Non-Standard Permittee Name

Program Description Document,

*Permit Version- Modification 1, Issued 9/30/21, Effective 11/1/21*

Date, revision #

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*DISCLAIMER:*

*This document, courtesy of SPLASH members, has been provided for* ***educational purposes only*** *to assist other permittees regarding the MS4 Non-standard Permit, effective November 1, 2021.*

*This document may contain omissions or errors and therefore any use of this will be entirely at your own risk.*

# Instructions (Delete this section, Instructions, when your PDD is finalized)

*You* ***MUST*** *go through each box and insert the title and location of your program’s specific documents and activities that meet the applicable permit requirement. This PDD will not be compliant without your specific non-standard MS4 permittee information. The PDD should be updated when your program changes and should reflect current documents, procedures, etc. There are many types of non-standard permittees and this PDD template prompts the user with abbreviated examples of how the user’s organization can potentially comply with the permit requirement. The examples provided are not intended to be comprehensive and most likely will not be sufficient to ensure compliance with the permit. The users must determine for themselves what documents and activities will fully meet their permit requirements. Be careful of revising or deleting the “Program Requirements” and “PDD Requirements” since these are quotes directly from the non-standard permit****. This document has not been seen or reviewed by CDPHE staff and has been shared for educational purposes only to assist other permittees regarding the MS4 Non-standard Permit, effective November 1, 2021. This document may contain omissions or errors and therefore any use of this will be entirely at your own risk.***

*The Colorado Department of Public health and Environment (CDPHE) maintains an online database of past records for non-standard permittees. All renewal permittees have already submitted a PDD. Please consult your community’s past submittals to CDPHE before filling out this PDD template. The* [*MS4 Certification Electronic Library*](https://oitco.hylandcloud.com/CDPHERMPublicAccess/index.html) *on the Water Quality Control Division’s website contains a community’s annual reports, MS4 factsheet and certification, which indicates contacts, fees and state waters to receive discharge. The User Guide for the Electronic Library can be found at* [*https://oitco.hylandcloud.com/Pop/docpop/docpop.aspx*](https://oitco.hylandcloud.com/Pop/docpop/docpop.aspx)*.*

*In the absence of specific documented processes for permit compliance in the COR07000 permit,* *this PDD uses the COR-080000 and COR-090000 MS4 permits as a basis for the types of documented processes used to meet supporting documentation requirements for permit compliance indicated by <Guidance from COR08/09>. Permit requirements in orange are specific to permit holders in the Cherry Creek Watershed.*

***Delete this instructions section when your PDD is finalized.***

# Part I.C. Program Description Document

Per the MS4 Permit (issued May 1, 2021, effective November 1, 2021), the permittee must develop and maintain records in the form of a program description document (PDD). This document once filled in with a permittee’s specific details should meet the requirement found in the MS4 Permit. The PDD must include current control measure implementation and procedures, current documents and electronic records and a current organizational chart. Requirements subject to a compliance schedule do not need to be addressed in the PDD until the due date in the compliance schedule in Part I.H of the permit.

**The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.** The PDD must be available to the public at reasonable times during regular business hours and maintained in a format that can be submitted to the Division within a reasonable time, upon Division request.

Information in the PDD may be revised by the permittee at any time. **The permittee must modify the PDD as changes occur to ensure that the information is up to date**.

# Part I.C.1.c Organizational Chart

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| *PDD Requirement:*  *Part I.C.1.c.* *Organizational chart indicating responsibility over applicable departments by the legal contact.* |

Example:

# Part I.D. Public Involvement/Participation

**Part I.D.1.a.Public Involvement and Participation Process**

| Program Requirements (Part I.D.1) | Recordkeeping (Part I.D.2) | Compliance Schedule |
| --- | --- | --- |
| The permittee must implement and document a Public Involvement and Participation process that complies with public notice requirements for actions conducted, when applicable, to comply with this permit. The following requirements apply:  a. The permittee must follow its own public notice requirements to provide opportunities for public involvement that reach a majority of the public and staff within the permittee’s jurisdictional boundary through the notification process. | a. Copies of the documents used to provide public notice and any public comment received as part of the public notice process. | Completed November 1, 2025 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *A list of citation(s) and location(s) of the written procedures used for the permittee’s public notice process.* | |
| Title | Document Location |
| ***Example:***  Resolution 1001 Public Notice Postings | ***Example:***  List web site where the Resolution is listed (e.g. www.ourresolutions.com) |
| SOP for public notice procedures | List the address of the folder on the network where the SOP can be found. (e.g. S:\Storm Water\PROGRAMS\) |

**Part I.D.1.b and c. Public Involvement and Participation Process**

| Program Requirements (Part I.D.1) | Recordkeeping (Part I.D.2) | Compliance Schedule |
| --- | --- | --- |
| b. The permittee shall provide a mechanism and process that allows for review of the PDD by the public without charge, which may be met by providing electronic copies via electronic mail or posting it on a public website for download. In addition, the permittee’s website must provide a statement that the PDD is publicly available for review and comment. PDDs available to the public must reflect all updates made prior to the previous 30 days.  c. The permittee must have the ability to accept and respond (in accordance with permit requirements) to information submitted by the public, including but not limited to information on illicit discharges or failure to implement or meet control measure requirements associated with applicable construction activities, applicable development sites, or permittee operations. | b. Documentation of the mechanism used to allow the public to provide input.  c. Records of information submitted by the public in accordance with Part I.D.1.c and any actions the permittee took to address the information. | Part I.D.1.b. Completed November 1, 2025  Part I.D.1.c.  November 1, 2022 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *The web site address containing the statement that the PDD is available for public review.* |
| ***Example:***  www.thebeststormwaterprogramever.gostormwater.com |

# Part I.E.1 Public Education and Outreach

**Part I.E.1.a.i. Illicit Discharges:**

| Program Requirements (Part I.E.1) | Recordkeeping (Part I.E.1) | Compliance Schedule |
| --- | --- | --- |
| i. Illicit Discharges: The permittee must provide information to businesses (which may include population, vendors, concessionaires, tenants, and contractors), if present, and the general public of impacts associated with illegal discharges and improper disposal of waste. The permittee can meet the requirements of this section through contribution to a collaborative program to evaluate, identify, target, and provide education and outreach that meet the requirements of this section. The permittee may incorporate the education and outreach to meet this requirement into the education and outreach strategies provided in accordance with Part I.E.1.a.ii. The information must be provided as follows:  (A) The permittee must determine the targeted businesses (which may include the vendors, concessionaires, tenants, or contractors), that are likely to cause an illicit discharge or improperly dispose of waste. At a minimum, the permittee must identify at least one type of business, if present.  (B) The permittee must develop and implement at least one education and outreach activity to one or more targeted user populations, businesses, vendors, concessionaires, tenants or contractors identified in Part I.E.1.a.i.(A). Educational materials and activities, individually or as a whole, must describe water quality impacts associated with illicit discharges and the improper disposal of waste, the behaviors of concern, and actions that the vendor, concessionaire, tenant, contractor or general public can take to reduce the likelihood of illicit discharges and the improper disposal of waste. | i. Illicit Discharges: A written list of the targeted user population group (e.g., park users; specified type of vendors, concessionaires, tenants, and contractors) and the distribution mechanism for each activity and the following:  (A) Dates the activities were implemented, including, as applicable, dates of events and the materials that were made available.  (B) Documentation of the activities that were provided and/or made available and the dates of distribution. Signs, markers, or equivalent intended to be maintained for the permit term must be described with location information. | Begin implementation November 1, 2023 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *List the citation(s) and location(s) of the written procedures used to determine the targeted business(es), the outreach activity(ies) conducted, and the outreach distribution mechanism(s).* | |
| Title | Document Location |
| ***Example:***  Public Education and Outreach Strategy, dated XX | ***Example:***  List the address of the folder on the network where the strategy can be found. (e.g.,.  S:\Storm Water\PROGRAMS\Public Education\Recordkeeping |
| SPLASH Outreach Strategy, dated XX | List the address of the folder on the network where the strategy can be found. (e.g.,.  S:\Storm Water\PROGRAMS\Public Education\Recordkeeping |

