topic	Date of training
1		
2		
3		
4		





# Standard Operating Procedures for Public Outreach Training for MCM 1

1. Stormwater Code Enforcement Officer (SCEO) will identify and list the potential public audiences for this training. Audiences could include but not limited to vertical construction such as home builders, horizontal construction such as infrastructure contractors and developers, homeowner associations, and homeowners.
2. The SCEO will select one audience.
3. SCEO will obtain or create training appropriate for the selected audience.
4. SCEO will ensure documentation of attendance at the training is recorded on a sign-in sheet.
5. SCEO will be responsible for maintaining the sign-in sheet and training material for review by TCEQ upon request. Sign-in sheets and training materials will be kept in the SCEO office.
6. SCEO will be responsible for documenting the topic, selected audience and date of training on this SOP.
7. SCEO will be responsible for documenting the completion of the training on the MCM 1 measurable goals tracking sheet.

Topic	Audience (Circle one)	Date of training	# of attendees	Sign-in sheet completed
	Vertical builders			
	Horizontal contractors			
	Horizontal developers			
	Homeowners Associations			
	Homeowners			

# MCM 2



# Measurable Goals for MCM 2 Public Involvement Tracking Sheet

Stormwater related speaker series. (see Training SOP for MCM2 speakers series)		
Action	Measurable goal	Completion date
Stormwater related speaker series.	Provide or support a minimum of one session for level 1 and 2 MS4s each year. These may be different speakers or audiences.	

Training event (See Training SOP for MCM2 Homeowner Association)		
Action	Measurable goal	Completion date
Hold events to train residents, or work a project for homeowner associations (HOAs), or other public groups to cover stormwater topics such as: Building rain barrels; Fertilizer application training; Rain garden/bio retention creation or maintenance; How to recognize illicit discharge activities and communicate observations to appropriate MS4 staff.	Provide or support at minimum one project or training annually.	



# Standard Operating Procedures for Speaker series for MCM 2

1. Stormwater Code Enforcement Officer (SCEO) will identify and list the potential public audiences for this training. Audiences could include but not limited to vertical construction such as home builders, horizontal construction such as infrastructure contractors and developers, and homeowners.
2. The SCEO will select one audience.
3. SCEO will provide or contract training for the selected group.
4. The training must demonstrate an impact stormwater runoff by improving water quality.
5. SCEO will ensure documentation of attendance at the training is recorded on a sign-in sheet.
6. SCEO will be responsible for maintaining the sign-in sheet and training material for review by TCEQ upon request. Sign-in sheets and training materials will be kept in the SCEO office.
7. SCEO will be responsible for documenting the topic, selected audience and date of training on this SOP.
8. SCEO will be responsible for documenting the completion of the training on the MCM 1 measurable goals tracking sheet.

Topic	Audience (Circle one)	Date of training	# of attendees	Sign-in sheet completed
	Vertical builders			
	Horizontal contractors			
	Horizontal developers			
Illicit Discharge (how to spot and who to contact)	Homeowners			



# Standard Operating Procedures for Speaker series for MCM 2

1. Stormwater Code Enforcement Officer (SCEO) will identify and contact Homeowner Associations within the jurisdiction of Parker about the training.
2. SCEO will provide or contract training for the selected group.
3. Training will be provided once annually.
4. The training must demonstrate an impact stormwater runoff by improving water quality.
5. SCEO will ensure documentation of attendance at the training is recorded on a sign-in sheet.
6. SCEO will be responsible for maintaining the sign-in sheet and training material for review by TCEQ upon request. Sign-in sheets and training materials will be kept in the SCEO office.
7. SCEO will be responsible for documenting the topic, selected audience and date of training on this SOP.
8. SCEO will be responsible for documenting the completion of the training on the MCM 1 measurable goals tracking sheet.

# MCM 3



# Measurable Goals for MCM 3 Tracking Sheet

Map		
See Standard Operating Procedure (SOP) for the Review of MS4 stormwater map		
Action	Measurable goal	Completion date
Updating of MS4 map annually	Review and update, as necessary, at least one time annually to include features which have been added, removed, or changed. List a completion date for each update.	
Up-to-date map located on Site	Up-to-date map is located on site and is available for the TECQ review.	
Map to include locations of outfalls that discharge into waters of the US.	Map has been completed showing the outfalls	
Map to include name of each surface water receiving discharge from the MS4 and surface water's location to the outfall	Map has been completed showing the names and locations of surface waters that receive discharges from the MS4	

Field Sta Training		
Standard Operating Procedure (SOP) for Field Sta Training.		
Action	Measurable goal	Completion date
Conduct training for all the permittee's field sta as described in Part IV.D.3.(c)(2).	Conduct a minimum of one training annually for 100% of MS4 field sta that may come into contact with or otherwise observe an illicit discharge, illegal dumping, or illicit connection to the small MS4 as part of their normal job responsibilities.	



# Measurable Goals for MCM 3 Tracking Sheet

Public Reporting Method		
Standard Operating Procedure (SOP) for the Public Reporting System.		
Action	Measurable goal	Completion date
Maintain and publicize a public reporting method for the public to report illicit discharges, illegal dumping, or water quality impacts associated with discharges into or from the small MS4 such as a reporting hotline, online form, or other similar mechanism as described in Part IV.D.(c)(3).	<p>Maintain a minimum of one public reporting mechanism 100% of the time during the permit term.</p> <p>Publicize the public reporting mechanism a minimum of two times annually in a method designed to reach at least 75% of the intended audience.</p> <p>The public reporting mechanism must be publicized on the public website 100% of the time during the permit term.</p>	

Responding to Illicit Discharges and Spills		
Standard Operating Procedure (SOP) Review of IDIDS Stormwater Inspections and Enforcement		
Action	Measurable goal	Completion date
Develop and maintain procedures for responding to illicit discharges, illegal dumping, and spills as described in Part IV.D.3.(c)(4).	Review and update the procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	





# Measurable Goals for MCM 3 Tracking Sheet

Investigation and Elimination of Illicit Discharge, Illegal Dumping, and Spills		
See SOPs for responding to illegal dumping, illicit discharge, and reported spill		
Action	Measurable goal	Completion date
Source investigation and elimination of illicit discharges and illegal dumping into the MS4 as described in Part IV.D.3.(c)(5).	<p>Respond to 100% of known illicit discharges and illegal dumping incidents each year to investigate sources</p> <p>Each year, respond to 100% of high priority discharges each year, such as sanitary sewer discharges within 24 hours.</p> <p>For 100% of known illicit discharges or illegal dumping incidents where the small MS4 does not have jurisdiction, notify the adjacent MS4 operator or the applicable TCEQ regional office each year.</p> <p>Notify TCEQ immediately of 100% of illicit flows believed to be an immediate threat to human health or the environment throughout the permit term.</p>	
Corrective action to eliminate illicit discharges and illegal dumping as described in Part IV.D3.(c)(5).	<p>For 100% of illicit discharges or illegal dumping where a source has been determined, notify the responsible party of the problem within 24 hours.</p> <p>Require the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.</p>	





# Measurable Goals for MCM 3 Tracking Sheet

Inspections		
See Standard Operating Procedure (SOP) for the Review of IDIDS Stormwater Inspection and Enforcement Process		
Inspection Procedures as described in Part IV.D.3.(c)(6).	Review and update the procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	
See IDIDS Inspection form		
Inspections in response to complaints as described in Part IV.D.3.(c)(6).	Conduct inspections in response to 100% of complaints each year according to the established procedures  Conduct follow up inspections in 100% of cases each year where necessary as described in the established procedures	





# Standard Operating Procedure (SOP) for the Review of MS4 stormwater map

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the annual review of the City of Parkers MS4 stormwater map for compliance with Part VI.D.3.(c).(1).

The SCEO will meet with the Director of Public Works (DPW) once annually to review and discuss the existing MS4 stormwater map for the following.

1. Locations of all MS4 outfalls that are operated by the permittee and that discharge into Waters of the U.S.
2. Locations and name of all surface waters receiving discharges for the small MS4 outfalls.

If it is determined that updates are needed the SCEO will be responsible for the updating of the existing MS4 stormwater map.

