



**CITY OF HUTCHINS**  
**STORMWATER MANAGEMENT PLAN**

Developed for compliance with the  
Texas Pollutant Discharge Elimination System (TPDES)  
Small Municipal Separate Storm Sewer System (MS4)  
TPDES Construction General Permit No. TXR040000

**CITY OF HUTCHINS**  
**TPDES Small MS4 General Permit No. TXR040593**  
**Level 1 small MS4**

Prepared by: Charles R. Brewer, CFM  
Director of Public Works  
July 23, 2019

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## **INTRODUCTION/STORMWATER MANAGEMENT EXECUTIVE SUMMARY**

The City of Hutchins is subject to the requirements of the Texas Commission on Environmental Quality (TCEQ) Texas Pollutant Discharge Elimination System (TPDES) General Permit No. TXR040000, adopted January 16, 2019, which reissued the requirements and conditions for stormwater discharges from a small municipal separate storm sewer system (MS4) to surface waters in the state. The reissued general permit became effective date on January 24, 2019.

The City of Hutchins previously submitted a Notice of Intent (NOI) and Stormwater Management Plan (SWMP) to TCEQ on May 11, 2015 in order to be in compliance with the TPDES small MS4 general permit. The City's intent to discharge stormwater under the terms and conditions imposed by the TPDES Small MS4 General Permit TXR040000 was approved by TCEQ and officially became effective on October 1, 2015. The City's assigned MS4 Operator's TPDES Small MS4 General Permit authorization number is TXR040593.

The City of Hutchins is located within the Dallas-Fort Worth-Arlington, Texas urbanized area (UA), as defined by the 2000 U.S. Census. This document describes the City of Hutchins' stormwater management plan (SWMP) to protect water quality from stormwater runoff throughout the City and serves as the City's documentation of intended compliance with the reissued 2019 TPDES small MS4 General Permit No. TXR150000.

Based on the 2010 U.S. Census, the City has a population of 5338. As a result, the City is classified as a Level 1 small MS4 under the 2019 TCEQ small MS4 general permit.

The City's revised SWMP documents 24 best management practices (BMPs) that the City already has implemented or will implement over the next five years to meet the minimum requirements of the 2019 small MS4 general permit. The City has identified these BMPs as being cost-effective approaches to protect water quality, recognizing the importance of protecting our natural and financial resources. A five-year implementation, maintenance, and documentation approach is contained within this SWMP.

### **1.1 Background**

Stormwater affects the quality of water in urban lakes, rivers, neighborhood creeks, and storm drains. Pollutants (i.e. pesticides, oil, detergents and bacteria) present on urban land and impermeable surfaces (i.e. streets and parking lots) can be transported by stormwater runoff into stormwater drainage systems. These drainage systems, both natural and man-made, convey the stormwater runoff away from urban areas and into nearby water bodies.

In order to protect water quality, it is necessary to identify the types and sources of pollution and implement plans to protect the City's water resources. Historically, waters have been protected through State and Federal regulation of "point-sources" or end-of-pipe sources of pollution. Over time, it has become more evident that overland runoff sources of pollution, such as urban

stormwater runoff, can create serious problems in waterways and impact the community's quality of life.

## **1.2 Regulatory Background**

In 1972, Congress amended the Federal Water Pollution Control Act [commonly referred to as the Clean Water Act (CWA)] to prohibit the discharge of any pollutant to waters of the United States (US) from a point source unless the discharge is authorized by a National Pollutant Discharge Elimination System (NPDES) permit. The NPDES program is a program designed to track point sources and require the implementation of the controls necessary to minimize the discharge of pollutants.

In 1987, Congress amended the Clean Water Act (CWA) to require implementation, in two (2) phases, of a comprehensive national program for addressing stormwater discharges. The first phase of the program, commonly referred to as "Phase 1", was promulgated by the US Environmental Protection Agency (EPA) on November 16, 1990 (Federal Register, Volume 55, Page 47, 990 50 5F447990). Phase 1 requires NPDES permits for stormwater discharge from a large number of priority sources, including municipal separate stormwater sewer systems (MS4s) generally serving populations of 100,000 or more and several categories of industrial activity, including construction sites that disturb five or more acres of land. EPA promulgated the second phase of the stormwater regulation program, commonly referred to as "Phase II", on December 8, 1999 (60 4FR68722). Phase II regulations address stormwater discharges from certain MS4s serving populations of less than 100,000 people (called small MS4s). In summary, the regulations require that all small MS4 operators located in urbanized areas (as defined by the latest US Census) must develop, implement and enforce a stormwater management program (SWMP) designed to reduce discharge of pollutants from the MS4 to the maximum extent practicable (MEP) to protect water quality.

In 1999, the EPA issued NPDES regulations to protect stormwater quality in small MS4s (known as "Phase II" MS4s) within urbanized areas. The TCEQ, who was delegated the responsibility of implementing the stormwater quality regulations in the state of Texas, finalized the initial small MS4 general permit (officially named Texas Pollutant Discharge Elimination System General Permit No. TXR040000) on August 13, 2007. The TPDES permit, commonly called the "small MS4 general permit", originally had a five-year term but was extended administratively for more than a year while TCEQ negotiated with EPA over the renewed permit conditions. The renewed small MS4 general permit became effective on December 13, 2013 and had a five-year permit term.

On January 16, 2019, the TCEQ adopted the 2019 Small MS4 General Permit No. TXR040000. The new/updated general permit's effective date was January 24, 2019.

### **1.2.1 Small Municipal Separate Storm Sewer System (MS4) General Permit**

In most areas of the country, storm drainage systems are separate from sanitary sewer systems and are thereby classified as "separate storm sewer systems". Separate storm sewer systems

include ditches, curbs, gutters, storm sewers and similar means of collecting or conveying runoff that do not connect with a wastewater collection system or treatment facility before discharging into water bodies. A “municipal separate storm sewer system” (MS4) is a system owned or operated by a public agency like a city, local control district, county or state agency.

The City of Hutchins is one of several hundred cities, counties and other public entities subject to TCEQ’s small MS4 general permit.

### 1.2.2 Stormwater General Permit for Construction Activity

The TCEQ regulates stormwater discharges from most construction activity through TPDES General Permit No. TXR150000. For construction sites generally disturbing one acre or more, a stormwater pollution prevention plan (SWPPP) must be developed and site controls must be installed, such as silt fence, inlet protection, and a stabilized construction site entrance, to minimize the discharge of sediment and other pollutants from the construction site. When construction is complete and the site is re-vegetated or otherwise stabilized, the control measures may be removed.

Small MS4s do not have direct responsibility to inspect and enforce construction sites for compliance with the requirements of the TCEQ construction general permit, but requirements do exist for small MS4s to require proper erosion control measures to be installed and maintained on construction sites, including the implementation of an ordinance. Many small MS4 cities reference the TCEQ construction general permit in the city ordinance for compliance consistency, and the small MS4 general permit provides a specific allowance for regulated MS4s to reference the TCEQ construction general permit to demonstrate their own compliance with construction site related oversight requirements.