**Part I.E.1.a.ii. Education and Outreach Activities:**

| Program Requirements (Part I.E.1.a) | Recordkeeping (Part I.E.1.b) | Compliance Schedule |
| --- | --- | --- |
| ii. Education and Outreach Activities Table: Each year, the permittee must implement at least four education and outreach activities (bulleted items) and at least two must be from the Active and Interactive Outreach column. The activities can be the same from year to year or be different each year. | ii. Education and Outreach Activities: A written list of the targeted pollutant sources and/or pollutants, the target audience, and distribution mechanism for each activity and the following:  (A) Dates the activities were implemented, including, as applicable, dates of events and the materials that were made available.  (B) Documentation of the activities that were provided and/or made available and the dates of distribution. Signs, markers, or equivalent intended to be maintained for the permit term must be described with location information. | Begin implementation May 1, 2023 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *List the activities from Table 1 selected for implementation for each calendar year.* | |
| Title | Document Location |
| ***Examples:***  Public Education and Outreach Strategy, dated XX | ***Example:***  List the address of the folder on the network where the strategy can be found. (e.g.,.  S:\Storm Water\PROGRAMS\Public Education\Recordkeeping |
| SPLASH Outreach Strategy, dated XX | List the address of the folder on the network where the strategy can be found. (e.g.,.  S:\Storm Water\PROGRAMS\Public Education\Recordkeeping |

***Example 2:*** Insert Table with activities highlighted in the table. \***Must be reviewed and updated with changes**\*

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| --- | --- |
| TABLE 1: Education and Outreach Activities Table | |
| Passive Outreach | Active and Interactive Outreach (pick any two bullets each year) |
| Provide a bus shelter/bench advertisement on at least one bench.  Provide a billboard/dasher board advertisement on at least one billboard/dasher board.  Provide a vehicle/bus advertisement on at least 3 busses.  Provide radio/television/movie theatre advertisement.  Publish newspaper advertisement in at least two issues.  Distribute educational materials by brochure, door hanger or email to at least 50 percent of the user population.  Distribute educational materials by fact sheet to at least 50 percent of the user population.  Distribute educational material by utility bill insert to at least 50 percent of the user population.  Publish article (hard copy or electronic).  Provide storm drain marking by permittee staff that maintains 25% of permittee maintained inlets.  Provide stormwater related signage.  Provide a website.  Social media advertisement for a minimum of 1 month. | Provide ongoing advertisement/promotion of a stormwater hotline number or other method to report an illicit discharge  Provide ongoing advertisement/promotion on how to get more information about the stormwater program  Provide an ongoing social media program  Provide a website that is interactive or contains stormwater information that includes actions that can be taken to reduce stormwater pollution.  Provide two newsletters (hard copy or electronic).  Promote an existing local stormwater/environmental events or program that helps protect water quality.  Distribute promotional items or giveaways.  Participate in or sponsor a water festival which involves populations that exist within the permit boundary.  Participate in or sponsor a waterway clean-up and trash removal event.  Participate in or sponsor a service project.  Participate in or sponsor a stormwater or environmental presentation.  Participate in or sponsor a stormwater or environmental event.  Participate in or sponsor community project based programs that investigate watershed health and meet applicable school Science, Technology, Engineering and Math (STEM) standards.  Participate in or sponsor a household hazardous waste event.  Participate in or sponsor an Adopt-a-Street program.  Participate in or sponsor an Adopt-a-Waterway program.  Participate in or sponsor an Adopt-a-Storm Drain program.  Provide ongoing access to motor vehicle fluids recycling program.  Participate in a stormwater booth at a community event.  Conduct a stormwater survey.  Sponsor a storm drain marking program performed by the public/community.  Provide pet waste stations.  Participate in, plan, or present stormwater materials to schools.  Provide stormwater demonstration projects that show control measures or other pollutant reduction methods.  Include information and links for stormwater regulations when soliciting construction contractors.  Participate in or sponsor a poster contest.  Ongoing social media campaign. |

**Part I.E.1.a.iii. Nutrients:**

| Program Requirements (Part I.E.1.a.) | Recordkeeping (Part I.E.1.b.) | Compliance Schedule |
| --- | --- | --- |
| iii. Nutrients: As part of their public education program, the permittee must specifically address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges from the MS4. This program component must address both pollutants: nitrogen and phosphorus. Permittees can meet the requirements of this section through contribution to a collaborative program to evaluate, identify, target, and provide education and outreach that addresses sources state-wide or within the specific region or watershed that includes the receiving waters impacted by the MS4 permittee’s discharge.  (A) For both nitrogen and phosphorus, the permittee must determine the targeted sources (e.g., residential, industrial, agricultural, or commercial) that are contributing to, or have the potential to contribute these constituents to the waters receiving the discharge authorized under the MS4 permit. Targeted sources may include but are not limited to the use of deicers containing phosphorus, application of fertilizers, and pet waste.  (B) The permittee must prioritize which targeted sources are likely to obtain a reduction in nutrient discharges through education and outreach. The permittee must distribute educational materials or equivalent outreach to the prioritized targeted sources. Educational materials or equivalent outreach, individually or as a whole, must describe stormwater quality impacts associated with nitrogen and phosphorus in stormwater runoff and illicit discharges, the behaviors of concern, and actions that the target source can take to reduce nutrients. Examples of education efforts includes: encouraging responsible fertilizer application, encouraging xeriscaping, proper disposal of leaves and lawn waste, and evaluating alternatives to deicers containing phosphorus.  (C) The permittee may incorporate the education and outreach to meet this requirement into the education and outreach activities provided in accordance with Part I.E.1.a.ii. | iii. Nutrients: A written list of the targeted sources that are contributing to, or have the potential to contribute nutrients to stormwater and the education and outreach activity for nitrogen and phosphorus sources. | Part A:  May 1, 2023  Part B: Begin implementation May 1, 2023 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Nutrients: A list of citation(s) and location(s) of the written procedures used to determine factors considered and the targeted sources, the prioritized targeted sources, the outreach activities conducted, and the outreach distribution mechanisms.* | |
| Title | Document Location |
| ***Examples:***  Public Education and Outreach Strategy, dated XX | ***Example:***  List the address of the folder on the network where the strategy can be found. (e.g.,.  S:\Storm Water\PROGRAMS\Public Education\Recordkeeping |
| SPLASH Outreach Strategy, dated XX | List the address of the folder on the network where the strategy can be found. (e.g.,.  S:\Storm Water\PROGRAMS\Public Education\Recordkeeping |

**Part I.E.1.a.iv. Cherry Creek Watershed Requirements**

The following requirements in Part I.E.1.a.iv apply only to permittees within the Cherry Creek Watershed and apply in addition to the above requirements in Part I.E.1.a.i through iii:

| Program Requirements (Part I.E.1.a.) | Recordkeeping (Part I.E.1.b.) | Compliance Schedule |
| --- | --- | --- |
| (A) As part of their public education program, the permittee must specifically focus on residential, industrial, agricultural, and/or commercial sources that have the potential to contribute significant nutrient concentrations to state waters at a rate that could result in or threaten to result in exceedance of the chlorophyll a standard in Cherry Creek Reservoir. Permittees can meet the requirements of this section through contribution to a collaborative program to evaluate, identify, target, and provide outreach that addresses sources state-wide or within the specific region or watershed that includes the receiving waters impacted by the MS4 permittee’s discharge.  1) The permittee must determine the targeted sources (e.g., residential, industrial, agricultural, or commercial) that are contributing to, or have the potential to contribute, nutrient concentrations to state waters at a rate that could result in or threaten to result in exceedance of the chlorophyll a standard in the Cherry Creek Reservoir. Examples of sources that may need to be addressed by the permittee's program include chemical deicing, residential fertilizer, retailers with outdoor storage of fertilizers, concentrated agricultural activities such as turf farms and landscape plant facilities, and animal feeding operations.  2) The permittee must distribute educational materials to the targeted sources.  3) Public education activities to meet this requirement in Part I.E.1.a.iv may be used to satisfy other public education requirements in Part I.E.1.a.i through iii, provided all requirements in Part I.E.1.a.i, ii, iii, and iv are met. | iv. Cherry Creek Drainage Basin Public Education: A written list of the targeted sources (residential, industrial, agricultural, or commercial) that have the potential to contribute substantial nutrient concentrations to state waters at a rate that could result in or threaten to result in exceedance of the chlorophyll a standard in Cherry Creek. | Part I.E.1.a.iv(A)1: Completed May 1, 2023  Part I.E.1.a.iv(A)2: Begin implementation May 1, 2023 |

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| *PDD Requirement:*  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *A list of citation(s) and location(s) of the written procedures used to determine factors considered and the targeted sources, the prioritized targeted sources, the outreach activities conducted, and the outreach distribution mechanisms.* | |
| Title | Document Location |
| ***Example:***  Public Education and Outreach Strategy, dated XX | ***Example:***  List the address of the folder on the network where the strategy can be found. (e.g.,.  S:\Storm Water\PROGRAMS\Public Education\Recordkeeping |
| SPLASH Outreach Strategy, dated XX | List the address of the folder on the network where the strategy can be found. (e.g.,.  S:\Storm Water\PROGRAMS\Public Education\Recordkeeping |