The SCEO is responsible for documenting the time and date of the review meeting, if any updates to the MS4 stormwater map is needed, and date of when the MS4 stormwater map was updated.

Date and time of the review meeting	Are updates required for the MS4 stormwater map Y/N	Date of updates to the map DPW

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation to the TCEQ upon request. Description of required updates are listed below.





# Standard Operating Procedures

## Complaint Prioritization

1. Upon receipt of a complaint or other report indicative of a potential Illicit Discharge, Illegal Dumping or Spill (IDIDS) Stormwater Code Enforcement Officer (SCEO) shall record the date and time of the initial report on the Discharge Inspection Form. The SCEO will be responsible for prioritizing the investigation and assigning an illicit discharge and improper disposal investigation to one of the trained field personnel.
2. SCEO will prioritize the investigations based on the magnitude and nature of the suspected discharge, including the following factors:
  - a. the threat posed to public health and the environment by the suspected discharge,
  - b. whether a potential source is located within a priority area noted on the Storm Sewer System Map,
  - c. sensitivity of the receiving water,
  - d. whether the discharge involves a pollutant of concern, and
  - e. proximity of the suspected source—if known—to receiving water.
3. To determine whether the poses a threat to public health or the environment the following factors will be accounted for:
  - a. Solid (score 0) b. Liquid
  - i. Isolated pool (score 0) ii. Continuous flow (score 2) c. Type of pollutant (if known)
    - i. Hazardous (score 1) ii. Nonhazardous (score 0) d. Does it have an odor
    - i. Yes (score 1) ii. No (score 0) e. Color



# Standard Operating Procedures

## Complaint Prioritization

- i. Sheen on top of the water (score 1) ii. Slight cloudiness (score .5)
- iii. Cloudy, more difficult to see through the water (score .75) iv. Water is opaque, cannot see through the water. (score 1) f. Consistency
  - i. Thin (score 1) ii. Thick (score 0)
  - iii. Cannot determine (score 0)

If the total is above four (4) the prioritization will be considered as high level.

4. To determine whether the reported location is within a priority area SCEO will utilize the storm sewer system map to determine which zone the reported location is within.
  - a. Direct discharge into receiving water Zone 1 (score 1)
  - b. Located upstream of one detention structure Zone 2 (score .5)
  - c. Located upstream of at least two detention structures Zone 3 (score 0)

If the combined total of section 3 and 4 is above four (4) the prioritization will be considered as high level.

5. To determine the sensitivity of the receiving water is based on the receiving water the pollutant will discharge into if it reaches the receiving water and the pollutant of concern.
  - a. A TMDL listed water with the pollutant being one of the pollutants of concerns listed in the TMDL (score 1)
  - b. A TMDL listed water with the pollutant being unknown (score 1)
  - c. A TMDL listed water with the pollutant not being one of the pollutants of concern listed on the TMDL (score .5)
  - d. No TMDL for the receiving water (score 0)

If the combined total of section 3, 4 and 5 is above four (4) the prioritization will be considered as high level.



# Standard Operating Procedures

## Complaint Prioritization

6. If the IDIDS continuous flow and the suspected source is known, determine which zone the is located in. The SCEO will utilize the storm sewer system map and the USGS website to determine which zone the reported location is within.
  - a. Direct discharge into receiving water Zone 1 (score 1)
  - b. Located upstream of one detention structure Zone 2 (score .5)
  - c. Located upstream of at least two detention structures Zone 3 (score 0)

If the combined total of section 3, 4, 5, and 6 is above four (4) the prioritization will be considered as high level.

7. Once the level of priority is determined the level will be indicated on the IDIDS Inspection Form.
8. If the entity responsible for the incident is known at this time it is to be added to the discharge inspection form.
9. The notated IDIDS Inspection Form is to be provided to the assigned field

# Standard Operating Procedures

## Complaint Prioritization

### Complaint Prioritization Worksheet

		Assigned points	Check if applicable	If checked enter value
<b>Section 3 Threat to public health or the environment</b>				
3.a	Solid	0		
3.b	Liquid			
	Isolated pool	0		
	Continuous flow	2		
3.c	Pollutant type if known			
	Hazardous	1		
	Nonhazardous	0		
3.d	Odor			
	Yes			
	No	1		
		0		
3.e	Color			
	Sheen on top of the water.	1		
	Slight cloudiness.	0		
	Cloudy, more difficult to see through the water.	0.5		
	Water is opaque, cannot see through the water.	1		
3.f	Consistency			
	Thin	1		
	Tick	0		
	Cannot determine.	0		

If total is greater than four (4) this is a high level incident and should marked on the discharge inspection form. If above 4 there is no requirement to complete the remained of the worksheet

Total 3

### Section 4 Priority area assessment

4.a	Zone 1	1		
4.b	Zone 2	0.5		
4.c	Zone 3	0		
		Total 4		

If total for section 3 and 4 is greater than 4 (four) this is a high level incident and should marked on the discharge inspection form. If total is above 4 there is no requirement to complete the remained of the worksheet

Total section 3 & 4

### Section 5 Sensitivity of the receiving water

5.a	TMDL listed water with the pollutant being of concern.	1		
5.b	TMDL listed water with the pollutant being unknown.	1		
5.c	TMDL listed water with the pollutant not being one of concern.	0.5		
5.d	No TMDL for the receiving water.	0		
		Total 5		

If total for section 3, 4, and 5 is greater than 4 (four) this is a high level incident and should marked on the discharge inspection form. If total is above 4 there is no requirement to complete the remained of the worksheet

Total section 3, 4, & 5

### Section 6 Suspected source location

6.a	Direct discharge to receiving water	1		
6.b	Located upstream of one detention structure	0.5		
6.c	Located upstream of at least 2 detention structures	0		
		Total 6		

If total for section 3, 4, 5, and 6 is greater than 4 (four) this is a high level incident and should marked on the discharge inspection form.

Total section 3, 4, 5, & 6



# Standard Operating Procedure (SOP) for Field Staff Training.

All permittees shall implement a method for informing or training all the permittees' field staff to comply with the field staff training requirements. Training program materials and attendance lists must be maintained on site and made available for review by the TCEQ.

1. To comply with the requirement for field staff the following steps will be taken for field staff training requirement.
  - a. SCEO will identify and list the individual field staff that require training.
  - b. SCEO will obtain or create training to meet the requirement.
  - c. SCEO will schedule training for the listed field staff.
  - d. SCEO is responsible for documentation of attendance for the training and ensuring all field staff receive the training.
  - e. SCEO will be responsible for training any new field staff hired throughout the year.
  - f. SCEO will be responsible for maintaining the documentation of attendance sheet and training material for review by the TCEQ upon request.
  - g. documentation of attendance sheets and training materials will be kept in the SCEO office.
  - h. SCEO \_ will be responsible for documenting the completion of the training on the MCM measurable goals tracking sheet for each MCM that requires field staff training.



# Standard Operating Procedure (SOP) for the Public Reporting System.

All permittees shall publicize and facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4. The permittee shall provide a central contact point to receive reports; for example, by including a phone number for complaints and spill reporting.

1. To comply with the requirement of maintaining a minimum of one public reporting mechanism 100% of the time during the permit term.
  - a. SCEO will determine the system(s) utilized by the MS4 for public reporting of illicit discharges into the MS4.
  - b. SCEO will ensure the system will be available for use by the public 100% of the time excluding power, telephone, and other outages that would impact the system that is beyond the control of the MS4.
  - c. SCEO will be responsible for documenting the compliance with this requirement on the MCM 2 measurable goals tracking sheet.
2. To comply with the requirement to publicize the public reporting mechanism a minimum of two times annually in a method designed to reach at least 75% of the intended audience.
  - a. SCEO will determine what method(s) will be utilized to inform at least 75% of the public of how to report an illicit discharge.
  - b. SCEO will ensure the method(s) selected is utilized twice a year.
  - c. SCEO will be responsible for documenting the compliance with this requirement on the MCM 2 measurable goals tracking sheet each time this task is accomplished.
3. To comply with the requirement to publicize the public reporting mechanism on the public website 100% of the time during the permit term.
  - a. SCEO will ensure instructions as to which reporting system the public is to utilize to report an illicit discharge to the MS4 is placed on the city's website.