### 1.2.3 Stormwater Multi-Sector General Permit for Industrial Activity

The TCEQ regulates stormwater discharges from developed sites in certain industrial classifications through TPDES General Permit No. TXR150000. Sites operating in certain identified industrial sectors are required to develop, implement and maintain a stormwater pollution prevention plan (SWPPP) for operations at the facility. These industrial sectors have been identified by EPA and TCEQ as high potential sources of significant stormwater pollutants, and as a result, the implementation of BMPs are required to protect water quality from stormwater runoff pollution. Types of BMPs for industrial facilities range from covered storage of materials to staff training. Ongoing stormwater monitoring of wet weather events is required to observe and test for stormwater pollution.

Cities that are small MS4s often have their own facilities subject to the industrial stormwater permit. Municipal landfills, wastewater treatment plants and municipal airports are common city facilities that must comply with the industrial stormwater permit. Each of these facilities are required to be documented within the small MS4’s SWMP. Level 4 MS4s (those with a 2010 U.S. Census population of 100,000 or greater) are also required to develop and implement a program to inspect and enforce stormwater quality runoff protection from industrial facilities that

discharge to the MS4. This would be expected to include facilities subject to the industrial stormwater permit, although it also may include additional facilities determined by the MS4 to have high potential for stormwater pollution.

### **1.3 Program Rationale**

#### **1.3.1 Regulatory Requirements and Changes**

As the City of Hutchins operates a small Phase II MS4 fully located within an urbanized area, the City must obtain authorization for the discharge of stormwater runoff and the City is eligible for continuous coverage under the new 2019 General Permit. Based on the 2000 and 2010 Censuses, the City is categorized as a Level 1 Phase II MS4 (serving a population of a least 10,000 within the urbanized area). MS4s are required to develop ordinances or other regulatory mechanisms to implement and enforce the SWMP. The SWMP needs to include:

- BMPs and measurable goals that are clear, specific and measurable;
- Annual Reporting Year selected; and
- Estimated population served by the MS4.

#### **1.3.2 Requirements of small Phase II MS4s**

Develop and implement a SWMP that includes:

- Six (6) Minimum Control Measures (MCMs)  
Operators must address each MCM to reduce pollutants from the MS4 to the Maximum Extent Possible (MEP)
- Measurable goals with frequency, month and year
- List of BMPs
- Schedule for implementation in yearly intervals over the five year permit term
- Full implementation at the end of the five year permit term
- Additional requirements for discharges into impaired waterbodies.

Submit annual reports.

#### **1.3.3 What are Measurable Goals**

Milestones the City (and TCEQ) will use to track the progress and effectiveness of BMPs in reducing pollutants to the MEP.

What are Measurable Goals used for:

- Tracking implementation over time
- Measuring progress in implementing the BMP
- Tracking total number of BMPs implemented
- Tracking program/BMPs effectiveness
- Tracking environmental improvement

Measurable goals should include:

- The activity or BMP to be completed
- A quantifiable target to measure progress
- A schedule or date of completion

#### 1.3.4 Impaired Water Bodies

- Additional Permit Requirements for MS4s:  
 Category 5 – CWA 303(d) for stream segment, no TMDL  
 Category 4 – Not on CWA 303(d), with watershed TMDL
- Discharges directly into Impaired Water Bodies without an approved TMDL  
 Determine if MS4 is source of the Pollutant of Concern (POC)  
 Describe focused BMPs in SWMP  
 Each BMP to include a measurable goal
- If POC is bacteria  
 Identify potential sources and implement BMPs
- Report progress in annual report
- Discharges into Impaired Water Bodies with an approved TMDL  
 Determine if MS4 is source of the POC  
 Identify a Benchmark = TMDL's Waste Load Allocation  
 Implement targeted controls (BMPs) with measurable goals  
 If POC is bacteria refer to I-Plan or use alternative BMPs
- Assess progress towards benchmark  
 If no progress, select alternative BMPs

#### 1.3.5 Impairment for Bacteria

- Focused BMPs address  
 Sanitary Sewer Systems  
 On-Site Sewage Facilities  
 Illicit Discharges and Dumping  
 Animal Sources  
 Residential education focused on bacteria discharges from a residential site, fats oils and grease, decorative ponds, and pet waste

#### 1.3.6 Summary of changes to 2013 Permit

- Electronic Reporting Rule
- Phase II MS4 Remand Rule
- Changes that do not require a Notice of Change (NOC)
- MS4 makes updates in its SWMP
- Changes that require an NOC
- Changes that require an NOC and public notice

- Added and revised definitions such as benchmark, infeasible, construction activity, Waters of the US, Implementation Plan and impaired waterbodies
- Clarified that annexation of lands or acquiring new areas will not require an NOC
- Added a requirement to check annually if a water body within the MS4s permitted area has been added to the latest 305(b)/303(d) list (Texas Integrated Report Index)
- Newly listed impaired waterbodies must be addressed in the SWMP within 2 years
- Added a requirement to review and update the SWMP once a year in conjunction with completion of the annual report
- Publish SWMP and annual report on MS4s public website, if MS4 has one
- For Level 4 MS4s only:  
Add a program to control the discharge of floatables into the MS4 (MCM2)  
Add a program to evaluate new and existing flood management projects for their water quality impact (MCM 5)
- Decreased the benchmark value of total suspended solids from 100 mg/L to 50 mg/L (MCM 7)
- Application fee increased from \$100 to \$400

#### 1.3.7 Minimum Control Measures (MCMs)

- 1) Public Education, Outreach and Involvement
- 2) Illicit Discharge Detection and Elimination (IDDE)
- 3) Construction Site Stormwater Runoff Control
- 4) Post-Construction Stormwater Management in New Development and Redevelopment
- 5) Pollution Prevention and Good Housekeeping for Municipal Operations
- 6) Industrial Stormwater Sources

Note: MCM-6 is required for only Level 4 MS4s, as they are similar in populations to Phase 1 MS4s, which this MCM is based on. The general permit also maintains the optional MCM-7, related to municipal construction activities where the small MS4 is the site operator.

The implementation and evaluation of these MCMs comprise the heart of the City's SWMP. Included within each MCM category is information about:

- Best Management Practices (BMPs) that will be implemented as appropriate.
- The measurable goals for each of the BMPs, including, as appropriate the months and years in which the City will take the required actions, including interim milestones and the frequency of the action.
- The person(s) responsible for implementing or coordinating the City's SWMP.

The City's revised SWMP is to be submitted to TCEQ with a Notice of Intent (NOI) by July 23, 2019 in order to meet the requirements of the 2019 General Permit. Any BMPs that were found not to be effective in the previous permit can be modified or removed with justification. The City will

continue to implement the City's existing SWMP until the City's revised SWMP has been approved by the TCEQ.