# Part I.E.2. IDDE Program

***Part I.E.2.a.i. Storm Sewer System Map***

| Program Requirements (Part I.E.2.a) | Recordkeeping (Part I.E.2.b) | Compliance Schedule |
| --- | --- | --- |
| i. Storm Sewer System Map: The permittee shall maintain a current map of the location of all MS4 outfalls within the jurisdiction boundary, interconnections with other MS4s and the names and location of all state waters that receive discharges from those outfalls. | i. Storm Sewer System Map: The current map. | (For new permit areas only) Completed May 1, 2023 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *List of citation(s) and location(s) of the storm sewer system map and procedures for updating the map for new outfalls or expanded permit areas.* | |
| Title | Document Location |
| ***Example:***  Illicit Discharge Detection and Elimination Program Procedures, Section 1: Storm Sewer System Map, dated 11/16/2021 | ***Example:***  List the address of the folder on the network where the map can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |

**Part I.E.2.a.ii. Regulatory Mechanism:**

| Program Requirements (Part I.E.2.a) | Recordkeeping (Part I.E.2.b) | Compliance Schedule |
| --- | --- | --- |
| ii. Regulatory Mechanism: The permittee’s regulatory mechanism must:  (A) Prohibit illicit discharges into the MS4 unless excluded from being effectively prohibited in accordance with Part I.E.2.a.v;  (B) Have a procedure to request access to property(ies), as necessary to implement the illicit discharges procedures,  (C) Provide the permittee the legal ability to cease or require to be ceased and remove, or require and ensure the removal of, and impose penalties for all illicit discharges for the period from when the illicit discharge is identified until removed. | ii. Regulatory Mechanism: The applicable policies, contracts, codes, resolutions, ordinances, specifications, operating procedures, and other documents used to meet the permit requirements. | Part I.E.2.a.ii Completed November 1, 2025  Part I.E.2.b.ii Completed November 1, 2024 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Regulatory Mechanism: A list of the citation(s) and location(s) of the required elements of the regulatory mechanism, including a list of the associated program documents used to meet the regulatory mechanism requirements.* | |
| Title | Document Location |
| ***Example:***  Standard contract language for contractors or vendors etc., dated 10/10/2021 | ***Example:***  List the address of the folder on the network where the contract templates can be found. (e.g.,.  S:\Contracts\TEMPLATES\) |
| Resolution 2012-09, Illegal discharges, passed 10/10/2012 | List web site where the Resolution is listed (e.g., [www.ourresolutions.com](http://www.ourresolutions.com)) |
| Illicit Discharge Detection and Elimination Program Procedures, Section 2: Regulatory Mechanism dated 11/16/2021 | List the address of the folder on the network where the IDDE Program can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |

**Part I.E.2.a.iii. Regulatory Mechanism Exemptions:**

| Requirements (Part I.E.2.a) | Recordkeeping (Part I.E.2.b) | Compliance Schedule |
| --- | --- | --- |
| iii. Regulatory Mechanism Exemptions: Procedures must be implemented to ensure that any exclusions, exemptions, waivers, or variances included in the regulatory mechanism are applied in a manner that complies with the terms and conditions of this permit. | iii. Regulatory Mechanism Exemptions: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements. | Part I.E.2.a.iii Completed November 1, 2025  Part I.E.2.b.iii Completed November 1, 2024 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Regulatory Mechanism Exemptions: A list of the citation(s) and location(s) of regulatory mechanism elements that allow for exemptions and the documented procedures that confirm that any exemptions, waivers, and variances comply with the permit.* | |
| Title | Document Location |
| ***Example:***  Standard contract language for contractors or vendors etc., dated 10/10/2021 | ***Example:***  1. List the address of the folder on the network where the contract templates can be found. (e.g.,.  S:\Contracts\TEMPLATES\) |
| Resolution 2012-09, Illegal discharges, passed 10/10/2012 | List web site where the Resolution is listed (e.g., www.ourresolutions.com) |

**Part I.E.2.a.iv. Tracing an Illicit Discharge:**

| Program Requirements (Part I.E.2.a) | Recordkeeping (Part I.E.2.b) | Compliance Schedule |
| --- | --- | --- |
| iv. Tracing an Illicit Discharge: The permittee must implement procedures to respond to reports/identification of illicit discharges…The permittee must document and implement procedures, including the tools needed, to trace the source of an illicit discharge when identified within the MS4. | iv. Tracing an Illicit Discharge:  (A) The applicable program documents and procedures used to respond to reports/identification of illicit discharges. | Part I.E.2.a.iv  Completed November 1, 2024  Part I.E.2.b.iv Completed November 1, 2024 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Tracing an Illicit Discharge: (A) A list of citation(s) and location(s) of the written procedures for tracing an illicit discharge, including the citation(s) and location(s) of supporting documents.* | |
| Title | Document Location |
| ***Example:***  Illicit Discharge Detection and Elimination Program Procedures, Section 4: Tracing an Illicit Discharge dated 11/16/2021 | ***Example:***  List the address of the folder on the network where the IDDE Program can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |

**Part I.E.2.a.iv. Tracing an Illicit Discharge:**

| Requirements (Part I.E.2.a) | Recordkeeping (Part I.E.2.b) | Compliance Schedule |
| --- | --- | --- |
| iv. Tracing an Illicit Discharge: The permittee must implement procedures to respond to reports/identification of illicit discharges…The permittee must document and implement procedures, including the tools needed, to trace the source of an illicit discharge when identified within the MS4. | iv. Tracing an Illicit Discharge:  (B) The permittee must maintain centralized recordkeeping systems of illicit discharge responses conducted by the permittee. Records maintained by other departments can be in different centralized recordkeeping systems. The centralized record keeping system must contain the information in Part 1.E.2.b.vi(A) below or provide a reference to where the information is maintained and how information is shared between separate functional groups within the permittee’s organization. | Completed November 1, 2024 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Tracing an Illicit Discharge: (B) Documenting an Illicit Discharge: 1) A list of citation(s) and location(s) of the record keeping system(s) used to maintain the required information.* | |
| Title | Document Location |
| ***Example:***  Illicit Discharge Detection and Elimination Program Procedures, Section 4: Tracing an Illicit Discharge dated 11/16/2021 | ***Example:***  List the address of the folder on the network where the IDDE Program can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |
| Illicit Discharge Investigations | List the address of the folder on the network where the spreadsheet of the IDDE investigations can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |
| <OPTIONAL Guidance from COR08/09> *Tracing an Illicit Discharge:* *(B) Documenting an Illicit Discharge: 2) A list of citation(s) and location(s) of the written procedures used for documenting information on illicit discharge reports, including if applicable, identification of how information is consolidated between separate functional groups within the permittee’s organization.* | |
| Title | Document Location |
| ***Example:***  Illicit Discharge Detection and Elimination Program Procedures, Section 5: Removing an Illicit Discharge dated 11/16/2021 | ***Example:***  List the address of the folder on the network where the IDDE Program can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |

**Part I.E.2.a.v. Discharges that could be Excluded from being effectively prohibited:**

| Program Requirements (Part I.E.2.a) | Recordkeeping (Part I.E.2.b) | Compliance Schedule |
| --- | --- | --- |
| v. Discharges that can be Excluded from being Effectively Prohibited: The following discharges do not need to be effectively prohibited and the permittee is not required to address the discharges as illicit discharges in accordance with the requirements of this permit. The permittee must list all discharges excluded from being effectively prohibited in their regulatory mechanism as an allowable non stormwater discharge. Any discharges listed below that are not listed in the permittee’s regulatory mechanism must be effectively prohibited. See *Part I.E.2.a.v.(A)-(Y)* | v. Discharges that could be excluded from being effectively prohibited:  (A) Copies of all required submittals to the Division.  (B) Copies of the documents used to provide any required public notice and any public comment received as part of the public notice process. | Part I.E.2.a.v List of other discharges submitted to Division:  Completed May 1, 2022  Regulatory Mechanism updated:  Completed November 1, 2025  Part I.E.2.b.v Completed November 1, 2024 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Discharges that could be Excluded from being effectively prohibited:*  *A list of citation(s) and location(s) of the written procedures for excluding discharges from being effectively prohibited and the discharges that have been excluded from being effectively prohibited.* | |
| Title | Document Location |
| ***Example:***  Illicit Discharge Detection and Elimination Program Procedures, Section 2: Exemptions dated 11/16/2021 | ***Example:***  List the address of the folder on the network where the IDDE Program can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |

**Part I.E.2.a.vi. Removing an Illicit Discharge and vii. Coordination with Surrounding MS4 Permittees**

| Program Requirements (Part I.E.2.a) | Recordkeeping (Part I.E.2.b) | Compliance Schedule |
| --- | --- | --- |
| vi. Removing an Illicit Discharge: When an illicit discharge is identified, the permittee must remove or require the removal of the source of the illicit discharge. The permittee must also cease or require the cessation of the illicit discharge. After the illicit discharge has been ceased, the permittee must also minimize surface contamination by removing or requiring the removal of surface residue or other type of pollutant source. The removal requirement can be met by notifying the Division through a written report when CDPS or NPDES general permit coverage is available for a discharge and the discharge is not subject to prohibitions against issuance of a permit in regulation 61.8(1). The permittee must also have written procedures for requiring cleanup from the operator and procedures for cleanup conducted by the permittee, when necessary, to remove materials associated with the illicit discharge.  vii. Coordination with Surrounding MS4 Permittees: If illicit discharges that are within the permittee’s implementation authority are observed to discharge be released to another operator’s municipal storm sewer system, then the permittee must notify the other operator within 72 hours of discovery. If another operator notifies the permittee of an illegal discharge release to the permittee’s MS4 then the permittee must meet the requirements of Part I.E.2.a. | vi. Removing an Illicit Discharge:  (A) The information used by the permittee to identify repeat occurrences from the same responsible party concerning the same type of illicit discharge. The permittee must document and maintain records of each illicit discharge identified by the permittee that includes the following information, or identifies that the information is unknown or not applicable:  1) The date that the illicit discharge was reported to and/or identified by the permittee.  2) The date the permittee responded to the reported/identified illicit discharge or notified a surrounding MS4 permittee.  3) The location of the illicit discharge.  4) Responsible party for the illicit discharge (if identified).  5) A description of the source and nature of the illicit discharge.  6) A description of how the source of the illicit discharge was eliminated/resolved.  7) Documentation of enforcement actions (if applicable). | Completed November 1, 2024 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Removing an Illicit Discharge: A list of citation(s) and location(s) of the written procedures for removing an illicit discharge, including the citation(s) and location(s) of supporting documents.* | |
| Title | Document Location |
| ***Example:***  Illicit Discharge Detection and Elimination Program Procedures, Section 6: Coordination with Surrounding MS4 Permittees dated 11/16/2021 | ***Example:***  List the address of the folder on the network where the IDDE Program can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |

**Part I.E.2.a.viii. Enforcement Response:**

| Program Requirements (Part I.E.2.a) | Recordkeeping (Part I.E.2.b) | Compliance Schedule |
| --- | --- | --- |
| viii. Enforcement Response:  (A) The permittee must implement appropriate written enforcement procedures and actions to eliminate the source of an illicit discharge when identified/reported, discourage responsible parties from willfully or negligently repeating or continuing illicit discharges, and discourage future illicit discharges from occurring. The written procedures must address mechanisms for enforcement for all illicit discharges from the moment an illicit discharge is identified/reported until it is eliminated. The permittee must escalate enforcement as necessary based on the severity of violation and/or the recalcitrance of the responsible party to ensure that findings of a similar nature are enforced upon consistently. Written enforcement procedures must include informal, formal, and judicial enforcement responses.  (B) If the permittee lacks the authority under state or local law to eliminate the source of an illicit discharge when identified/reported, stop responsible parties from willfully or negligently repeating or continuing illicit discharges, and discourage future illicit discharges from occurring; the permittee must notify the other agency that has regulatory authority (e.g., state federal, other MS4 permittee or other local agency) within 72 hours of discovery. | vii. Enforcement Response: The applicable policies, codes, resolutions, ordinances, and program documents used to meet the permit requirements. | Completed November 1, 2024 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Enforcement Response: A list of citation(s) and location(s) of the specific enforcement mechanisms available and written procedures for enforcement response, including the citation(s) and location(s) of supporting documents. The document(s) must detail the types of escalating enforcement responses the permittee will take in response to common violations and time periods within which responses will take place.* | |
| Title | Document Location |
| ***Example:***  Illicit Discharge Detection and Elimination Program Procedures, Section 7: Enforcement dated 11/16/2021 | ***Example:***  1. List the address of the folder on the network where the IDDE Program can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |

**Part I.E.2.a.ix. Priority Areas:**

| Program Requirements (Part I.E.2.a) | Recordkeeping (Part I.E.2.b) | Compliance Schedule |
| --- | --- | --- |
| ix. Priority Areas: The permittee must locate priority areas with a higher likelihood of having illicit discharges, including areas with higher likelihood of illicit connections. | viii. Priority Areas: The map and/or list of priority areas. | Part I.E.2.a.ix  Completed November 1, 2023  Part I.E.2.b.viii Completed November 1, 2024 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Priority Areas. A list of citation(s) and location(s) of the priority areas.* | |
| Title | Document Location |
| ***Example:***  Illicit Discharge Detection and Elimination Program Procedures, Section 1 Storm Sewer System Map with the priority areas highlighted dated 11/16/2021 | ***Example:***  1. List the address of the folder on the network where the IDDE Program can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |
| List of priority area(s) within specific facilities | List the address of the folder on the network where the list of priority areas within facilities can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |

**Part I.E.2.a.x. Training:**

| Program Requirements (Part I.E.2.a) | Recordkeeping (Part I.E.2.b) | Compliance Schedule |
| --- | --- | --- |
| x. Training: The permittee must train applicable staff to recognize and appropriately respond to illicit discharges observed during typical duties. The permittee must identify those who will be likely to make such observations and provide training to those individuals. The training must address how suspected illicit discharges will be reported/identified, general information for recognizing and responding to illicit discharges observed during typical duties, information on the sources and types of operations or behaviors that can result in an illicit discharge, and information on the location of priority areas. | ix. Training: A list of brief staff title descriptions and organizational names that must be trained and the frequency of training. Program documents that describe how and when new employees will be trained. Name and department of each individual trained, date of training, the type of training, and a list of topics covered. | Completed November 1, 2024 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Training. A list of citation(s) and location(s) of the training program and supporting documents.* | |
| Title | Document Location |
| ***Example:***  Illicit Discharge Detection and Elimination Program Procedures, Section 8 Training dated 11/16/2021 | ***Example:***  List the address of the folder on the network where the IDDE Program can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |
| Sign In Sheets | List the address of the folder on the network where the sign in sheets can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |
| Training Materials | List the address of the folder on the network where the training materials (videos, fact sheets, presentations, etc.) can be found. (e.g.,  S:\Storm Water\PROGRAMS\IDDE\Recordkeeping |

# Part I.E.3. Construction Sites

For MS4 portions that are exempted under Part I.E.3.a.i(B) the permittee must document in accordance with the requirements of Part I.E.3.b, only where the requirements and activities of the city or, county, or quasi-governmental MS4 permittee’s program produces such information. The permittee must independently document and record this information or must obtain this information from the standard MS4 and submit it to the division.

Per Part I.E.3.a.i.B.7 and Part I.E.3.b. of COR070000, Nonstandard MS4 permit holders with a documented MS4 participation agreement are required to comply specifically with the recordkeeping requirements outlined below. Document how the recordkeeping requirements are met in the boxes below.

**Part I.E.3.a.i. Exclusions:**

| Program Requirements (Part I.E.3.a) | Recordkeeping (Part I.E.3.b) | Compliance Schedule |
| --- | --- | --- |
| i. Exclusions:  (B) Permittees with a documented MS4 participation agreement(s) are excluded from the requirements of this section for all applicable construction activities covered by agreement(s). A documented MS4 participation agreement is an agreement between a non-standard MS4 permittee and a city or, county, or quasi-governmental organization acting on behalf of a city or county, MS4 permittee that allows the city or, county, or quasi-governmental MS4 permittee full authority to implement its construction program within the identified geographical areas of the non-standard MS4 jurisdiction. (See Part I.E.3.a.i(B) for details) | **\*Note:** For MS4 portions that are exempted under Part I.E.3.a.i(B) the permittee must document in accordance with the requirements of Part I.E.3.b, only where the requirements and activities of the city or, county, or quasi-governmental MS4 permittee’s program produces such information. The permittee must independently document and record this information or must obtain this information from the standard MS4 and submit it to the division.  i. Exclusion: Maintain records for exclusions covered under Part I.E.3.a.i(B) and Part I.E.3.a.i(C).  (A) For exclusions under Part I.E.3.a.i(B) the permittee must describe general locations where another entity implements the construction program and must maintain documented MS4 agreements to comply with Part I.E.3.a.i.(B). | None given. |