This reporting system will be utilized to allow the public to report illicit discharges, illegal dumping, spills, construction site operations associated with stormwater discharges, and any other incident that affect stormwater quality discharges.



# Standard Operating Procedure (SOP) for the Review of IDIDS Stormwater Inspection and Enforcement Process

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the annual review of the City of Parkers Illicit Discharge, Illegal Dumping and Spills (IDIDS) stormwater Inspection Process.

The SCEO will meet with the Director of Public Works (DPW) once annually to review and discuss the existing stormwater inspection processes. The review will include the following items for review:

- The SOP to determine complaint prioritization
- IDIDS tracking
- The review of all SOPs for MCM 2 type inspections
- The Inspection Form
- The SOP for Enforcement Escalation

If it is determined that changes are needed the SCEO will draft the proposed changes and present them to the DPW.

The DPW is responsible for the final review and approval of proposed changes.

The SCEO is responsible for documenting the time and date of the review meeting, if any changes are needed for the items listed above, and when the DPW approved the changes

Date and time of the review meeting	Are changes for the Inspection Frequency SOP Y/N. If Yes date approved.	Are changes for the Inspection Frequency tracking Y/N. If Yes date approved.	Are changes for the Stormwater compliance SOP Y/N. If Yes date approved.	Are changes for the Inspection form Y/N. If Yes date approved.	Are changes for the Enforcement escalation SOP Y/N. If Yes date approved.

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation to the TCEQ upon request. Changes to the program are listed below.







# Standard Operating Procedures for Responding to a Reported Illegal dumping.

1. Upon receipt of a report indicative of a potential illegal dumping, Stormwater Code Enforcement Officer (SCEO) is responsible for the prioritization of the investigation and assigning an illegal dumping and improper disposal investigation to one of the trained field personnel. The SCEO will prioritize the investigations based on the magnitude and nature of the suspected discharge, including the following factors:
  - a. the threat posed to public health and the environment by the suspected discharge,
  - b. whether a potential source is located within a priority area noted on the Storm Sewer System Map,
  - c. sensitivity of the receiving water,
  - d. whether the discharge involves a pollutant of concern, and
  - e. proximity of the suspected source—if known—to receiving water.
2. The SCEO will begin each investigation by conducting a desktop assessment using the Storm Sewer System Map, including its identified priority areas. The desktop assessment will include delineating sub-watersheds, review of existing compliance records data (previous MS4 permit violators.)  
Based on this information, as well the initial report that triggered the investigation the SCEO will (a) identify the specific suspected source, (b) identify the type or types of suspected sources, or (c) be unable to identify a specific source or type of source.
3. The SCEO is responsible for ensuring a field investigation is conducted.
  - a. The assigned field investigator will respond to the site within 72 hours of a low priority site and within 24 hours of a high priority site. A high priority site is an illegal dumping that is located within sensitive region one (1) on the map or the suspected pollutant possesses a threat to human health.
  - b. The assigned field investigator will try to ascertain the source of the illegal dumping.
  - c. The assigned field inspector will utilize the discharge inspection form to document the following.



# Standard Operating Procedures for Responding to a Reported Illegal dumping.

- i. Time of initial reporting of the illegal dumping, ii.  
Arrival time at the site, iii. Observations at the site, iv.  
Source of the illegal dumping,
- v. If samples of the discharge were taken, vi. If the source of the discharge is located within the jurisdiction of the MS4,
  - 1. Was the identity of the source ascertained
  - 2. Was the illegal dumping eliminated
  - 3. Were corrective action taken by
    - a. the source entity or
    - b. the MS4
  - 4. Is a follow-up inspection required.
- vii. If the source is located outside the jurisdiction of the MS4 that the adjacent MS4 was notified.
- d. The SCEO will be responsible for ensuring the follow-up inspection is completed if necessary.
- e. The SCEO will be responsible for documenting the illegal dumping on the illicit discharge, illegal dumping and spills (IDIDS) tracking sheet. The sheet is utilized for completion of the annual report.



# Standard Operating Procedures for Responding to a Reported Illicit Discharge.

1. Upon receipt of a report indicative of a potential illicit discharge, Stormwater Code Enforcement Officer (SCEO) is responsible for the prioritization of the investigation and assigning an illicit discharge and improper disposal investigation to one of the trained field personnel. The SCEO will prioritize the investigations based on the magnitude and nature of the suspected discharge, including the following factors:
  - a. the threat posed to public health and the environment by the suspected discharge,
  - b. whether a potential source is located within a priority area noted on the Storm Sewer System Map,
  - c. sensitivity of the receiving water,
  - d. whether the discharge involves a pollutant of concern, and
  - e. proximity of the suspected source—if known—to receiving water.
2. The SCEO will begin each investigation by conducting a desktop assessment using the Storm Sewer System Map, including its identified priority areas. The assessment will assist in narrowing down the area in which the illicit discharge or improper disposal might originate in order to best track the source. The desktop assessment will include delineating sub-watersheds, review of existing compliance records data (previous MS4 permit violators.)  
Based on this information, as well the initial report that triggered the investigation the SCEO will (a) identify the specific suspected source, (b) identify the type or types of suspected sources, or (c) be unable to identify a specific source or type of source.
3. The SCEO is responsible for ensuring a field investigation is conducted.
  - a. The assigned field investigator will respond to the site within 72 hours of a low priority site and within 24 hours of a high priority site. A high priority site is an illicit discharge that is located within sensitive region one (1) on the map or the suspected pollutant possesses a threat to human health.
  - b. The assigned field investigator will try to ascertain the source of the illicit discharge by attempting to follow the discharge to its source.
  - c. The assigned field inspector will utilize the field inspection report to document the



# Standard Operating Procedures for Responding to a Reported Illicit Discharge.

following.

- i. Time of initial reporting of the illicit discharge, ii. Arrival time at the site, iii. Observations at the site, iv. Source of the illicit discharge,
- v. If samples of the discharge were taken, vi. If the source of the discharge is located within the jurisdiction of the MS4,
  - 1. Was the identity of the source ascertained
  - 2. Was the illicit discharge eliminated
  - 3. Were corrective action taken by
    - a. the source entity or
    - b. the MS4
  - 4. Is a follow-up inspection required.
- vii. If the source is located outside the jurisdiction of the MS4 that the adjacent MS4 was notified.
- d. The SCEO will be responsible for ensuring the follow-up inspection is completed if necessary.
- e. The SCEO will be responsible for documenting the illicit discharge on the illicit discharge, illegal dumping and spills (IDIDS) tracking sheet. The sheet is utilized for completion of the annual report.



# Standard Operating Procedures for Responding to a Reported Spill.

1. Upon receipt of a report indicative of a potential spill, Stormwater Code Enforcement Officer (SCEO) is responsible for the prioritization of the investigation, and assigning an spill and improper disposal investigation to one of the trained field personnel. The SCEO will prioritize the investigations based on the magnitude and nature of the suspected discharge, including the following factors:
  - a. the threat posed to public health and the environment by the suspected discharge,
  - b. whether a potential source is located within a priority area noted on the Storm Sewer System Map,
  - c. sensitivity of the receiving water,
  - d. whether the discharge involves a pollutant of concern, and
  - e. proximity of the suspected source—if known—to receiving water.
2. The SCEO will begin each investigation by conducting a desktop assessment using the Storm Sewer System Map, including its identified priority areas. The desktop assessment will include delineating sub-watersheds, review of existing compliance records data (previous MS4 permit violators.)  
Based on this information, as well the initial report that triggered the investigation the SCEO will
  - (a) identify the specific suspected source,
  - (b) identify the type or types of suspected sources, or
  - (c) be unable to identify a specific source or type of source.
3. The SCEO is responsible for ensuring a spill response occurs.
  - a. The assigned field investigator will respond to the site within 72 hours of a low priority site and within 24 hours of a high priority site. A high priority site is a spill that is located within sensitive region one (1) on the map or the suspected pollutant possesses a threat to human health.
  - b. The assigned field investigator will try to ascertain the source of the spill.
  - c. The assigned field inspector will utilize the discharge inspection form to document the following.
    - i. Time of initial reporting of the spill,



# Standard Operating Procedures for Responding to a Reported Spill.

ii. Arrival time at the site, iii.