### 1.3.8 Public Participation

As an applicant under the TCEQ general MS4 permit, the City must comply with the following public notice procedures:

- 1) The City must submit the Notice of Intent (NOI) and a SWMP to the TCEQ Executive Director by July 23, 2019.
- 2) After the City receives written instructions from TCEQ, the City must publish notice of the Executive Director's preliminary decision on the NOI and SWMP.
- 3) The notice will include the following information, at a minimum:
  - a. The legal name of the MS4 operator;
  - b. Indication of whether the NOI is for a new authorization or is a renewal of an existing authorization;
  - c. The address of the applicant;
  - d. A brief summary of the information included in the NOI, such as the general location of the small MS4 and a description of the classified receiving waters that receive the discharges from the small MS4;
  - e. The location and mailing address where the public may provide comments to the TCEQ;
  - f. The public location where copies of the NOI and SWMP, as well as the executive director's general permit and fact sheet, may be reviewed; and
  - g. If required by the executive director, the date, time and location of the public meeting.
- 4) This notice must be published at least once in a newspaper of general circulation in the municipality or county where the small MS4 is located. If the small MS4 is located in multiple municipalities or counties, the notice must be published at least once in a newspaper of general circulation in the municipality or county containing the largest resident population for the regulated portion of the small MS4. This notice must provide opportunity for the public to submit comments on the NOI and SWMP. In addition, the notice must allow the public to request a public meeting. A public meeting will be held if the TCEQ determines that there is significant public interest.
- 5) The public comment period begins on the first date the notice is published and lasts for a least 30 days. If a public meeting is held, the comment period will end at the closing of the public meeting. The public may submit written comments to TCEQ during the comment period detailing how the NOI or SWMP for the small MS4 fails to meet the technical requirements or conditions of this general permit.
- 6) If significant public interest exists, the TCEQ Executive Director will direct the City to publish a notice of the public meeting and to hold the public meeting. The City shall

- publish notice of a public meeting at least 30 days before the meeting and hold the public meeting in a county where the small MS4 is located. TCEQ staff will facilitate the meeting.
- 7) If a public meeting is held, the City shall describe the contents of the NOI and SWMP. The City shall provide a sign in sheet for attendees to register their names and addresses and furnish the sheet to TCEQ's Executive Director. A public meeting held under this general permit is not an evidentiary proceeding.
  - 8) The City shall file with the TCEQ a copy and an affidavit of the publication of notice(s) within 60 days of receiving the written instructions from TCEQ.
  - 9) The TCEQ Executive Director, after considering public comment, will either approve, approve with conditions or deny the NOI based on whether the NOI and SWMP meet the requirements of the general permit.
  - 10) Persons whose names and addresses appear legibly on the sign-in sheet from the public meeting and persons who submitted written comments to the TCEQ will be notified by TCEQ of the Executive Director's decision regarding the authorization.

## **THE CITY OF HUTCHINS**

The City of Hutchins, Texas was founded in 1860 as the trading place for immigrants who crossed the Trinity River from the east of Dowdy's Ferry and for the settlers along the west banks of the river. The City received its name from William J. Hutchins who was then President and General Manager of the Houston and Texas Central Railroad and was responsible for the railroad locating to the City in the mid 1800's. The City was officially incorporated in 1945.

The City of Hutchins, Texas is located in southeastern Dallas County. It is a residential community approximately 10 miles southeast of downtown Dallas with a population of 5,338 and a land area of 9 square miles. The city is bounded on the south by the cities of Wilmer and Lancaster and Dallas County, on the west and north by the city of Dallas and on the east by Dallas County. The northern and western portions of the city of Hutchins are drained by tributaries of Five Mile Creek, a tributary of the Trinity River. The remainder of the community is drained by relatively small streams which eventually drain to the Trinity River. The undeveloped land is devoted to farming and improved short grass pasture. Most of the development in the city of Hutchins lies immediately south of the intersection of Interstate 45 and Lancaster-Hutchins Road. The city of Hutchins is primarily a residential community, with some commercial and industrial development.

## **MINIMUM CONTROL MEASURES**

### **MCM-1 PUBLIC EDUCATION, OUTREACH AND INVOLVEMENT**

The Public Education, Outreach and Involvement minimum control measure is intended to ensure greater public support and compliance for the stormwater management program. Specifically these efforts are to teach the public employees, business and general public the importance of protecting stormwater quality for the benefit of the environment and human health. The role of each community member at home and at work are a particular emphasis.

#### **A. Public Education and Outreach**

1. All permittees shall develop, implement and maintain a comprehensive stormwater education and outreach program to educate public employees, businesses and the general public of hazards associated with the illegal discharges and improper disposal of waste and about the impact that stormwater discharges can have on local waterways, as well as the steps that the public can take to reduce pollutants in stormwater.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. The program must, at a minimum:

- a. clearly define the goals and objectives of the program based on high priority community-wide issues (for example, reduction of nitrogen in discharges from the small MS4, promoting previous techniques used in the small MS4 or improving the quality of discharges to the Edwards Aquifer);
  - b. identify the target audience(s);
  - c. develop or utilize appropriate educational materials, such as printed materials, billboard and mass transit advertisements, signage at select locations, radio advertisements, television advertisements, and websites; and
  - d. determine cost effective and practical methods and procedures for distribution of materials.
2. Throughout the permit term, all permittees shall make the educational materials available to convey the program's message to the target audience(s) at least annually.
  3. If the permittee has a public website, the permittee shall post its SWMP and the annual reports or a summary of the annual report on the permittee's website. The

SWMP must be posted no later than 30 days after the approval date, and the annual report no later than 30 days after the due date.

4. All permittees shall annually review and update the SWMP and MCM implementation procedures as necessary. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.
5. MS4 operators may partner with other MS4 operators to maximize the program and cost effectiveness of the required outreach.

**B. Public Involvement**

All permittees shall involve the public, and at minimum, comply with any state and local public notice requirements in the planning and implementation activities related to developing the implementing the SWMP, except that correctional facilities are not required to implement this portion of the MCM.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. At a minimum, all permittees shall:

- (1) consider using public input (for example, the opportunity for public comment, or public meetings) in the implementation of the program;
- (2) create opportunities for citizens to participate in the implementation of control measures, such as stream clean-ups, storm drain stenciling, volunteer monitoring, volunteer "Adopt-A-Highway" programs and educational activities; and
- (3) ensure the public can easily find information about the SWMP.

**C. Discussion of selected BMPs**

Implementation, activities, measurable goals, schedules and responsible parties for existing and new BMPs are presented in **Table 1**.

**1. STORMWATER BROCHURES**

Description: The City will continue distribution of stormwater brochures targeted toward educating the general public about stormwater requirements and BMPs to reduce negative impacts to stormwater.

Measurable Goals: The City will provide and distribute these general stormwater brochures. The brochure will be distributed at City and community events and at City facilities (i.e. City Hall, Library, Senior Citizen Facility). The City will maintain a file copy of the brochure and review the information at least once a year and update as necessary. The City will record the number of brochures distributed each year.

Responsible Parties: Public Works, Parks & Recreation Commission, City Library, Senior Citizen

2. WEBSITE

Description: The City will maintain and update the current stormwater page on its website (www.cityofhutchins.org). Information related to stormwater ordinances, a copy of the permit and the updated SWMP will be posted.

Measurable Goals: The City will maintain annual updates on its stormwater page. The City will include information related to stormwater education, SWMP program contact information and event schedules and dates, as needed. The City will advertise the webpage in brochures and print materials.

Responsible Parties: Public Works, City Secretary, Building Inspection

3. EVENT PARTICIPATION

Description: The City sponsors special events such as the Annual Easter Egg Hunt, Annual Spring Trash Off, Movie-in-the-Park, Harvest Festival and various Library events throughout the year where information regarding stormwater can be distributed.

Measurable Goals: The City will work with the Public Works Department, Parks & Recreation Commission and Library Staff to provide new exhibits and materials for relevant public events. Staff will keep a list of events attended, the materials distributed at each event, and the approximate number of attendees at each event.