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| Recordkeeping Requirement:  *For exclusions under Part I.E.3.a.i(B) the permittee must describe general locations where another entity implements the construction program and must maintain documented MS4 agreements to comply with Part I.E.3.a.i.(B).* | |
| Title | Document Location |
| ***Example:***  MS4 Participation Agreement with City of X dated 11/16/2021 | ***Example:***  List the address of the folder on the network where the MS4 Participation Agreement can be found. (e.g.,  S:\Storm Water\PROGRAMS\Construction Program |
| Permit area map (should exclude those areas not under their jurisdictional authority and where another entity implements the Construction Program) | List the address of the folder on the network where the Permit Area Map can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |

| Program Requirements (Part I.E.3.a) | Recordkeeping (Part I.E.3.b) | Compliance Schedule |
| --- | --- | --- |
| i. Exclusions:  (C) Construction Activities with R-Factor Waiver | i. Exclusion: Maintain records for exclusions covered under Part I.E.3.a.i(B) and Part I.E.3.a.i(C). | None given. |

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| Recordkeeping Requirement:  *Maintain records for exclusions covered under Part I.E.3.a.i(B) and Part I.E.3.a.i(C).* | |
| Title | Document Location |
| ***Example:***  Recordkeeping Spreadsheet of Excluded Projects | ***Example:***  List the address of the folder on the network where the spreadsheet can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |

**Part I.E.3.a.ii. Regulatory Mechanism:**

| Program Requirements (Part I.E.3.a) | Recordkeeping (Part I.E.3.b) | Compliance Schedule |
| --- | --- | --- |
| ii. Regulatory Mechanism:  (A) The ability to implement sanctions against entities responsible for applicable construction activities.  (B) Require control measures to be implemented for all applicable construction activities from initial disturbance until final stabilization. | ii. Regulatory Mechanism: The applicable policy, contracts, codes, resolutions, ordinances, and program documents used to meet the permit requirements. | Completed November 1, 2025 |

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| Recordkeeping Requirement:  *ii. Regulatory Mechanism: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.*  *<<Pro tip: The standard MS4 permit holders should have this information already documented and easily accessible to the non-standard MS4 permit holder in their PDD.>>* | |
| Title | Document Location |
| ***Example:***  LDC section for each entity you are relying on and any other Regulatory Mechanism the standard has documented (see the standard MS4 permit holder’s PDD) | ***Example:***  List the address of the folder on the network or webpage where the LDC can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |

**Part I.E.3.a.iii. Regulatory Mechanism Exemptions:**

| Program Requirements (Part I.E.3.a) | Recordkeeping (Part I.E.3.b) | Compliance Schedule |
| --- | --- | --- |
| iii. Regulatory Mechanism Exemptions: Procedures must be implemented to ensure that any exclusions, exemptions, waivers or variances included in the regulatory mechanism are applied in a manner that complies with the terms and conditions of this permit. | iii. Regulatory Mechanism Exemptions: The applicable policy, contracts, codes, resolutions, ordinances, and program documents used to meet the permit requirements. | Completed November 1, 2025 |

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| Recordkeeping Requirement:  *iii. Regulatory Mechanism Exemptions: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.*  *<<Pro tip: The standard MS4 permit holders should have this information already documented and easily accessible to the non-standard MS4 permit holder in their PDD.>>* | |
| Title | Document Location |
| ***Example:***  LDC section for each entity you are relying on and any other Regulatory Mechanism the standard MS4 permit holder has documented (see the standard MS4 permit holder’s PDD) | ***Example:***  List the address of the folder on the network or webpage where the LDC can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |

**Part I.E.3.a.iv. Control Measure Requirements:**

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| Recordkeeping Requirement:  *iv. Control Measure Requirements: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.*  *<<Pro tip: The standard MS4 permit holders should have this information already documented and easily accessible to the non-standard MS4 permit holder in their PDD.>>* | |
| Title | Document Location |
| ***Example:***  LDC section for each entity you are relying on and any other program documents the standard MS4 permit holder has documented (see the standard MS4 permit holder’s PDD) | ***Example:***  List the address of the folder on the network or webpage where the LDC can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |
| GESC Manual, Section 3: Control Measure Requirements, dated 10/10/21 | List the address of the folder or webpage where the Manual can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |

**Part I.E.3.a.v. Site Plans:**

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| Recordkeeping Requirement:  *v. Site Plans: Copy of the final site plan reviewed to meet the initial site plan review requirement, and confirmation of the permittee’s review and acceptance.* | |
| Title | Document Location |
| ***Example:***  Copy of the final site plan reviewed and confirmation of the permittee’s review and acceptance | ***Example:***  List the address of the folder on the network where the final plan and acceptance can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |

**Part I.E.3.a.vi. Site Inspection:**

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| Recordkeeping Requirement:  *vi. Site Inspection:*  *(A) Routine Site Inspection: Maintain inspection records with the following minimum information for all inspections conducted to meet the minimum inspection frequency:*  *1) Inspection date*  *2) Name of inspector*  *3) Site identification*  *4) Inspection results including the location of any illicit discharges, failure to implement control measures, and inadequate control measures. The inspection results should also list (not locate) any control measures requiring routine maintenance.*  *5) If the inspection is conducted in lieu of a compliance inspection, identification of any inadequate control measures that have not been resolved from the previous inspection.*  *6) Type of inspection*  *(B) Reduced Site Inspection: Maintain inspection records with the following minimum information for all inspections conducted to meet the minimum inspection frequency:*  *1) Inspection date*  *2) Name of inspector*  *3) Site identification*  *4) Inspection results including the location of any illicit discharges, failure to implement control measures, and inadequate control measures. The inspection results should also list (not locate) any control measures requiring routine maintenance.*  *5) If the inspection is conducted in lieu of a compliance inspection, identification of any inadequate control measures that have not been resolved from the previous inspection.*  *6) Type of inspection*  *(a) Inactive Site*  *(b) Stormwater Management System Administrator*  *(c) Staff Vacancy*  *(d) Indicator Inspection*  *(C) Compliance Inspection: Maintain inspection records with the following minimum information for all inspections conducted to meet the minimum inspection frequency:*  *1) Inspection date*  *2) Name of inspector*  *3) Site identification*  *4) Inspection results including any inadequate control measures that have not been resolved from the previous inspection.*  *5) Type of inspection*  *<<Pro tip: These are inspections conducted by the standard MS4 permit holder and are most likely ON PROJECTS that you either OWN or OPERATE. You should be receiving copies of inspections conducted from the standard MS4 permit holder as they are conducted.>>* | |
| Title | Document Location |
| ***Example:***  Copy of inspections conducted by the standard MS4 permit holder | ***Example:***  List the address of the folder on the network where the inspections can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |

**Part I.E.3.a.vii. Enforcement Response:**

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| Recordkeeping Requirement:  *vii. Enforcement Response: The applicable codes, resolutions, ordinances and program documents used to meet the permit requirements. Maintain records of the enforcement response.*  *<<Pro tip: These are enforcement responses conducted by the standard MS4 permit holder and are most likely ON PROJECTS that you either OWN or OPERATE. You should be receiving copies of any enforcement responses taken from the standard MS4 permit holder as they occur.>>* | |
| Title | Document Location |
| ***Example:***  Copy of enforcement responses conducted by the standard MS4 permit holder | ***Example:***  List the address of the folder on the network where the enforcement actions can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |

**Part I.E.3.a.ix. Training:**

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| Recordkeeping Requirement:  *viii. Training: The applicable mechanism or program documents used to train construction operators.*  *<<Pro tip: The standard MS4 permit holders should have this information already documented and easily accessible to the non-standard MS4 permit holder in their PDD.>>* | |
| Title | Document Location |
| ***Example:***  Training for each entity you are relying on and any other program documents the standard has documented (see the standard MS4 permit holder’s PDD) | ***Example:***  List the address of the folder on the network or webpage where the standard MS4 permit holder’s training information can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |

**Part I.E.3.a.x. For Applicable Construction Activities that Overlap Multiple Permit Areas:**

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| Recordkeeping Requirement:  *ix. For Applicable Construction Activities that Overlap Multiple Permit Areas: Copies of any written agreements between co-regulating MS4 permittees when required by Part I.E.3.a.ix.* | |
| Title | Document Location |
| ***Example:***  Copies of any written agreements between co-regulating MS4 permittees | ***Example:***  List the address of the folder on the network where the Agreements can be found. (e.g.,  S:\Storm Water\PROGRAMS\ Construction Program |

# Part I.E.4. Post-Construction Stormwater Management in New Development and Redevelopment

For MS4 portions that are exempted under Part I.E.4.a.i(B) the permittee must document in accordance with the requirements of Part I.E.4.b, only where the requirements and activities of the city or, county, or quasi-governmental MS4 permittee’s program produces such information. The permittee must independently document and record this information or must obtain this information from the standard MS4 and submit it to the division.