Observations at the site, iv.

Source of the spill,

v. If samples of the discharge were taken, vi. If the source of the discharge is located within the jurisdiction of the MS4,

1. Was the identity of the source ascertained

2. Was the spill eliminated

3. Were corrective action taken by

a. the source entity or

b. the MS4

4. Is a follow-up inspection required.

vii. If the source is located outside the jurisdiction of the MS4 that the adjacent MS4 was notified.

d. The SCEO will be responsible for ensuring the follow-up inspection is completed if necessary.

e. The SCEO will be responsible for documenting the spill on the illicit discharge, illegal dumping and spills (IDIDS) tracking sheet. The sheet is utilized for completion of the annual report.





# Standard Operating Procedure (SOP) for the Review of MS4 stormwater map

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the annual review of the City of Parkers MS4 stormwater map for compliance with Part VI.D.3.(c).(1).

The SCEO will meet with the Director of Public Works (DPW) once annually to review and discuss the existing MS4 stormwater map for the following.

1. Locations of all MS4 outfalls that are operated by the permittee and that discharge into Waters of the U.S.
2. Locations and name of all surface waters receiving discharges for the small MS4 outfalls.

If it is determined that updates are needed the SCEO will be responsible for the updating of the existing MS4 stormwater map.

The SCEO is responsible for documenting the time and date of the review meeting, if any updates to the MS4 stormwater map is needed, and date of when the MS4 stormwater map was updated.

Date and time of the review meeting	Are updates required for the MS4 stormwater map Y/N	Date of updates to the map DPW

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation to the TCEQ upon request. Description of required updates are listed below.



# IDIDS Inspection Form

This form is to be used as an inspection form for inspection of incidents reported or received complaint regarding illicit discharges, illegal dumping, or spills (IDIDS). This inspection form is based on the city of Parker's MCM 2 SWMP.

High priority: Yes  No  (if high priority inspection must occur within 24 hours of the initial report)

Name of Entity Responsible for Violation (if known):

Date and time of initial report: \_\_\_\_\_

Inspection type: Initial  Follow up

Date and time of arrival at site: \_\_\_\_\_ Location of site:

Major Road Intersection: \_\_\_\_\_

Latitude/Longitude: \_\_\_\_\_

Inspection type: Illicit discharge  Illegal dumping  Spill

## Observations:

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pg. 1

IDIDS Inspection Form

Was the source identified: Yes  No

Was the responsible party identified: Yes  No

Was the responsible party notified within 24 hours: Yes  No

Source of the discharge:

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Were samples taken: Yes  No

Was the discharge eliminated: Yes  No

CORRECTIVE ACTIONS REQUIRED				
Corrective Action	Req. Completion Date	Responsible party	Field Verification Date	Field Verified By

Attach Sheet to Document if More Space is Needed

Is a follow-up inspection required: Yes  No

If the source is located outside the jurisdiction of the city of Parker has the

IDIDS Inspection Form

adjacent MS4 or TCEQ been notified: Yes  No

Is it immediate threat to human health or the environment: Yes  No

If yes to the previous question was the TCEQ notified: Yes  No

The cause for this inspection a report issue  or complaint was made

Signature

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Date

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Field inspector Name Printed





## Illicit Discharge, Illegal Dumping and Spills (IDIDS) Tracking Sheet

## Illicit Discharge, Illegal Dumping and Spills (IDIDS) Tracking Sheet

# Stormwater Enforcement Escalation

## Standard Operating Procedure

1. The Stormwater Code Enforcement Officer (SCEO) will investigate any alleged violation. (See Ordinance 785 Section V for authority for right of entry)
2. If there is no violation, notification may be sent to complainant that no action is taken.
3. If a violation has occurred, the SCEO will contact the responsible party to advise them of the violation and seek correction within ten (10) days. (See Ordinance 785 Section VI.(a))
4. If the alleged violator corrects the violation no further action may be taken.
5. If the alleged violator does not correct the violation in ten (10) days a written notice of violation will be issued to the person and the person will have five (5) days to respond. (See Ordinance 785 Section VI.(b))
6. If a response is received within the 5 day period the SCEO will make a determination and respond within 1 day and notify the alleged violator. (See Ordinance 785 Section VI.(b))
7. The alleged violator will have five (5) days to complete specific action for compliance. (See Ordinance 785 Section VI.(b))
8. If the alleged violator corrects the issue no further action may be taken
9. If the alleged violator does not correct the issues the SCEO has the option to issue a Stop Work Order, Consent Order, Show cause hearing, Compliance order, Remediation, abatement and restoration order, Emergency cease and desist order, and Red tag. (See Ordinance 785 Section VI.(c)-(i))
10. Judicial Enforcement Remedies can be pursued by the city. (See Ordinance 785 Section VIII)

# MCM 4



# Measurable Goals for MCM 4 Tracking Sheet

Ordinances and Regulations		
See SOP for Annual Review of Stormwater Ordinance		
Action	Measurable goal	Completion date
Develop and maintain an ordinance or other regulatory mechanism as described in Part IV.D.4.(a).	Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable. (See SOP for annual review of stormwater ordinance)	
Prohibit discharges as described in Part IV.D.4.(b)(2).	Develop and maintain an ordinance or other regulatory mechanism to prohibit these discharges. Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable. (See SOP for annual review of stormwater ordinance)	
See City of Parker Subdivision Regulation 2000 sections 3.8 and 4.1		
Maintain and implement site plan review procedures that describe which plans will be reviewed as well as when an operator may begin construction as described in Part IV.D.4.(b)(3).	Review and update site plan review procedures at least one time annually to address changes and make improvements to the established procedures where applicable. (See SOP for annual review of stormwater ordinance)	
	Implement site plan review procedures for 100% of new construction site plans received each year. (Implement existing plan review process found in “City of Parker Subdivision Regulation 2000)	



# Measurable Goals for MCM 4 Tracking Sheet

Construction Site Inspections		
See SOP for annual review of stormwater inspection process for construction sites		
Action	Measurable goal	Completion date
Implement procedures for inspecting large and small construction projects as described in Part IV.D.4.(b)(4).	Review and update inspection procedures at least one time annually to address changes and make improvements to the established procedures where applicable. (See SOP for annual review of stormwater inspection process for construction sites)	
SOP for construction site inspections		
Conduct construction site inspections as described in Part IV.D.4.(b)(4).	Conduct inspections at a minimum of 80% of active construction sites annually according to the established procedures (or some Level 2b small MS4s must notify the appropriate agency with the authority to act). (See SOP for construction site inspections)	
	Each year, conduct follow up inspections in 100% of cases where necessary as described in the established procedures (See SOP for construction site inspections)	



# Measurable Goals for MCM 4 Tracking Sheet

Public Comments and Information		
See SOP for the Public Reporting System		
Action	Measurable goal	Completion date
Develop, implement, and maintain procedures for receipt and consideration of information submitted by the public as described in Part IV.D.4.(b)(5).	Review and update procedures for the receipt and consideration of information submitted by the public at least one time annually to address changes and make improvements to the established procedures where applicable. (See Public reporting SOP)	
	Maintain one webpage, hotline, or similar method for receipt of information submitted by the public throughout the permit term. (See Public reporting SOP)	

Training		
See SOP for Field Sta Training		
Action	Measurable goal	Completion date
Conduct training for all the MS4 sta whose primary job duties are related to implementing the construction stormwater program as described in Part IV.D.4.(b)(6). Training may be conducted in person or using selfpaced training materials such as videos or reading materials.	Conduct a minimum of one training annually for 100% of MS4 sta whose primary job duties are related to implementing the construction stormwater program. (See Field sta training SOP)	





# Standard Operating Procedure (SOP) for the Review of Stormwater Ordinance

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the annual review of the City of Parkers stormwater ordinance.