Responsible Parties: Public Works, Parks & Recreation Commission, City Library

4. ANIMAL WASTE CONTROL ORDINANCE

Description: The City will enforce the existing Animal Waste Ordinance prohibiting excreta deposited by animals on public, walks, public right-of-ways, recreational areas or private property owned by others. Violations of the ordinance will be pursued and enforced when necessary.

Measurable Goals: The City will record any complaints received. Complaints necessitating City action will be delegated to appropriate personnel. All enforcement actions associated with ordinance violations will be tracked.

Responsible Parties: Police, Code Enforcement, Animal Control

5. SPRING TRASH OFF EVENT/BRUSH PICK-UP

Description: The City will encourage citizens and organizations to be involved in the annual Spring Trash-off Event and to participate in the monthly Brush Pick-up program. The programs will emphasize litter pick-up and maintenance of healthy vegetation.

Measurable Goals: The City will continue its annual Spring Trash-Off event and monthly Brush Pick-up program and evaluate opportunities, public receptiveness, and budgetary requirements for continued clean up events. City will record the volume of trash removed annually and number of participants.

Responsible Parties: Police, Code Enforcement, Public Works

6. PUBLIC WORKSHOPS ON SWMP

Description: The TCEQ may require additional public workshops following submittal of the NOI and SWMP. The City will follow the procedures as required by TCEQ.

Measurable Goals: The City will record the agenda, minutes and number of attendees for all public workshops. Official responses to public comments will be prepared.

Responsible Parties: Public Works

7. LEGAL PUBLIC NOTICE

Description: Public notice required under Texas law will be provided when implementing SWMP provisions. This may include public hearings, notices in the local newspaper and/or the City mailer insert, or other legally required and acceptable means of providing public notice for City actions.

Measurable Goals: The City will maintain copies of Public Notices and the manner in which each was advertised.

Responsible Parties: Public Works, City Secretary

**TABLE 1. MCM-1 List of BMPs: Public Education, Outreach and Involvement**

BMP ID	BMP	Activity	Measurable Goal	Due Date	Responsible Party
1	Stormwater Brochures	Continue distribution of Stormwater Brochures at city facilities and public events  Review at least once per year and update as necessary.	Document the number of brochures distributed.  Document updates as necessary.	Annually  Annually	Public Works, Parks & Recreation Commission, City Library, Senior Citizen
2	Website	Maintain and update current stormwater page on the City website ( <a href="http://www.cityofhutchins.org">www.cityofhutchins.org</a> ) which includes information related to stormwater education, SWMP program contact information, event schedules and dates.	Document the number of updates.	Annually	Public Works, City Secretary
3	Event Participation	Sponsor special events like Annual Easter Egg Hunt, Movies-in-the-Park, Spring Trash Off Event and various Library events throughout the year where information regarding stormwater issues can be distributed.	Document the name and date of each event.  Document approximate number of attendees and the materials distributed at each event.	Annually per event scheduled  Annually per event scheduled	Public Works, Parks & Recreation Commission, City Library
4	Animal Waste Ordinance	Enforce existing ordinance prohibiting excreta deposited by animals on public walks, public ROWs, recreational areas or private property owned by others	Document the number of enforcement actions	Annually	Police, Code Enforcement, Animal Control
5	Spring Trash-off Event/Brush Pick-up	Continue annual Spring Trash-off Event and monthly Brush Pick-up programs. These programs will emphasize litter pick-up and maintenance of vegetation overgrowth.	Record the amount of trash received annually.  Document the approximate	Annually  Annually	Public Works, Code Enforcement

			number of participants.		
6	Public Workshops on SWMP	Arrange public workshops following the submittal of NOI and SWMP as required by TCEQ.	Record the agenda, minutes and number of attendees for all public workshops. Official responses to public comment will be prepared per TCEQ.	As required by TCEQ.	Public Works
7	Legal Public Notice	Provide public notice regarding specific city actions related to stormwater that require public notice.	Document public notice.	As required by TCEQ.	Public Works, City Secretary

**MCM-2 ILLICIT DISCHARGE DETECTION & ELIMINATION (IDDE)**

The Illicit Discharge Detection & Elimination (IDDE) minimum control measure is designed to reduce pollutants in stormwater runoff through identification and elimination of illicit and/or inappropriate discharges and connections to the municipal separate storm sewer system.

**A. Program Development**

1. All permittees shall develop, implement, and enforce a program to detect, investigate and eliminate illicit discharges into the small MS4. The program must include a plan to detect and address non-stormwater discharges, including illegal dumping to the MS4 system.

Existing permittees must assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term.

The IDDE program must include the following:

- a. an up-to-date MS map;
- b. methods for informing and training MS4 field staff;
- c. procedures for tracing the source of an illicit discharge;
- d. procedures for removing the source of the illicit discharge;
- e. for Level 2, 3 and 4 small MS4s, if applicable, procedures to prevent and correct any leaking on-site sewage disposal systems that discharge into the small MS4;
- f. for Level 4 small MS4s, procedures for identifying priority areas within the small MS4 likely to have illicit discharges, and a list of all such areas identified in the small MS4;

- g. for Level 4 small MS4s, field screening to detect illicit discharges; and
  - h. for Level 4 small MS4s, procedures to reduce the discharge of floatables in the MS4.
2. For non-traditional small MS4s, if illicit connections or illicit discharges are observed related to another operator's MS4, the permittee shall notify the other MS4 operator within 48 hours of discovery. If notification to the other MS4 operator is not practicable, then the permittee shall notify the appropriate TCEQ Regional Office of the possible illicit connection or illicit discharge.
  3. If another MS4 operator notifies the permittee of an illegal connection or illicit discharge to the small MS4, then the permittee shall follow the requirements specified in the TPDES General Permit TXR150000.
  4. All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.

B. Allowable Non-Stormwater Discharges

Non-stormwater flows do not need to be considered by the permittee as an illicit discharge requiring elimination unless the permittee or the TCEQ identifies the flow as a significant source of pollutants to the small MS4.

C. Requirements for all Permittees

All permittees shall include the requirements described below:

(1) MS4 Mapping

All permittees shall maintain an up-to-date MS4 map, which must be located on site and available for review by the TCEQ. The MS4 map must show at a minimum the following information:

- a. the location of all small MS4 outfalls that are operated by the permittee and that discharge into waters of the U.S.;
- b. the location and name of all surface waters receiving discharges from the small MS4 outfalls; and
- c. priority areas, if applicable.

(2) Education and Training

All permittees shall implement a method for informing or training all the permittee's field staff that may come into contact with or otherwise observe an illicit discharge or illicit connection to the small MS4 as part of their normal job responsibilities. Training program materials and attendance lists must be maintained on site and made available for review by the TCEQ.

(3) Public Reporting of Illicit Discharges and Spills

All permittees shall publicize and facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4. The

permittee shall provide a central contact point to receive reports, for example by including a phone number for complaints and spill reporting.

(4) All permittees shall develop and maintain on-site procedures for responding to illicit discharges and spills.

(5) Source Investigation and Elimination

a. Minimum Investigation Requirements – Upon becoming aware of an illicit discharge, all permittees shall conduct an investigation to identify and locate the source of such illicit discharge as soon as practicable.

(i) All permittees shall prioritize the investigation of discharges based on their relative risk of pollution. For example, sanitary sewer may be considered a high priority discharge.

(ii) All permittees shall report to the TCEQ immediately upon becoming aware of the occurrence of any illicit flows believed to be an immediate threat to human health or the environment.