Per Part I.E.4.a.i.B.7 and Part I.E.4.b. of COR070000, Nonstandard MS4 permit holders with a documented MS4 participation agreement are required to comply specifically with the recordkeeping requirements outlined below.

**Part I.E.4.a.i. Exclusions:**

| Program Requirements (Part I.E.4.a) | Recordkeeping (Part I.E.4.b) | Compliance Schedule |
| --- | --- | --- |
| i. Exclusions: Permittees may exclude the following from the requirements of an applicable development project.  (B) Permittees with a documented MS4 participation agreement(s) | i. For exclusions under Part I.E.4.a.i(B) the permittee must describe general locations where another entity implements the post-construction program and must maintain documented MS4 agreements to comply with Part I.E.4.a.i(B). | Part I.4.a.i.B through K  Completed November 1, 2026 |

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| Recordkeeping Requirement:  *i. For exclusions under Part I.E.4.a.i(B) the permittee must describe general locations where another entity implements the post-construction program and must maintain documented MS4 agreements to comply with Part I.E.4.a.i(B).* | |
| Title | Document Location |
| ***Example:***  MS4 Participation Agreement with City of X dated 11/16/2021 | ***Example:***  List the address of the folder on the network where the MS4 Participation Agreement can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |
| Permit area map (should exclude those areas not under their jurisdictional authority and where another entity implements the Post-Construction Program) | List the address of the folder on the network where the Permit Area Map can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |

**Part I.E.4.a.ii. Regulatory Mechanism:**

| Program Requirements (Part I.E.4.a) | Recordkeeping (Part I.E.4.b) | Compliance Schedule |
| --- | --- | --- |
| ii. Regulatory Mechanism: The permittee must implement a regulatory mechanism to meet the requirements in Part I.E.4.a.i through xi, including, but not limited to:  (A) Require control measures to be implemented for all applicable development sites.  (B) Require the long-term operation and maintenance of control measures.  (C) Ensure that mechanisms are in place as necessary to meet this requirement for control measures used to meet the requirements of this permit by an applicable development site in the jurisdictional boundary that are located outside of the implementation authority of the permittee.  (D) Implement sanctions against entities responsible for applicable development sites and for the long-term operation and maintenance of the control measures. | iii. Regulatory Mechanism: The applicable contracts, codes, resolutions, ordinances, and program documents used to meet the permit requirements. | Completed November 1, 2025 |

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| Recordkeeping Requirement:  *ii. Regulatory Mechanism: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.*  *<<Pro tip: The standard MS4 permit holders should have this information already documented and easily accessible to the non-standard MS4 permit holder in their PDD.>>* | |
| Title | Document Location |
| ***Example:***  LDC section for each entity you are relying on and any other Regulatory Mechanism the standard has documented (see the standard MS4 permit holder’s PDD) | ***Example:***  List the address of the folder on the network or webpage where the LDC can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |

**Part I.E.4.a.iii. Regulatory Mechanism Exemptions:**

| Program Requirements (Part I.E.4.a) | Recordkeeping (Part I.E.4.b) | Compliance Schedule |
| --- | --- | --- |
| iii. Regulatory Mechanism Exemptions: Procedures must be implemented to ensure that any exclusions, exemptions, waivers, and variances included in the regulatory mechanism are applied in a manner that complies with the terms and conditions of this permit. | iv. Regulatory Mechanism Exemptions: The applicable contracts, codes, resolutions, ordinances, and program documents used to meet the permit requirements. | Completed November 1, 2025 |

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| Recordkeeping Requirement:  *iii. Regulatory Mechanism Exemptions: The applicable codes, resolutions, ordinances, and program documents used to meet the permit requirements.* | |
| Title | Document Location |
| ***Example:***  LDC section for each entity you are relying on and any other Regulatory Mechanism the Standard has documented (see the standard MS4 permit holder’s PDD) | ***Example:***  List the address of the folder on the network or webpage where the LDC can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |

**Part I.E.4.a.iv. Control Measure Requirements:**

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| Recordkeeping Requirement:  *iv. Control Measure Requirements: The applicable codes, resolutions, ordinances and program documents used to meet the permit requirements, including the procedures to determine which design standard applies to each applicable development site and the design specifications for each design standard (if applicable).* | |
| Title | Document Location |
| ***Example:***  LDC section for each entity you are relying on and any other program documents the standard MS4 permit holder has documented (see the standard MS4 permit holder’s PDD) | ***Example:***  List the address of the folder on the network or webpage where the LDC can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post- Construction Program |
| Stormwater Management Manual, Chapter 14: Control Measure Requirements, dated 10/10/21 | List the address of the folder or webpage where the Manual can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |

**Part I.E.4.a.v. Site Plan Requirements:**

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| Recordkeeping Requirement:  *v. Site Plans: Copies of final site plans for all applicable development sites.*  *(A) For all sites for which the stormwater runoff going to a regional WQCV control measure or facility is applied: The name and location of the regional WQCV control measure or facility.*  *(B) For all sites for which the constrained redevelopment sites standard is applied: The site plan and the permittee’s written determination that it is not practicable to meet any of the other design standards in Parts I.E.4.a.iv(A)(B) or (C). The permittee’s written determination shall include an evaluation of the applicable redevelopment sites ability to install a control measure without reducing surface area covered with the structures.*  *(C) For all sites for which the previous permit term standard is applied: Date of the start of the permittee’s review process, the permittee’s approval of the site plan (if applicable), the control measure implementation, and any modifications to the site plan.*  *(D) The applicable documentation for the operation and maintenance procedures that ensure the long-term observation, maintenance, and operation of control measures, including routine inspection frequencies and maintenance activities.*  *(E) The applicable documentation regarding easements or other legal means for access to the control measure for operation, maintenance, and inspection of control measures.* | |
| Title | Document Location |
| ***Example:***  Copy of the final site plan reviewed | ***Example:***  List the address of the folder on the network where the final site plan can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |
| Operation and Maintenance Plans | List the address of the folder on the network where the Operation and Maintenance plan can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |

***Part I.E.4.a.vi. Construction Inspection and Acceptance and Post Acceptance Oversight Site Inspection:***

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| Recordkeeping Requirement:  *vi. Construction Inspection and Acceptance: Maintain records of inspections conducted during construction and the permittee’s acceptance of the control measure(s).*  *vii. Post Acceptance Oversight: Maintain inspection records with the following minimum information for all inspections conducted to meet the minimum inspection frequency:*  *(A) Inspection date*  *(B) Name of inspector*  *(C) Control measure identification, including the type of control measure*  *(D) Owner of the control measure*  *(E) Confirmation that the control measure operates in accordance with the approved plan*  *(F) Inspection findings including, when present: inadequate control measures and control measures requiring routine maintenance*  *(G) Confirmation that the control measure is operating as designed or a list of follow up actions*  *Permittees only have to keep the inspection records for the once a permit term inspection. Permittees do not have to keep records for inspections conducted more frequently than required by this permit.*  *<<Pro tip: These are inspections conducted by the standard MS4 permit holder and are most likely ON PROJECTS that you either OWN or OPERATE. You should be receiving copies of inspections conducted from the standard MS4 permit holder as they are conducted.>>* | |
| Title | Document Location |
| ***Example:***  Inspections conducted by the standard MS4 permit holder during construction and the acceptance of the control measure(s) | ***Example:***  List the address of the folder on the network where the water quality control measure inspections can be found as well as acceptance. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |
| Post construction inspections conducted by the standard MS4 permit holder for long-term operation and maintenance | List the address of the folder on the network where the post acceptance water quality control measure inspections can be found as well as acceptance. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |

***Part I.E.4.a.viii. Enforcement Response:***

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| Recordkeeping Requirement:  *viii. Enforcement Response: Maintain records of the enforcement response.*  *<<Pro tip: These are enforcement responses conducted by the standard MS4 permit holder and are most likely ON PROJECTS that you either OWN or OPERATE. You should be receiving copies of any enforcement responses taken from the standard MS4 permit holder as they occur.>>* | |
| Title | Document Location |
| ***Example:***  Copy of enforcement responses conducted by the standard MS4 permit holder | ***Example:***  List the address of the folder on the network where the enforcement actions can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |

***Part I.E.4.a.ix. Tracking:***

|  |  |
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| Recordkeeping Requirement:  *ix. Tracking: Maintain records of the required control measure and regional WQCV control measure and facilities information.*  *<<Pro tip: These are most likely water quality control measures implemented ON PROJECTS that you either OWN or OPERATE. You are required to maintain these control measures. There should be no need to gather this information from the standard MS4 permit holder.>>* | |
| Title | Document Location |
| Spreadsheet of post construction water quality control measures and locaations | List the address of the folder on the network where the spreadsheet can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |

***Part I.E.4.a.x. Training:***

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| Recordkeeping Requirement:  *x. Training: Name and title of each individual trained, date of training, the type of training, and a list of topics covered.* | |
| Title | Document Location |
| ***Example:***  Spreadsheet with training information | ***Example:***  List the address of the folder on the network where the training spreadsheet can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program |

***Part I.E.4.a.xi. For Applicable Construction Activities that Overlap Multiple Permit Areas:***

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| Recordkeeping Requirement:  *xi. For Applicable Construction Activities that Overlap Multiple Permit Areas: Copies of any written agreements between co-regulating MS4 permittees when required by Part I.E.4.a* | |
| Title | Document Location |
| ***Example:***  Copies of any written agreements between co-regulating MS4 permittees | ***Example:***  List the address of the folder on the network where the Agreements can be found. (e.g.,  S:\Storm Water\PROGRAMS\Post Construction Program | |

# Part I.E.5. Good Housekeeping Pollution Prevention for Permittee Operations

***Part I.E.5.a. Municipal Facility Runoff Control Measures:***

| Program Requirements (Part I.E.5.a) | Recordkeeping (Part I.E.5.b) | Compliance Schedule |
| --- | --- | --- |
| ii. Permittee-owned facility runoff control measures.  (A) The permittee shall maintain a list of all applicable permittee-owned facilities. Applicable facilities include the following:  1) Vehicle maintenance and washing facilities, motor pools with vehicle maintenance and washing, and loading and unloading areas.  2) Asphalt and concrete batch plants that are not subject to a separate CDPS or NPDES permit.  3) Solid-waste transfer stations where waste and recyclables are briefly held before further transport.  4) Outdoor storage yards with exposed stockpiles of materials, including stockpiles of road deicing salt, salt and sand, sand, and rotomill material, dirt, snow dumps, sweeper tailings and/or spoils, gravel.  5) Equipment storage yards.  (B) The permittee shall implement control measures to prevent or reduce potential discharges of pollutants to the MS4 from the applicable permittee-owned facilities. New written procedures shall be developed and implemented for any new applicable permittee-owned facilities prior to associated pollutant sources being present.  (C) The permittee shall implement the following categories of control measures as necessary to prevent or reduce the pollutant sources present:  1) Preventive maintenance  2) Good housekeeping  3) Spill prevention and response procedures  4) Structural control measures  5) Evaluation of non-stormwater discharges  6) Personnel training | i. Permittee-owned Facility Runoff Control Measures: For each applicable permittee facility and operation:  (A) Facility identification  (B) Description of all pollutant sources  (C) Control measures implemented, including installation and implementation specifications and information  (D) Staff (position title) responsible for implementation of control measures and associated documentation  (E) Description of control measures implemented for bulk storage structures. | Part I.E.5.a.ii. Completed November 1, 2024  Part I.E.5.b.i. Completed November 1, 2025 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Municipal Facility Runoff Control Measures:* *A list of citations(s) and locations(s) of the following:*  *(A) List of applicable municipal facilities.*  *(B) List of facilities the permittee owns or operates that are subject to separate CDPS or NPDES permit coverage under the state’s general stormwater permits for discharges of stormwater associated with industrial activity.*  *(C) Citation(s) and location(s) of supporting documents of the municipal facility runoff control measures, including documents that provide control measure installation and implementation specifications and information.* | |
| Title | Document Location |
| ***Example:***  Good Housekeeping and Pollution Prevention Program Procedures, Section 1: Control Measure Requirements; Section 2: Permittee-owned facility runoff control measures; Section 3, Permittee Operations and Maintenance, dated 7/27/21 | ***Example:***  List the address of the folder on the network where the Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\GH PP Program |

***Part I.E.5.a.ii. Municipal Facility Runoff Control Measures:***

| Permit Requirements (Part I.E.5.a) | Recordkeeping (Part I.E.5.b) | Compliance Schedule |
| --- | --- | --- |
| ii. Municipal Facility Runoff Control Measures: (D) The permittee shall implement written facility inspection procedures, which must at a minimum include the following: (see Part I.E.5.a.ii.4)-6) | (F) Maintain inspection records with the following minimum information for all inspections conducted to meet the minimum inspection frequency in Part I.E.5.a.ii(D):  1) Inspection date  2) Name of inspector  3) Applicable facility identification  4) Inspection findings including: observations of locations and areas where stormwater is discharged from the site; inadequate control measures; control measures requiring routine maintenance; and if there was any evidence of polluted discharges from the facility. | Part I.E.5.a.ii  Completed November 1, 2024  Part I.E.5.b.i  Completed November 1, 2025 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Municipal Facility Runoff Control Measures: (D) Citation(s) and location(s) of supporting documents for inspections, including the written procedures for conducting inspections.* | |
| Title | Document Location |
| ***Example:***  Good Housekeeping and Pollution Prevention Program Procedures, Section 1: Control Measure Requirements; Section 2: Permittee-owned facility runoff control measures, dated 7/27/21 | ***Example:***  List the address of the folder on the network where the Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\GH PP Program |

***Part I.E.5.a.iii Municipal Operations and Maintenance Procedures:***

| Permit Requirements (Part I.E.5.a) | Recordkeeping (Part I.E.5.b) | Compliance Schedule |
| --- | --- | --- |
| iii. Permittee Operations and Maintenance Procedures: The permittee shall implement control measures that prevent or reduce discharges for applicable permittee operations that are not covered under Part I.E.5.a.ii(A). New written procedures shall be developed and implemented for any new applicable permittee operations prior to associated pollutant sources being present.  (A) At a minimum, implementation of the procedures must prevent or reduce stormwater pollution from the following operations conducted by the permittee: (see Part I.E.5.iii(A) | ii. Permittee Operations and Maintenance Procedures: Control measures implemented, including installation and implementation information | Part I.E.5.a.iii Completed November 1, 2024  Part I.E.5.b.ii  Completed November 1, 2025 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Permittee Operations and Maintenance Procedures: A list of citations(s) and locations(s) of the following:*  *(A) List the permittee operations to which this program applies.*  *(B) Citation(s) and location(s) of supporting documents, including documents that provide control measure installation and implementation specifications and implementation.* | |
| Title | Document Location |
| ***Example:***  Good Housekeeping and Pollution Prevention Program Procedures, Section 3: Municipal Operations and Maintenance, dated 7/27/21 | ***Example:***  List the address of the folder on the network where the Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\GH PP Program |

***Part I.E.5.a.iv. Nutrient Source Reductions:***

| Permit Requirements (Part I.E.5.a) | Recordkeeping (Part I.E.5.b) | Compliance Schedule |
| --- | --- | --- |
| iv. Nutrient Source Reductions: The permittee shall implement a pollution prevention program that has the ultimate goal of preventing or reducing nitrogen and phosphorus in stormwater runoff associated with the applicable permittee operations and facilities. A. The permittee shall evaluate, identify, and document the permittee operations and facilities that are and/or have the potential to contribute nitrogen or phosphorus to the waters receiving the discharge authorized under this permit. The permittee is authorized to meet the requirements of this section through contribution to a collaborative program to evaluate, identify, and target sources state-wide or within the specific region or watershed that includes the receiving waters impacted by the permittee’s discharge(s). At a minimum,  1. If the permittee has any operations that use fertilizers, then the permittee shall include the storage and application of fertilizer, including subsequent stormwater or irrigation runoff from areas where fertilizer has been applied, as an identified permittee operations nutrient source. 2. If the permittee has any operations that use deicers containing phosphorus, then the permittee shall include the storage and application of deicers as an identified permittee operations nutrient source.  B. Where a permittee operation has been identified under (A) as a potential source of nitrogen or phosphorus, the permittee shall implement control measures that prevent or reduce the nutrient identified (nitrogen and/or phosphorus) from entering stormwater runoff. The control measures shall be implemented and documented in accordance with [Part I.E.5.a.ii](#IE5ai), if associated with an applicable permittee facility, or in accordance with [Part I.E.5.a.iii](#IE5aiii), if associated with an applicable permittee operation. | iii. Nutrient Source Reductions: Control measures implemented to prevent or reduce nitrogen and phosphorus from permittee operations, including product substitution, installation and implementation information. | Completed November 1, 2025 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Nutrient Source Reductions: A list of citations(s) and locations(s) of the method used to evaluate operations and facilities to identify sources of nitrogen and phosphorus discharges from the MS4 that can be controlled through the implementation of control measures.* | |
| Title | Document Location |
| ***Example:***  Nutrient Source Reduction Strategy Document, dated 6/30/2016 | ***Example:***  List the address of the folder on the network where the Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\GH PP Program |
| Good Housekeeping and Pollution Prevention Program Procedures, Section 4: Nutrients, dated 7/27/21 | List the address of the folder on the network where the Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\GH PP Program |