The SCEO will meet with the Director of Public Works (DPW) once annually to review and discuss the existing stormwater ordinance 785, “City of Parker Subdivision Regulation 2000” sections 3.8 and 4.1., and the Escalation of Enforcement process.

If it is determined that changes are needed the SCEO will draft the proposed changes and present them to the DPW.

It will be the responsibility of the DPW to present the proposed changes to the city council for approval.

The SCEO is responsible for documenting the time and date of the review meeting, if any changes to the stormwater ordinance is needed, date of when proposed changes are presented to the DWP, date of when the proposed changes were placed before the city council, and the approval or rejection of the proposed changes by the city council.

Date and time of the review meeting	Are changes to the stormwater ordinances needed Y/N	Date of changes presented to the DPW	Date of when DPW presented proposed changes to the city council	Date of the city council's meeting to approve or reject proposed changes	Approval or denial of proposed changes by the city council.

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation to the TCEQ upon request. Changes to the program are listed below.



# Standard Operating Procedure (SOP) for the Review of Stormwater Inspection Process

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the annual review of the City of Parkers stormwater Inspection Process.

The SCEO will meet with the Director of Public Works (DPW) once annually to review and discuss the existing stormwater inspection processes. The review will include the following items for review:

- The SOP to determine Inspection frequency
- Inspection frequency tracking
- The SOP for Stormwater Compliance on Construction Sites
- The Inspection Form
- The SOP for Enforcement Escalation

If it is determined that changes are needed the SCEO will draft the proposed changes and present them to the DPW.

The DPW is responsible for the final review and approval of proposed changes.

The SCEO is responsible for documenting the time and date of the review meeting, if any changes are needed for the items listed above, and when the DPW approved the changes

Date and time of the review meeting	Are changes for the Inspection Frequency SOP Y/N. If Yes date approved.	Are changes for the Inspection Frequency tracking Y/N. If Yes date approved.	Are changes for the Stormwater compliance SOP Y/N. If Yes date approved.	Are changes for the Inspection form Y/N. If Yes date approved.	Are changes for the Enforcement escalation SOP Y/N. If Yes date approved.

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation to the TCEQ upon request. Changes to the program are listed below.





# Standard Operating Procedure (SOP) for Stormwater Compliance on a Construction Site

The purpose of this SOP is to establish procedures for conducting construction site runoff inspections for development and redevelopment projects. The Stormwater Code Enforcement Officer (SCEO) is responsible for following this SOP for construction site runoff inspections.

The following property information shall be reviewed prior to completing the site/BMP inspection:

- Approved SWPPP
- Site • location in proximity to receiving waters with impairments for dissolved oxygen, turbidity or total dissolved solids
- Previous • City inspection reports
- Previous • documented noncompliance with construction stormwater requirements
- Information concerning any prior public complaints relating to construction site runoff from the property

## On-Site Inspection

1. An unscheduled Annual, or Quarterly inspection begins with the SCEO attempting to contact SWPPP contact and explaining that they are on-site and will be performing a construction site runoff inspection. If necessary, the Inspector shall explain that they have the right to immediately access the site but will observe safety considerations at all times while on-site and shall observe all contractor safety rules. The Inspector shall further explain that they will take photos and may collect stormwater samples. The Inspector shall request that the contractor or another representative accompany the inspector during the inspections. If no one is available, then the Inspector shall proceed to step 2. For a complaint driven, Bimonthly, Monthly, or Weekly inspection the inspector is not required to attempt to contact the SWPPP contact.
2. The Inspector shall ask to see the SWPPP, amendments to the SWPPP, and documentation of self- inspections.
3. The Inspector shall review the self-inspections to see if they are being performed in accordance the TPDES permit requirements of at least every 7 days or every 14 days, before anticipated storm events, and within 24 hours of the end of a storm event of 0.5 inches or greater.
4. The Inspector shall review any deficiencies/corrective measures and implementation timelines documented from the self-inspections.
5. Utilizing SWPPP Inspection form (Attachment 1), the Inspector shall assess whether all BMPs specified in the SWPPP are present on-site and functioning.



# Standard Operating Procedure (SOP) for Stormwater Compliance on a Construction Site

6. The Inspector shall visually assess and document on the inspection form notes and take pictures relating to:
  - Are the BMPs installed according to the approved SWPPP? Document any changes.
  - Are the BMPs functioning according to the approved SWPPP?
  - Are the BMPs being maintained properly?
  - Are the good housekeeping BMPs in place and working properly?
  - Is there active discharge from the site? If effluent is present that is not consistent with the site activities, then samples shall be taken for pH and turbidity (MCM 6 shall be followed to determine the source of the discharge, if the source is not obvious on the site)
7. A close-out briefing may be conducted depending on the nature of the inspection. If a site-representative is present during the inspection, then any concerns are discussed in the field during the inspection. The Code Enforcement Officer shall provide guidance to the representative onsite and/or contractor personnel on proper BMP maintenance and leave behind appropriate educational materials concerning the same.

If deficiencies are noted, then the responsible party is notified within 24 hours of the inspection. The Enforcement Escalation SOP will be utilized by the SCEO to address any disagreements or non-compliance issues.

8. If deficiencies are noted on the inspection the SCEO will need to verify that corrective action has been taken. If the responsible party provides proof of compliance that the SCEO finds to be acceptable no follow-up inspection is required.
9. If proof of compliance is not provided by the responsible party a follow-up inspection will be performed within 10 days of the inspection.
10. Follow-up inspections will be documented on the Construction Site Inspection Dates tracking form.

The SCEO is responsible for the document retention of the inspection forms.

The SCEO is responsible for recording the inspection date on the inspection frequency tracking Excel form.

# Construction Site Inspection Frequency Schedule

# Construction Site Stormwater Pollution Prevention Inspection Report

Project Site:		Date/time:	Type of Inspection: Weekly Monthly Bi-Monthly Quarterly Annually			Construction Stage: Initial Grading Utilities & Infrastructure Paving Buildings/structures Final Site Stabilization Other _____			
Project Owner:		Phone:							
Prime Contractor:		Phone:							
Weather Conditions:		Site Photos? Yes	No						
NPDES Permit Authorization #		Local Permit:		Inspector Name & Date:					
<b>Stormwater Pollution Prevention Plan (SWPPP)</b>				Yes	No	NA	<b>Note any problems identified and actions taken:</b>		
Plans & paperwork located on-site or at approved off-site area									
Site controls listed in SWPPP in place									
SWPPP updated to reflect site and control changes									
Project schedule is being followed									
Site inspection documentation available and current									
<b>Site Controlled</b>									
Controls at all downslope perimeters?									
Are soil stock piles in appropriate locations and covered, mulched, or vegetated?									
Are all discharge points free of any noticeable pollutants?									
Have areas been stabilized within 14 days?									
Is all on-site traffic properly routed with parking and storage restricted to stabilized, designated areas?									
Are all sediments, mud, and debris being kept from public roads? Provisions in place to prevent mud tracking off site?									
Final vegetation for Notice of Discontinuation (NOD)?									
<b>Good Housekeeping</b>									
Dust control measures implemented where appropriate									
Concrete washout with locations clearly marked and maintained; wet/dry saw cuttings cleaned up.									
Are materials, supplies, chemicals, portable toilets, fuel tanks, paints, solvents, and trash in approved areas and protected from erosion or spills?									
Are clean-out, storage, and maintenance areas for material handling equipment clean and free of spills and leaks?									
Wet and dry saw cutting and excess concrete contained?									
<b>Erosion, Sediment, Velocity Controls</b>									
<b>Erosion Controls:</b>									
Mulching: List type of mulch									
Compost blankets									
Vegetative filter strips									
Temporary seeding									
Permanent seeding or sodding									
Erosion control blankets									
Turf reinforcement mats									
Surface roughening									
Other Erosion Controls (specify)									

Erosion, Sediment, Velocity Controls	Effective			Notes:
	Yes	No	NA	
<b>Sediment Controls:</b>				
Filter socks				
Wattles				
Filter or slash berms				
Silt fence				
Inlet protection				
Berm or Ridge Manufactured Products				
Sediment trap				
Sediment basin				
Flocculants, settling basins, baffle tanks				
Other Sediment Controls (specify)				
<b>Velocity Controls:</b>				
Check dams				
Diversion structures				
Triangular site dikes				
Level spreader				
Grass channels				
Temporary slope drains				
Flow transition mats				
Outlet protection				
Other velocity controls (specify)				
<b>Pollution Prevention Practices:</b>				
Porta Potties staked, in contained area				
Concrete washout, wet/dry saw cuttings				
Debris containment, covered				
Washwaters and chemicals contained				
<b>Final Site Stabilization:</b>				
Subsoils decompacted using tillage, ripping, spading, done when soils are not wet				
Topsoil applied with/without compost and loosened to desired depth				
Final vegetative cover with 70% density over 100% of site?				