(iii) All permittees shall track all investigations and document, at a minimum, the date(s) the illicit discharge was observed; the results of the investigation; any follow-up of the investigation; and the date the investigation was closed.

b. Identification and Investigation of the Source of the Illicit Discharge – All permittees shall investigate and document the source of illicit discharges where the permittees have jurisdiction to complete such an investigation. If the source of illicit discharge extends outside the permittee’s boundary, all permittees shall notify the adjacent permitted MS4 operator or the appropriate TCEQ Regional Office.

c. Corrective Action to Eliminate Illicit Discharge

If and when the source of the illicit discharge has been determined, all permittees shall immediately notify the responsible party of the problem, and shall require the responsible part to perform all necessary corrective actions to eliminate the illicit discharge.

(6) Inspections – The permittee shall conduct inspections, in response to complaints, and shall conduct follow-up inspections to ensure that corrective measures have been implemented by the responsible party.

The permittee shall develop written procedures describing the basis for conducting inspections in response to complaints and conducting follow-up inspections.

D. Discussion of selected BMPs

Implementation, activities, measurable goals, schedules and responsible parties for existing and new BMPs are presented in **Table 2**.

1. STORMWATER BROCHURES

Description: The City will continue distribution of general stormwater brochures targeted toward educating the general public about stormwater requirements and BMPs to reduce negative impacts to stormwater.

Measurable Goals: The City will provide and distribute these stormwater brochures. The brochure will be distributed at City and community events and at city facilities. The City will maintain a file copy of the brochure and review the information at least once a year and update as necessary. The City will record the number of brochures distributed each year.

Responsible Parties: Public Works, City Library

2. NUISANCE ABATEMENT ORDINANCE

Description: The City will enforce the existing ordinance that prohibits the creation of nuisance conditions, including accumulation of waste/refuse and stagnant water. Violations of the ordinance will be pursued and enforced when necessary.

Measurable Goals: The City will record any nuisance complaints received. Complaints necessitating the City action will be delegated to appropriate personnel. All enforcement actions associated with ordinance violations will be tracked. The eventual goal will be to reduce illicit discharges.

Responsible Parties: Public Works, Police, Code Enforcement

3. STORMWATER OUTFALL MAP

Description: To facilitate the IDDE program, the City will maintain its existing Stormwater Outfall Map. The outfall map contains the elements required under this permit including the location of all outfalls and the names and locations of all waters of the United States that receive discharges from those outfalls. The sources of information used to develop and update the map includes City of Hutchins drainage maps, Dallas County drainage delineation maps and civil plans submitted by local developers.

Measurable Goals: The Stormwater Outfall Map will be maintained at Public Works. The map will be updated as necessary to include new outfalls, potential hotspots for sanitary sewer system discharges, and other noted illicit discharge detection sites.

Responsible Parties: Public Works

4. STORMWATER POLLUTION PREVENTION ORDINANCE

Description: The City will continue implementation of its existing ordinance that prohibits non-stormwater discharges into the storm sewer system and identifies appropriate enforcement procedures and actions for failing to comply.

Measurable Goals: The ordinance will be reviewed on an annual basis and updated as necessary. City residents and businesses will be notified of ordinance updates via the City website and other appropriate public notice measures. Inspection and enforcement procedures will be developed to help identify possible violations.

Responsible Parties: Code Enforcement, Public Works

5. EMPLOYEE TRAINING

Description: Develop and implement a training program to educate City personnel on the identification of illicit discharges and procedures for reporting observations to appropriate personnel.

Measurable Goals: The City will identify appropriate personnel to be trained, develop training materials and implement training.

Responsible Parties: Public Works, Code Enforcement

**TABLE 2. MCM-2 List of BMPs: Illicit Discharge Detection & Elimination**

BMP ID	BMP	Activity	Measureable Goal	Due Date	Responsible Party
1	Stormwater Brochures	Continue distribution of a Stormwater Brochure at city facilities and public events.  Review at least once per year and update as necessary.	Document the number of brochures distributed.  Document the number of updates.	Annually  Annually	Public Works
8	Nuisance Abatement Ordinance	Enforce and track violations to the existing ordinance prohibiting the creation of nuisance conditions, including accumulation of waste/refuse and stagnant water.	Document and track the number of enforcement actions.	Annually	Public Works, Code Enforcement, Police
9	Stormwater Outfall Map	Maintain and utilize existing map to facilitate an IDDE program. The map will be updated as necessary to include potential hotspots for sanitary sewer system discharges and other noted illicit discharge detection sites.	Document updates to the map.	Annually	Public Works
10	Stormwater Pollution Prevention Ordinance	Review existing ordinance annually and update as necessary.  Develop and implement inspection and enforcement procedures to help identify possible violations.	Document the number of updates  Document inspections and any violations/enforcement action.	Annually  Annually	Code Enforcement, Public Works, Police
11	Employee Training	Educate City personnel on the identification of illicit discharge and procedures for reporting observations to appropriate personnel.	Develop training program.  Implement training program and record the number of employees trained.	Annually	Public Works, Code Enforcement

**MCM-3 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL**

The purpose of construction site runoff controls is to prevent soil and construction waste from entering stormwater. Sediment is usually the main pollutant of concern. During a short period of time, construction sites can contribute more sediment to creeks than can be deposited naturally over several decades. The resulting siltation and the contribution of other pollutants from construction sites can cause physical, biological and chemical harm to local waterways.

A. Requirements and Control Measures

- (1) All permittees shall develop, implement and enforce a program requiring operators of small and large construction activities to select, install, implement and maintain stormwater control measures that prevent illicit discharges to the MEP. The program must include the development and implementation of an ordinance or other regulatory mechanism, as well as sanctions to ensure compliance to the extent allowable under state, federal and local law, to require erosion and sediment control. Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term.

If TCEQ waives requirements for stormwater discharges associated with small construction from a specific site(s), the permittee is not required to enforce the program to reduce pollutant discharges from such site(s).

(2) Requirements for all Permittees

All permittees shall include the requirements described below.

- (a) All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures. Any changes must be included in the annual report. Such written procedures must be maintained on site or in the SWMP and made available for inspection by the TCEQ.
- (b) All permittees shall require that construction site operators implement appropriate erosion and sediment control BMPs. The permittee's construction program must ensure the following minimum requirements are effectively implemented for all small and large construction activities discharging to its small MS4.
- (i) Erosion and Sediment Controls – Design, install and maintain effective erosion controls and sediment controls to minimize the discharge of pollutants.
  - (ii) Soil Stabilization – Stabilization of disturbed areas must, at a minimum ,be initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed as soon as practicable, but no more than 14 calendar days after the initiation of soil stabilization measures. In arid, semiarid, and drought-stricken areas, where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed.