***Part I.E.5.a.v. Outdoor Bulk Storage:***

| Permit Requirements (Part I.E.5.a) | Recordkeeping (Part I.E.5.b) | Compliance Schedule |
| --- | --- | --- |
| v. Outdoor Bulk Storage: Outdoor bulk storage structures, of more than 55 gallons, for petroleum products and any other liquid chemicals located at applicable permittee facilities must have control measures implemented that provide secondary containment or equivalent protection that contains all spills and prevents any spilled material from entering state waters. For the scenario of a single containment system serving multiple tanks, the containment system must have sufficient capacity to contain 10% of the volume of containers, or the volume of the largest container plus 10%, whichever is greater. Bulk storage on mobile refuelers that are subject to the authority and control of the U.S. Department of Transportation, as defined in the Memorandum of Understanding between the Secretary of Transportation and the Administrator of EPA, dated November 24, 1971 are not subject to the requirements of Part I.E.5.a.v. Prior to the compliance date in Part I.H, the permittee must implement practices, such as spill prevention and response, to prevent or reduce pollutants in runoff associated with bulk storage structures. | None. | Completed November 1, 2026 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Outdoor Bulk Storage:* *A list of citations(s) and locations(s) of procedures to ensure that this requirement is met.* | |
| Title | Document Location |
| ***Example:***  Good Housekeeping and Pollution Prevention Program Procedures, Section 5: Outdoor Bulk Storage, dated 7/27/21 | ***Example:***  List the address of the folder on the network where the Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\GH PP Program |

***Part I.E.5.a.vi. Use of Fire Fighting Foam in Training Activities and Emergencies***

| Permit Requirements (Part I.E.5.a) | Recordkeeping (Part I.E.5.b) | Compliance Schedule |
| --- | --- | --- |
| vi. Use of Fire Fighting Foam in Training Activities and Emergencies: The permittee must prohibit the use of Class B firefighting foam that contains intentionally added perfluoroalkyl and polyfluoroalkyl substances for training or testing purposes. For emergency use, the permittee shall evaluate whether a Class B fluorine-free foam can provide the required performance for the specific hazard. Fluorinated Class B foams should only be used in situations of significant flammable liquid hazard with risk for public safety or significant property loss, where the performance of other foams has not been demonstrated to date. However, the provisions of this Part (I.E.5.a.vi) shall not apply to firefighting training, testing or emergency operations when the use of Class B firefighting foam containing perfluoroalkyl and polyfluoroalkyl substances is authorized by federal law. | iv. Documentation of whether Class B fire fighting foams containing perfluoroalkyl substances are used, the locations of that use, and, if used, an evaluation of whether alternatives are available. However, documentation associated with the provisions of this Part (I. E.5.a.vi) shall not apply to firefighting training, testing or emergency operations when the use of Class B firefighting foam containing perfluoroalkyl and polyfluoroalkyl substances is authorized by federal law. | Part I.E.5.a.vi  Evaluate alternatives  Completed November 1, 2025  Part I.E.5.b.iv Completed May 1, 2025 |

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| *PDD Requirement:*  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.* | |
| Title | Document Location |
| ***Example:***  Good Housekeeping and Pollution Prevention Program Procedures, Section 6, Use of Fire Fighting Foam in Training Activities and Emergencies, dated 7/27/21 | ***Example:***  List the address of the folder on the network where the Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\GH PP Program |

***Part I.E.5.a.vii.Training:***

| Permit Requirements (Part I.E.5.a) | Recordkeeping (Part I.E.5.b) | Compliance Schedule |
| --- | --- | --- |
| vii. Training: (A) The permittee must train applicable permittee staff to implement the Pollution Prevention/Good Housekeeping for permittee-owned facilities and operations.  (B) The permittee must identify those who will be likely to inspect the control measures and provide training to those individuals that will conduct inspections in accordance with Part I.E.5.a.ii and Part I.E.5.a.iii.  (C) The program must inform permittee staff responsible for operations with the potential to result in an illicit discharge about the permittee’s prohibitions against, and potential impacts associated with, illicit discharges from permittee operations. The training must also include information on trash and its effects on water quality. | v. Training: Name and department of each individual trained, date of training, the type of training, and a list of topics covered. | Part I.E.5.a.vii Completed November 1, 2024  Part I.E.5.b.v Completed November 1, 2025 |

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| PDD Requirement:  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.*  <OPTIONAL Guidance from COR08/09> *Training: A list of citation(s) and location(s) of the training program and supporting documents.* | |
| Title | Document Location |
| ***Example:***  Good Housekeeping and Pollution Prevention Program Procedures, Section 7: Training, dated 7/27/21 | ***Example:***  List the address of the folder on the network where the Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\GH PP Program |

# Part III TMDLs and Monitoring

***This section only applies to permittees listed in Tables 5, 6, 7, 8, and 10 and permittees specifically notified by the Division under Part I.F.4.a or as indicated in their permit certificate.***

| Permit Requirements (Part III.B) | Recordkeeping (Part III.D.) | Compliance Schedule |
| --- | --- | --- |
| i. Targeted Control Measure Requirements  ii. Monitoring  iii. Reporting | 1.b. The potential sources of E. coli identified when required under Part III.B.1.a.i(C), b.i(C), c.i.(C), and d.i.(C)  2. Annual Reports  The permittee must report monitoring data collected according to Part III.C in the Annual Report as required under Part I.I.2.  3. DMRs  Where monitoring is required under Part III.B and C. University of Colorado at Boulder must report monitoring results in monthly DMRs in accordance with Part I.I.3. | Part III.B.1.a.i(A); b.i(A); c.i(A); d.i (A); Part III.B.2.a  Completed November 1, 2022  Part III.B.1.a.i(B); b.i(B); c.i(B); d.i (B) Completed November 1, 2025  Part III.B.1.a.i(C); b.i(C); c.i(C); d.i (C) Completed November 1, 2025  Part III.B.1.a.ii (CU Boulder) Completed November 1, 2022  Part III.B.1.a.ii (BVSD) Completed November 1, 2026  Part III.B.1.b.ii; c.ii; d.ii  Part III.B.2.b  Completed November 1, 2026 |

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| *PDD Requirement:*  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.* | |
| Title | Document Location |
| ***Example:***  TMDL MS4 Permit Program Procedures, dated 11/6/2023 | ***Example:***  List the address of the folder on the network where the TMDL MS4 Permit Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\Monitoring |

***Part III.C. Dry Weather Outfall Inspection and Monitoring***

| Permit Requirements (Part III.C.) | Recordkeeping (Part III) | Compliance Schedule |
| --- | --- | --- |
| 1. Exclusions | None given. | None given. |

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| *PDD Requirement:*  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.* | |
| Title | Document Location |
| ***Example:***  TMDL MS4 Permit Program Procedures, Section 2: Dry Weather Outfall Inspection and Monitoring Plan, dated 11/6/2023 | ***Example:***  List the address of the folder on the network where the TMDL MS4 Permit Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\Monitoring |

| Permit Requirements (Part III.C.) | Recordkeeping (Part III.D.1.) | Compliance Schedule |
| --- | --- | --- |
| 2. Dry Weather Outfall Inspection and Monitoring | a. The source of dry weather flows identified under Part III.C.2.d, including information on whether it is an allowable non-stormwater discharge and if so the type of allowable non-stormwater discharge; or whether it is an illicit discharge. | Completed November 1, 2026 |

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| *PDD Requirement:*  *Current Documents and Electronic Records: A list of citations for documents and electronic records used to comply with permit requirements. It is not required that the PDD repeat the information included in the cited documents. The PDD must include the names of the most recent version of the documents, date of the document, and location(s) where the supporting documentation is maintained.* | |
| Title | Document Location |
| ***Example:***  TMDL MS4 Permit Program, Section 2: Dry Weather Outfall Inspection and Monitoring Plan, dated 11/6/2023 | ***Example:***  List the address of the folder on the network where the TMDL MS4 Permit Program Procedures can be found. (e.g.,  S:\Storm Water\PROGRAMS\Monitoring |