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Stormwater Enforcement Escalation

## Standard Operating Procedure

1. The Stormwater Code Enforcement Officer (SCEO) will investigate any alleged violation. (See Ordinance 785 Section V for authority for right of entry)
2. If there is no violation, notification may be sent to complainant that no action is taken.
3. If a violation has occurred, the SCEO will contact the responsible party to advise them of the violation and seek correction within ten (10) days. (See Ordinance 785 Section VI.(a))
4. If the alleged violator corrects the violation no further action may be taken.
5. If the alleged violator does not correct the violation in ten (10) days a written notice of violation will be issued to the person and the person will have five (5) days to respond. (See Ordinance 785 Section VI.(b))
6. If a response is received within the 5 day period the SCEO will make a determination and respond within 1 day and notify the alleged violator. (See Ordinance 785 Section VI.(b))
7. The alleged violator will have five (5) days to complete specific action for compliance. (See Ordinance 785 Section VI.(b))
8. If the alleged violator corrects the issue no further action may be taken
9. If the alleged violator does not correct the issues the SCEO has the option to issue a Stop Work Order, Consent Order, Show cause hearing, Compliance order, Remediation, abatement and restoration order, Emergency cease and desist order, and Red tag. (See Ordinance 785 Section VI.(c)-(i))
10. Judicial Enforcement Remedies can be pursued by the city. (See Ordinance 785 Section VIII)



# Standard Operating Procedure (SOP) for Field Staff Training.

All permittees shall implement a method for informing or training all the permittees' field staff to comply with the field staff training requirements. Training program materials and attendance lists must be maintained on site and made available for review by the TCEQ.

1. To comply with the requirement for field staff the following steps will be taken for field staff training requirement.
  - a. SCEO will identify and list the individual field staff that require training.
  - b. SCEO will obtain or create training to meet the requirement.
  - c. SCEO will schedule training for the listed field staff.
  - d. SCEO is responsible for documentation of attendance for the training and ensuring all field staff receive the training.
  - e. SCEO will be responsible for training any new field staff hired throughout the year.
  - f. SCEO will be responsible for maintaining the documentation of attendance sheet and training material for review by the TCEQ upon request.
  - g. documentation of attendance sheets and training materials will be kept in the SCEO office.
  - h. SCEO \_ will be responsible for documenting the completion of the training on the MCM measurable goals tracking sheet for each MCM that requires field staff training.



# Standard Operating Procedure (SOP) for the Public Reporting System.

All permittees shall publicize and facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4. The permittee shall provide a central contact point to receive reports; for example, by including a phone number for complaints and spill reporting.

1. To comply with the requirement of maintaining a minimum of one public reporting mechanism 100% of the time during the permit term.
  - a. SCEO will determine the system(s) utilized by the MS4 for public reporting of illicit discharges into the MS4.
  - b. SCEO will ensure the system will be available for use by the public 100% of the time excluding power, telephone, and other outages that would impact the system that is beyond the control of the MS4.
  - c. SCEO will be responsible for documenting the compliance with this requirement on the MCM 2 measurable goals tracking sheet.
2. To comply with the requirement to publicize the public reporting mechanism a minimum of two times annually in a method designed to reach at least 75% of the intended audience.
  - a. SCEO will determine what method(s) will be utilized to inform at least 75% of the public of how to report an illicit discharge.
  - b. SCEO will ensure the method(s) selected is utilized twice a year.
  - c. SCEO will be responsible for documenting the compliance with this requirement on the MCM 2 measurable goals tracking sheet each time this task is accomplished.
3. To comply with the requirement to publicize the public reporting mechanism on the public website 100% of the time during the permit term.
  - a. SCEO will ensure instructions as to which reporting system the public is to utilize to report an illicit discharge to the MS4 is placed on the city's website.

This reporting system will be utilized to allow the public to report illicit discharges, illegal dumping, spills, construction site operations associated with stormwater discharges, and any other incident that affect stormwater quality discharges.

# MCM 5



# Measurable Goals for MCM 5 Post Construction Tracking Sheet

See SOP for annual review of post construction stormwater management ordinance	
Action/BMP	Measurable goal
Develop and maintain an ordinance or other regulatory mechanism as described in Part IV.D.5.(a)(2).	Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable.

See PCSM enforcement tracking sheet	
Action/BMP	Measurable goal
Document and maintain records of enforcement actions and make them available for review by the TCEQ as described in Part IV.D.5.(b)(1).	Maintain records of 100% of enforcement actions taken each year.
	Make 100% of enforcement records available to TCEQ for review within 24 hours of request.





# Measurable Goals for MCM 5 Post Construction Tracking Sheet

See list of ordinance needs to meet MCM 5 requirements	
Action	Measurable goal
Ensure the long term operation and maintenance of structural stormwater control measures installed as described in Part IV.D.5.(b)(2).	Each year, implement a maintenance plan and schedule established by the small MS4 operator addressing 100% of stormwater control measures where the small MS4 operator is responsible for maintenance. <b>Construction post construction controls</b>
	Each year, require 100% of the owners or operators of any <u>new development or redeveloped sites to develop</u> and implement a maintenance plan addressing maintenance requirement for any structural control measures installed on site. <b>Create program to develop ordinance to ensure compliance.</b>
	Require the site owner or operators to maintain documentation, such as a tracking log, onsite of 100% of the maintenance performed and made available for review by the small MS4 operator or TCEQ within 24 hours of the request. <b>Create program to develop ordinance to ensure compliance.</b>





# Standard Operating Procedure (SOP) for the Review of Post Construction Stormwater Management

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the annual review of the City of Parkers Post Construction Stormwater Management.

The SCEO will meet with the Director of Public Works (DPW) once annually to review and discuss the existing Post Construction Stormwater Management control list.

The list will identify the Post Construction Stormwater management control and the responsible party for the operation and maintenance of each control

If it is determined that a Post Construction Stormwater control is not included on the list the control will be added to the list.

If it is determined that an inspection report is missing it is the responsibility of the SCEO to initiate enforcement action to achieve compliance.

If it is determined that an inspection report identifies a maintenance issue that has not been corrected it is the responsibility of the SCEO to initiate enforcement action to achieve compliance.

The SCEO is responsible for documenting the time and date of the review meeting, and any addition to the stormwater post construction management control list if needed.

Date and time of the review meeting	Are there any additions to the stormwater post construction management list needed Y/N	Date of additions were made	Are there any missing inspection reports Y/N	Are there any outstanding maintenance issues Y/N	Are there any ongoing enforcement actions. Y/N

The SCEO is responsible for the retention of this documentation, the Post Construction Stormwater Management Control List and PCSM enforcement tracking sheet..

The SCEO is responsible for presenting this documentation to TCEQ upon request. Changes to the program are listed below.



## Post Construction Stormwater Management Control ordinance or regulation

Develop or locate existing ordinances or requirements that provide the city of Parker the legal authority to require the following.

1. The permittees shall establish 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.
2. Require 100% of the owners or operators of any new development or redeveloped sites to develop and implement a maintenance plan addressing maintenance requirement for any structural control measures installed on site.
3. Maintenance performed by the owner or operator of a new development or redeveloped site under a maintenance plan.
  - a. The maintenance plan must be filed in the real property records of the county in which the property is located,
  - b. The permittee shall require the owner or operator of any new development or redeveloped site to develop and implement a maintenance plan addressing maintenance requirement for any structural control measures installed on site, and
  - c. The permittee shall require operation and maintenance performed is documented and retained on site, such as at the offices of the owner or operator, and made available for review by the small MS4.
4. Require the site owner or operators to maintain documentation, such as a tracking log, onsite of 100% of the maintenance performed and made available for review by the small MS4 operator or TCEQ within 24 hours of the request.