- The permittee shall develop written procedures that describes initiating and completing stabilization measures for construction sites.
- (iii) BMPs – Design, install, implement, and maintain effective BMPs to minimize the discharge of pollutants to the small MS4. At a minimum, such BMPs must be designed, installed, implemented and maintained to:
    - (aa) Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water and other wash waters;
    - (bb) Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on the site to precipitation and to stormwater; and
    - (cc) Minimize the discharge of pollutants from spills and leaks.
  - (iv) As an alternative to (i) through (iii) above, all permittees shall ensure that all small and large construction activities discharging to the small MS4 have developed and implemented a stormwater pollution prevention plan (SWP3) in accordance with the TPDES Construction General Permit TXR150000. In arid, semiarid, and drought-stricken areas where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed and described in the written procedure required in (b)(ii) above. As an alternative, vegetative stabilization measures may be implemented as soon as practicable.
- (c) Prohibited Discharges – The following discharges are prohibited:
1. wastewater from washout of concrete and wastewater from water well drilling operations, unless managed by an appropriate control;
  2. wastewater from washout and cleanout of stucco, paint, from release oils, and other construction materials;
  3. fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance;
  4. soaps or solvents used in vehicle and equipment washing; and
  5. discharges from dewatering activities, including discharges from dewatering of trenches and excavations, unless managed by appropriate BMPs.
- (d) Construction Plan Review Procedures
- To the extent allowable by state, federal, and local law, all permittees shall maintain and implement site plan review procedures that describe which plans will be reviewed as well as when an operator may begin construction. For those permittees without legal authority to enforce site plan reviews, this requirements is limited to those sites operated by the permittee and its contractors and located within the permittee’s regulated area. The site plan procedures must meet the following minimum requirements.
1. The site plan review procedures must incorporate consideration of potential water quality impacts.

2. The permittee may not approve any plans unless the plans contain appropriate site specific construction site control measures that, at a minimum, meet the requirements described in the TPDES Construction General Permit TXR150000. The permittee may require and accept a plan, such as a SWP3, that has been developed pursuant to the TPDES Construction General Permit TXR150000.

(e) Construction Site Inspections and Enforcement

To the extent allowable by state, federal and local law, all permittees shall implement procedures for inspecting large and small construction projects. Permittees without legal authority to inspect construction sites shall at a minimum conduct inspection of sites operated by the permittee or its contractors and that are located in the permittee's regulated area.

1. The permittee shall conduct inspections based on the evaluation of factors that are a threat to water quality, such as: soil erosion potential, site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-stormwater discharges; and past record of non-compliance by the operators of the construction site.
2. Inspections must occur during the active construction phase.
  - (i) All permittees shall develop and implement updated written procedures outlining the inspection and enforcement requirements. These procedures must be maintained on-site or in the SWMP and be made available to TCEQ.
  - (ii) Inspections of construction sites must , at a minimum:
    - a) determine whether the site has appropriate coverage under the TPDES Construction General Permit TXR150000. If no coverage exists, notify the permittee of the need for permit coverage;
    - b) conduct a site inspection to determine if control measures have been selected, installed, implemented and maintained according to the small MS4's requirements;
    - c) assess compliance with the permittee's ordinances and other regulations; and
    - d) provide a written or electronic inspection report.
3. Based on site inspection findings, all permittees shall take all necessary follow-up actions (for example, follow-up inspections or enforcement) to ensure compliance with permit requirements and the SWMP. These follow-up and enforcement actions must be tracked and maintained for review by the TCEQ.

(f) Information submitted by the Public

All permittees shall develop, implement and maintain procedures for receipt and consideration of information submitted by the public.

(g) MS4 Staff Training

All permittees shall ensure that all staff whose primary job duties are related to implementing the construction stormwater program (including permitting, plan

review, construction site inspections and enforcement) are informed or trained to conduct these activities. The training may be conducted by the permittee or by outside trainers.

B. Discussion of selected BMPs

Implementation, activities, measurable goals, schedules and responsible parties for existing and new BMPs are presented in **Table 3**.

1. DEVELOPMENT REVIEW COMMITTEE/PLAN REVIEW AND APPROVAL PROCEDURES

Description: The City of Hutchins has created a Plan Review Committee to streamline the plan review process for local developments. Meetings of the Plan Review Committee (PRC) are held as needed and representatives from the Public Works, Building Inspections, Police and Fire Department attend.

Developers must submit for review civil drawings prior to each PRC meeting. The Building Inspections Department distributes copies of the plans to the appropriate departments for review prior to the meetings. The Public Works Director reviews the plans to ensure that proposed construction activities at sites of one acre and greater, including construction activities at sites that are part of a larger common plan of development meet the appropriate stormwater requirements including permit coverage under TCEQ (if required), the SWPPP, and appropriate BMPs. The public may provide comments prior to the PRC review by submitting a letter to the City. In addition, the public may provide comments on proposed developments at Planning and Zoning Commission or City Council meetings.

Measurable Goals: The City will continue to hold PRC meetings to review plans for local developments. The City will document the number of reviewed projects. The PRC process will be used to identify current construction activities and develop an inspection schedule.

Responsible Parties: Public Works, Building Inspection, Police, Fire

2. CITIZEN COMPLAINT/ILLEGAL DUMPING

Description: The City will continue enforcing illegal dumping violations. Concerned citizens are encouraged to report any stormwater violations and file complaints regarding illegal dumping that they may observe by making a service request, or contacting Code Enforcement/Public Works/Utility Billing.

Measurable Goals: The City will investigate and inspect all illegal dumping complaints aiding in identifying violations of the Storm Water Protection Ordinance, such as wash out wastewater, fuels/oils, soaps/solvents and dewatering activities, and the Texas Health and Safety Code. The City will track the number of complaints received and any enforcement action.

Responsible Parties: Public Works, Code Enforcement, Utility Billing

3. STORMWATER POLLUTION PREVENTION ORDINANCE – EROSION AND SEDIMENT

Description: The City will amend its Building Regulations Ordinance to establish a new article entitled “Soil Erosion and Sedimentation Control”. The ordinance will require property owners, developers and builders to maintain their property in such a manner as to prevent excessive erosion. The ordinance also establishes minimum requirements and procedures to control the adverse effects of increased sedimentation and soil erosion; and provides for civil and criminal enforcement and penalty for failure to comply.

Measurable Goals: The City will continue site inspection and enforcement procedures to implement the construction site pollution prevention program. The City will document the number of inspections completed. Any follow-up activities including enforcement will be documented and maintained by the City.

Responsible Parties: Code Enforcement, Public Works

4. STORMWATER POLLUTION PREVENTION ORDINANCE – ON-SITE WASTE CONTROL SECTION

Description: The City will amend its Building Regulations Ordinance to establish a new article entitled “Soil Erosion and Sedimentation Control”. The ordinance requires property owners, developers and builders to require off-site borrow, spoil and staging areas to be constructed in a manner that will minimize the amount of sediment entering streams.

Measurable Goals: The City will continue site inspection and enforcement procedures to implement the construction site pollution prevention program. The City will document the number of inspections completed. Any follow-up activities including enforcement will be documented and maintained by the City.

Responsible Parties: Code Enforcement, Public Works

5. SITE INSPECTIONS AND ENFORCEMENT

Description: The City will continue conducting site inspections and enforcement as implementation of the construction site pollution prevention program. All construction sites requiring inspections will be inspected in accordance with the TPDES Construction General Permit TXR150000. Employees responsible for conducting site inspections will be trained and have adequate experience. Training documentation will be kept on file at the City.

Measurable Goals: The City will document the number of inspections completed and any follow-up activities including enforcement will be documented and maintained by the City.

Responsible Parties: Code Enforcement, Public Works

**TABLE 3. MCM-3 List of BMPs: Construction Site Stormwater Runoff Control**

BMP ID	BMP	Activity	Measurable Goal	Due Date	Responsible Party
12	Development Review Committee/Plan Review and Approval Procedures	Continue participating in construction site plan review procedures to address potential water quality impacts.	Document the number of reviews conducted.	Annually	Public Works, Building Inspections, Police, Fire
13	Citizen Complaint/Illegal Dumping	Continue enforcing illegal dumping violations and investigating complaints.	Document the number of complaints received and any enforcement action.	Annually	Public Works, Code Enforcement
14	Stormwater Pollution Prevention Ordinance – Erosion and Sediment Control Section	Continue enforcement of ordinance requiring erosion and sediment control BMPs to prevent excessive erosion.	<p>Revise the Building Regulation section of the City Codes to include new section to address “Erosion and Sediment Control”.</p> <p>Document the number of inspections completed.</p> <p>Document the number of follow-up activities including enforcement.</p>	<p>December 31, 2019</p> <p>Annually</p> <p>Annually</p>	Public Works, Code Enforcement
15	Stormwater Pollution Prevention Ordinance – On-Site Waste Control Section	Continue enforcement of ordinance requiring on-site waste control.	<p>Revise Building Regulation section of City Codes to include new section to address “On-Site Waste Control Section”.</p> <p>Document the number of inspections completed.</p> <p>Document the number of follow-up activities including enforcement.</p>	<p>December 31, 2019</p> <p>Annually</p> <p>Annually</p>	Public Works, Code Enforcement
16	Site Inspections and Enforcement	Continue site inspections and enforcements.	Document the number of inspections and any follow-up	Annually	Public Works; Code Enforcement

			activities including enforcement.		
17	MS4 Staff Training	Continue MS4 training staff	Document all employees receiving training.	Quarterly	Public Works; Code Enforcement

**MCM-4 POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT**

The Post-Construction Stormwater Management in New Development and Redevelopment minimum control measure is intended to increase the inclusion of site planning and design considerations, which will reduce runoff, and thus stormwater pollution, from developed sites.

**A. Post-Construction Stormwater Management Program**

(1) All permittees shall develop, implement, and enforce a program, to the extent allowable under state, federal and local law, to control stormwater discharges from new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more, including projects that disturb less than one acre that are part of a larger common plan of development or sale. The program may utilize an offsite mitigation and payment in lieu of components to address this requirement.

Existing permittees shall assess program elements that were described in the previous permit and modify as necessary to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of the permit term.

(2) All permittees shall use, to the extent allowable under state, federal, and local law and local development standards, an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects. The permittees shall establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites design, install, implement and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality. If the construction of permanent structures is not feasible due to space limitations, health and safety concerns, cost effectiveness, or highway construction codes, the permittee may proposed an alternative approach to TCEQ. Newly regulated permittees shall have the program element fully implemented by the end of the permit term.

**B. Requirements for all Permittees**

All permittees shall include the requirements described below.

(1) All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures required. Any changes must be included in the annual

report. Such written procedures must be maintained either on site or in the SWMP and made available for inspection by TCEQ.

(2) All permittees shall document and maintain records of enforcement actions and make them available for review by the TCEQ.

(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures

All permittees shall, to the extent allowable under state, federal, and local law, ensure the long-term operation and maintenance of structural stormwater control measures installed through one or both of the following approaches:

d. Maintenance performed by the permittee.

e. Maintenance performed by the owner or operator of a new development or redeveloped site under a maintenance plan. The maintenance plan must be filed in the real property records of Dallas County. The permittee shall require the owner or operator of any new development or redeveloped site to develop and implement a maintenance plan addressing maintenance requirements for any structural control measures installed on site. The permittee shall require operation and maintenance performed is documented and retained on site, such as at the offices of the owner or operator, and made available for review by the small MS4.

C. Discussion of selected BMPs

Implementation, activities, measurable goals, schedules, and responsible parties for existing and new BMPs are presented in **Table 4**.

1. DEVELOPMENT REVIEW COMMITTEE/PLAN REVIEW AND APPROVAL PROCEDURES

Description: The City created a Plan Review Committee to streamline the plan review process for local developments. Meetings of the Plan Review Committee (PRC) are held as needed and representatives from the Public Works, Building Inspections, Police and Fire Department attend.

Developers must submit for review civil drawings prior to each PRC meeting. The Building Inspections Department distributes copies of the plans to the appropriate departments for review prior to the meetings. The plans are reviewed to ensure that proposed construction activities at sites of one acre and greater, including construction activities at sites that are part of a larger common plan of development, meet the appropriate stormwater requirements including TPDES permit coverage (if required), SWPPP and appropriate BMPs. The public may provide comments prior to the PRC review by submitting a letter to the City. In addition, the public may provide comments on proposed developments at Planning and Zoning Commission or City Council meetings.

Measurable Goals: The City will continue to hold PRC meetings to review plans for local developments. The City will document the number of reviewed projects. The PRC process

will be used as a basis for identifying current construction activities and developing an inspection schedule.

Responsible Parties: Public Works, Building Inspections, Police, Fire

**2. STORMWATER POLLUTION PREVENTION ORDINANCE – POST DEVELOPMENT STORMWATER MANAGEMENT FOR NEW DEVELOPMENT AND REDEVELOPMENT**

Description: The City will amend its Building Regulation Ordinance to include a new section entitled “Post Development Stormwater Management for New Development and Redevelopment” that addresses stormwater runoff from new development and redevelopment activities at sites that create five thousand square feet (5,000 sf) or more of impervious cover or that involve land development activities of one acre or greater. The standards also apply to land development activities that are part of a larger common plan of development. This section will ensure that the quality and quantity of stormwater runoff leaving new development or redevelopment activities at sites of one acre or greater, including sites that are part of a larger common plan of development, meets regulatory requirements.

Measurable Goals: The City will continue enforcing the ordinance and issuing permits for applicants meeting all requirements of the ordinance. The City will document the number of permits issued and the number of inspections completed. Any follow-up activities including enforcement will be documented and maintained by the City.

Responsible Parties: Public Works, Code Enforcement

**TABLE 4. MCM-4 List of BMPs: Post-Construction Stormwater Management in New Development and Redevelopment.**

BMP ID	BMP	Activity	Measurable Goal	Due	Responsible Party
18	Development Review Committee/Review and Approval Procedures	Continue participating in construction site plan review procedures to address potential water quality impacts	Document the number of reviews conducted.	Annually	Public Works, Building Inspections, Police, Fire
19	Stormwater Ordinance – Post Construction Runoff Control Section	Continue enforcing ordinance related to new development and redevelopment to require permanent stormwater quality controls and to ensure compliance and long term O & M provisions, as required during permitting.	Revise the Building Regulations section of the City Codes to establish new section to address “Post Construction Stormwater Management in New Development and Redevelopment”.	December 31, 2019	Public Works, Building Inspections

			Document the number of permits issued and the number of inspections conducted.	Annually	
			Document any enforcement actions.	Annually	

**MCM-5 POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

The purpose for the Pollution Prevention and Good Housekeeping for municipal Operations minimum control measure is to assure that the City’s deliver of public services occurs in a manner protective of stormwater quality. In this way, the City may serve as a model to the community.

**A. Program development**

All permittees shall develop and implement an operation and maintenance program, including an employee training component that has the ultimate goal of preventing or reducing pollutant runoff from municipal activities and municipally owned areas including but not limited to park and open space maintenance; street, road or highway maintenance; fleet and building maintenance; stormwater system maintenance; new construction and land disturbances; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations. Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, s necessary, to continue reducing the discharges of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term.