# City of Parker Post Construction Stormwater Control Inspection Form

pg. 1

# Stormwater Enforcement Escalation

## Standard Operating Procedure

1. The Stormwater Code Enforcement Officer (SCEO) will investigate any alleged violation. (See Ordinance 785 Section V for authority for right of entry)
2. If there is no violation, notification may be sent to complainant that no action is taken.
3. If a violation has occurred, the SCEO will contact the responsible party to advise them of the violation and seek correction within ten (10) days. (See Ordinance 785 Section VI.(a))
4. If the alleged violator corrects the violation no further action may be taken.
5. If the alleged violator does not correct the violation in ten (10) days a written notice of violation will be issued to the person and the person will have five (5) days to respond. (See Ordinance 785 Section VI.(b))
6. If a response is received within the 5 day period the SCEO will make a determination and respond within 1 day and notify the alleged violator. (See Ordinance 785 Section VI.(b))
7. The alleged violator will have five (5) days to complete specific action for compliance. (See Ordinance 785 Section VI.(b))
8. If the alleged violator corrects the issue no further action may be taken
9. If the alleged violator does not correct the issues the SCEO has the option to issue a Stop Work Order, Consent Order, Show cause hearing, Compliance order, Remediation, abatement and restoration order, Emergency cease and desist order, and Red tag. (See Ordinance 785 Section VI.(c)-(i))
10. Judicial Enforcement Remedies can be pursued by the city. (See Ordinance 785 Section VIII)

# MCM 6



# Measurable Goals for MCM 6 Tracking Sheet

Inventory		
See Excel Facilities and BMP list & SOP for annual review of Facility list		
Action	Measurable goal	Completion date
Permittee-owned Facilities and Control Inventory as described by Part IV.D.6.(b)(1).	Develop and maintain an annual inventory for 100% of the small MS4 owned and operated facilities and controls in the small MS4 area. Review and update the inventory at least one time annually to address changes or additions to the facilities and controls where applicable.	

Training		
See SOP for field sta training MCM 6		
Action	Measurable goal	Completion date
Training and Education as described in Part IV.D.6.(b)(2).  Training may be conducted in person or using self-paced training materials such as videos or reading materials.	Conduct a minimum of one training annually for 100% of employees involved in implementing pollution prevention and good housekeeping practices. For small MS4s which use only contractors to implement pollution prevention and good housekeeping practices, ensure training of 100% of applicable contract sta is conducted at least one time annually using contract language or another similar method.	



# Measurable Goals for MCM 6 Tracking Sheet

Waste		
See SOP for trash containment and disposal		
Action	Measurable goal	Completion date
Disposal of Waste Material as described in Part IV.D.6.(b)(3).	Ensure that 100% of waste from the MS4 is disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable each year.	

Contracts		
SOP for inspection of O&M performed by contractors		
Action	Measurable goal	Completion date
Contractor Requirements and Oversight as described in Part IV.D.6.(b)(4).	Each year, ensure that 100% of contractors hired by the MS4 to perform maintenance activities on permittee-owned facilities is contractually required to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures described in Parts IV D.6.(b)(2)-(6). Provide oversight of 100% of contractor activities to ensure that contractors are using appropriate control measures and SOPs each year. Oversight procedures must be maintained on-site 100% of the time and made	



# Measurable Goals for MCM 6 Tracking Sheet

<p style="text-align: center;"><b>O&amp;M Pollutants</b></p> <p style="text-align: center;"><b>SOP for City of Parker Owned Facility BMP inspection and annual review of SOP &amp; Excel Operations and Maintenance Activities Chart</b></p>		
Action	Measurable goal	Completion date
Assessment of permitteeowned operations as described in Part IV.D.6.(b)(5)a.	<p>Evaluate 100% of O&amp;M activities for their potential to discharge pollutants in stormwater annually including but not limited to:</p> <ul style="list-style-type: none"> <li>• Road and parking lot maintenance, including such areas as pothole repair, pavement marking, sealing, and re-paving;</li> <li>• Bridge maintenance, including such areas as rechipping, grinding, and saw cutting;</li> <li>• Cold weather operations, including plowing, sanding, and application of deicing and anti-icing compounds and maintenance of snow disposal areas; and</li> <li>• Right-of-way maintenance, including mowing, herbicide and pesticide application, and planting vegetation.</li> </ul>	
Identify pollutants of concern as described in Part IV.D.6.(b)(5)b.	<p>Identify pollutants of concern that could be discharged from all of the O&amp;M activities described in Part IV.D.6.(b)(5)b and maintain a list of 100% of the pollutants identified. Including for example, metals; chlorides; hydrocarbons such as benzene, toluene, ethyl benzene, and xylenes; sediment; and trash. Review and update the pollutants of concern list at least one time annually to address changes or additions to the O&amp;M activities where applicable.</p>	



# Measurable Goals for MCM 6 Tracking Sheet

O&M Pollutants continued		
See SOP for use and storage of deicing Material		
Action	Measurable goal	Completion date
Pollution Prevention Measures as described in Part IV.D.6.(b)(5)c.	<p>Develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from the permittee-owned operations. Implement at least two of the following pollution prevention measures:</p> <ul style="list-style-type: none"><li>• Replace at least 50% of the MS4's materials and chemicals with more environmentally friendly materials or methods by the end of the permit term;</li><li>• Track 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application annually;</li><li>• Use suspended tarps, booms, or vacuums to capture paint, solvents, rust, paint chips and other pollutants during 80% of regular bridge maintenance each year; and</li><li>• Place barriers around or conduct runo away from 100% of deicing chemical storage areas to prevent discharge into surface waters each year.</li></ul>	



# Measurable Goals for MCM 6 Tracking Sheet

O&M Pollutants		
See Excel Facilities and BMP list, Excel Operations and Maintenance Activities Chart, and City of Parker Owned Facility BMP Inspection Form.		
Action	Measurable goal	Completion date
Inspection of Pollution Prevention Measures as described in Part IV.D.6.(b)(5)d.	<p>At least one time annually, visually inspect 100% of pollution prevention measures implemented at permittee-owned facilities to ensure they are working properly.</p> <p>Develop and maintain written procedures that describe the frequency of inspections and how they will be conducted.</p> <p>Review and update the inspection procedures at least one time annually to address changes or additions to the pollution prevention measures.</p> <p>Maintain a log of 100% of the inspections conducted annually and make the log available for review by the TCEQ within 24 hours of a request.</p>	
Structural Control Maintenance as described by Part IV.D.6.(b)(6).	<p>At least one time annually, perform maintenance of 100% of the structural controls which require maintenance.</p> <p>Maintenance must be consistent with maintaining the effectiveness of the BMP.</p> <p>The permittee shall develop and maintain written procedures that define the frequency of inspections and how they will be conducted. Review and update the maintenance procedures at least one time annually to address changes</p>	





# Standard Operating Procedure (SOP) for the Review of facility List

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the annual review of the City of Parkers facility list.

The SCEO will meet with the Director of Public Works (DPW) once annually to review and discuss the existing facilities, the pollutants associated with the facility, and the stormwater control (AKA BMPs) utilized to control the pollutants associated with the facility.

If it is determined that changes are needed the SCEO will draft the proposed changes and present them to the DPW.

The SCEO is responsible for documenting the time and date of the review meeting, if any changes to the facility list is needed, date of approval of changes by DPW, date of when the proposed changes are to be implemented, and the date of implementation.

Date and time of the review meeting	Are changes to the facility list needed Y/N	Date of changes are approved by the DPW	Date of when proposed changes are to be implemented	Date of implementation

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation to the TCEQ upon request.

Changes to the program are listed below.



# Standard Operating Procedures for Field Staff Training for MCM 6

1. To ensure all field staff are trained the individuals meeting the qualifier must be identified. Stormwater Code Enforcement Officer (SCEO) will identify and list the individual field staff by name whose primary job duties are related to implementing pollution prevention and good housekeeping practice at city facilities.
2. Once the field staff has been identified SCEO will obtain or create training to meet this requirement.
3. It is anticipated that field staff training will be accomplished via self-paced training. SCEO will schedule training for the listed field staff.
4. SCEO will ensure documentation of attendance at the training is recorded and ensure all field staff receive the training.
5. For new hires the SCEO will be responsible for training any new field staff hired throughout the year.
6. SCEO will be responsible for maintaining the sign in sheet and training material for review by the TCEQ upon request. Sign-in sheets and training materials will be kept in the SCEO office.
7. SCEO will be responsible for documenting the completion of the training on the MCM 2 measurable goals tracking sheet.

Topic	Facility	Date of training	# of attendees	Sign-in sheet completed
	East end ground water storage			
	City Hall			
	Fire Station			
	Police Station			
	Public Works			
	Material storage			
	Central Pump Station			
	Water Tower # 1			
	Water Tower # 2			



# Standard Operating Procedure (SOP) for the Review of Trash Containment and Disposal Process

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the annual review of the City of Parkers Trash Containment and Disposal Process (TCDP).

The SCEO will meet with the Director of Public Works (DPW) once annually to review and discuss the existing TCDP.

If it is determined that changes are needed the SCEO will draft the proposed changes and present them to the DPW.

The SCEO is responsible for documenting the time and date of the review meeting, if any changes to the TCDP are needed, date of approval of changes by DPW, date of when the proposed changes are to be implemented, and the date of implementation.

Date and time of the review meeting	Are changes to the TCDP needed Y/N	Date of changes are approved by the DPW	Date of when proposed changes are to be implemented	Date of implementation

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation to the TCEQ upon request.

Changes to the program are listed below.



# Standard Operating Procedure (SOP) for the Review of Contracted Operation and Maintenance.

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the contracted Operations and Maintenance (C\_O&M)

The SCEO will inspect once annually 100% of the contracted maintenance work at the City of Parker owned facilities.

The SCEO will identify any contract for the maintenance of a City of Parker owned facilities.

Once a contract is identified the SCEO will schedule an inspection of the maintenance activities.

The SCEO will document the finding of the inspection. If the inspection includes deficiencies a follow-up inspection will be scheduled.

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation to the TCEQ upon request.

Note: Maintenance activities included but not limited to the following list:

Water tower painting

Building maintenance

Park maintenance

Equipment maintenance including truck, tractors and mowing equipment

Material storage yards maintenance

Parking lots maintenance





# Standard Operating Procedure (SOP) for the Review of Contracted Operation and Maintenance.

# Maintenance Inspection Form

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# Standard Operating Procedure (SOP) for City of Parker Owned Facility BMP inspection and Annual Review of SOP

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to inspect each BMP utilized at City of Parker owned facilities once annually.

## Inspection

The SCEO will document the observations of the inspection on the City of Parker Owned Facility BMP Inspection form.

The SCEO will review the Facilities and BMP list Excel worksheet to determine the BMPs for each facility.

The SCEO will list the BMPs for the facility on the inspection form.

The SCEO will document the observations of the inspection on the City of Parker Owned Facility BMP Inspection form.

## Maintenance

If a deficiency is noted a follow-up inspection will be completed within ten days and the observation documented on the inspection form.

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation within 24 hours to the TCEQ upon request.





# Standard Operating Procedure (SOP) for City of Parker Owned Facility BMP inspection and Annual Review of SOP

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the annual review of the City of Parkers Owned Facility BMP Inspection and Maintenance SOP.

The SCEO will meet with the Director of Public Works (DPW) once annually to review and discuss the existing BMPs and activities at each facility.

If it is determined that changes or new BMPs are needed the SCEO will draft the proposed changes and present them to the DPW.

The SCEO is responsible for documenting the time and date of the review meeting, if any changes to the contracted O&M program are needed, date of approval of changes by DPW, date of when the proposed changes are to be implemented, and the date of implementation.

Once approved by the DPW the SCEO will add the BMP to the Facilities and BMP list Excel worksheet.

Date and time of the review meeting	Are changes to the BMPs Y/N	Date of changes are approved by the DPW	Date of when proposed changes are to be implemented	Date of implementation

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation to the TCEQ upon request.

Changes to the program are listed below.





# Standard Operating Procedure (SOP) for the Use and Storage of Deicing material.

It will be the responsibility of the Stormwater Code Enforcement Officer (SCEO) to oversee the use and storage of deicing materials.

The SCEO is responsible for documenting 100% of the application of deicing and anti-icing compounds in the MS4 area and record the amount of compound used for each application on the chart below.

The City will purchase the deicing materials as needed in the estimated amount required for each storm event that requires deicing activities.

Any extra deicing material purchased will be stored inside the Public Works building. It is anticipated that only a small amount of the bagged material will be stored at any given time.

Date of deicing application	Location applied	Amount applied	Number of applications for this icing event	Product applied (name of product)

The SCEO is responsible for the retention of this documentation.

The SCEO is responsible for presenting this documentation to the TCEQ upon request.

Changes to the program are listed below.

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# City of Parker owned Facility BMP inspection form

pg. 1

Facility	Facility name	Permit number if applicable	Location
#			
1	East End Ground Water Storage		McMenany Lane and Parker road
2	City Hall		McMenany Lane and Parker road
3	Fire Station		McMenany Lane and Parker road
4	Police Station		McMenany Lane and Parker road
5	Public Works		McMenany Lane and Parker road
6	Material storage		McMenany Lane and Parker road
7	Central Pump Station		McMenany Lane and Parker road
8	Water Tower # 1		
9	Water Tower # 2		

## East End Ground Water Storage

Pollutant	Stormwater controls	Type
Trash	Trash Container	Structural
Trash	Empting trash containe	Non-Structural
	Annual training	Non-Structural

## City Hall

Pollutant	Stormwater controls	Type
Trash	Trash Container	Structural
Trash	Emptying trash containe	Non-Structural
	Annual training	Non-Structural

## Fire Station

Pollutant	Control	Type
Trash	Stormwater controls	Structural
Trash	Trash Container	Non-Structural
	Empting trash container	
Wash water for fire trucks	Grass buffer	Structural
	Infiltration	Non-Structural
	Check to ensure washwater infiltrates prior to reach storm drain pipe.	Non-Structural
	Annual training	Non-Structural

## Police Station

Pollutant	Stormwater controls	Type
Trash	Trash Container	Structural
Trash	Empting trash containe	Non-Structural
	Annual training	Non-Structural

## Public Works

Pollutant	Stormwater controls	Type
Trash	Trash Container	Structural
Trash	Emptying trash	Non-Structural container
Gasoline	Storage under cover	Structural inside trailer
	oil absorbant in trailer	Non-Structural
Oil	Check for leak under equipment.	
	Earthen berm to prevent migration of leaked oil	Structural
De-icing material	Storage under cover	Non-Structural
	Annual training	Non-Structural

## Material storage

Pollutant	Stormwater controls	Type
Sand	Concrete material bins	Structural
Sanms	Visual inspection to ensure material is contained in bins	Non-Structural
Cold lay	Concrete material bins	Structural
Cold lay	Visual inspection to ensure material is contained in bins	Non-Structural
Concrete rubble	Grass buffer	Structural
Concrete rubble	Infiltration	Non-Structural
Dirt	Grass buffer	Structural
Dirt	Infiltration	Non-Structural
	Annual training	Non-Structural

## Central Pump Station

Pollutant	Stormwater controls	Type
Trash	Trash Container	Structural
Trash	Empting trash containe	Non-Structural
	Annual training	Non-Structural

## Water Tower # 1

Pollutant	Stormwater controls	Type
Trash	Trash Container	Structural
Trash	Empting trash containe	Non-Structural
	Annual training	Non-Structural

## Water Tower # 2

Pollutant	Stormwater controls	Type
Trash	Trash Container	Structural
Trash	Empting trash containe	Non-Structural
	Annual training	Non-Structural