**B. Requirements for all Permittees**

All permittees shall include the requirements described below in the program:

**(1) Permittee-owned Facilities and Control Inventory**

All permittees shall develop and maintain an inventory of facilities and stormwater controls that it owns and operates within the regulated area of the small MS4. The inventory must include all applicable permit numbers, registration numbers, and authorization for each facility or controls. The inventory must be available for review by TCEQ and must include, but is not limited, to the following, as applicable:

- a. Composting facilities;
- b. Equipment storage and maintenance facilities;
- c. Fuel storage facilities;

- d. Hazardous waste disposal facilities;
- e. Hazardous waste handling and transfer facilities;
- f. Incinerators;
- g. Landfills
- h. Materials storage yards;
- i. Pesticide storage facilities;
- j. Buildings, including schools, libraries, police stations, fire stations and office buildings;
- k. Parking lots;
- l. Golf courses;
- m. Swimming pools;
- n. Public works yards;
- o. Recycling facilities;
- p. Salt storage facilities;
- q. Solid waste handling and transfer facilities;
- r. Street repair and maintenance sites;
- s. Vehicle storage and maintenance yards; and
- t. Structural stormwater controls.

#### (2) Training and Education

All permittees shall inform or train appropriate employees involved in implementing pollution prevention and good housekeeping practices. All permittees shall maintain a training attendance list for inspection by TCEQ when requested.

(3) Disposal of Waste Material – Waste materials removed from the small MS4 must be disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable.

#### (4) Contractor Requirements and Oversight

a. Any contractors hired by the permittee to perform maintenance activities on permittee-owned facilities must be contractually required to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures.

b. All permittees shall provide oversight of contractor activities to ensure that contractors are using appropriate control measures and SOPs. Oversight procedures must be maintained on-site and made available for inspection by TCEQ.

#### (5) Municipal Operation and Maintenance Activities

- a. Assessment of permittee-owned operations
- All permittees shall evaluate operation and maintenance (O&M) activities for their potential to discharge pollutants in stormwater, including but not limited to:
- (i) Road and parking lot maintenance, including such areas as pothole repair, pavement marking, sealing, and re-paving;
  - (ii) Bridge maintenance, including such areas as re-chipping, grinding, and saw cutting;
  - (iii) Cold weather operations, including plowing, sanding, and application of deicing and anti-icing compounds and maintenance of snow disposal areas; and
  - (iv) Right-of-way maintenance, including mowing, herbicide and pesticide application, and planting vegetation.
- b. All permittees shall identify pollutants of concern that could be discharged from the above O&M activities (for example, metals; chlorides; hydrocarbons such as benzene, toluene, ethyl benzene, and xylenes; sediment; and trash).
- c. All permittees shall develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from the above activities. These pollution prevention measures may include the following examples:
- (i) Replacing materials and chemicals with more environmentally benign materials or methods;
  - (ii) Changing operations to minimize the exposure or mobilization of pollutants to prevent them from entering surface waters; and
  - (iii) Placing barriers around or conducting runoff away from deicing chemical storage areas to prevent discharge into surface waters.
- d. Inspection of pollution prevention measures – All pollution prevention measures Implemented at permittee-owned facilities must be visually inspected to ensure they are working properly. The permittee shall develop written procedures that describes frequency of inspections and how they will be conducted. A log of inspections must be maintained and made available for review by the TCEQ upon request.
- (6) Structural Control Maintenance
- If BMPs include structural controls, maintenance of the controls must be performed by the permittee and consistent with maintaining the effectiveness of the BMP. The permittee shall develop written procedures that define the frequency of inspections and how they will be conducted.

C. Discussion of selected BMPs

Implementation, activities, measurable goals, schedules, and responsible parties for existing and new BMPs are presented in **Table 5**.

1. DITCH CLEANING/DRAINAGE SYSTEM O&M

Descriptions: As part of its Drainage Operation and Maintenance activities, the City will continue routinely cleaning ditches and culverts, and will maintain structural controls as needed, located within the MS4, to reduce sediment and floatable materials. Staff will properly dispose of any dredged soil, accumulated sediments, and/or floatables recovered from the ditches. Any uncontaminated soils may be reused to re-establish the ditches to proper grade. The City will conduct activities to maintain proper operation of stormwater drainage, detention, and water quality features including post-construction BMPs owned, operated, and/or maintained by the City. Additional structural controls may be implemented, if appropriate and effective.

Measurable Goals: The City will clean ditches and culverts within the ROW on a regular basis. Appropriate personnel will maintain a log of O&M activities including recording the linear footage of ditches cleaned, dates of activities, and the account of material removed.

Responsible Parties: Public Works

2. MUNICIPAL OPERATIONS AUDIT

Description: The City operates many different kinds of facilities over a wide and varied area. In order to address the need for stormwater protection for all facilities and operations, the City will conduct a self-audit of its facilities to determine the nature of activities, identify appropriate BMPs (including structural controls), and provide for their implementation. The City will use the information to compile information regarding maintenance activities; maintenance schedules; and long-term inspection procedures for controls used to reduce floatables and other pollutants.

Measurable Goals: The City will conduct a self-audit. After completion of the audit, the City will use the results to identify and start implementing appropriate BMPs for each facility. During the fifth permit year, the City will conduct a second self-audit to determine the effectiveness of the BMPs.

Responsible Parties: Public Works

3. HAZARDOUS MATERIALS MANAGEMENT

Description: The City will develop and/or maintain an existing hazardous materials management program that minimizes the impact to water quality through the proper storage, use, and disposal of chemicals and bulk materials throughout the city and consider less toxic alternatives where appropriate.

Measurable Goals: The City will evaluate the status of the existing program procedures and document the results of the evaluation, including compiling a list of hazardous materials purchased, stored and utilized by the City. If applicable and feasible, the City will conduct research on less toxic alternatives and ensure that proper handling/storage methods are practiced; and re-evaluate the effectiveness of the current program at the end of permit term.

Responsible Parties: Public Works, Police, Fire

4. EMPLOYEE TRAINING

Description: The City will continue implementing an employee training program regarding stormwater quality issues and good housekeeping procedures. The training program, developed in-house, will educate employees on stormwater pollution prevention requirements and best practices. The training will be targeted to employees conducting the following municipal operations:

- a. Park and open space maintenance;
- b. Street and road maintenance, fleet, and building maintenance;
- c. Stormwater system maintenance;
- d. New municipal construction and land disturbances;
- e. Municipal parking lots;
- f. Vehicle and equipment maintenance;
- g. Storage yards, waste transfer stations; and
- h. Sand/gravel storage locations.

Measurable Goals: The City will conduct annual training. The date, topics, and attendees for training sessions will be documented.

Responsible Parties: Code Enforcement, Public Works, Building Inspections, Police, Fire

5. OTHER OPERATION & MAINTENANCE (O&M) ACTIVITIES

Description: As an additional effort to reduce stormwater pollution, the City will continue implementing operation & maintenance activities such as Daily Park cleaning, ROW/median maintenance, and maintenance of public facilities. These activities will reduce the amount of pollutants and floatables from entering the MS4. Contractors hired by the City to perform any O&M activities will be required to comply with procedures for reducing pollutants.

Measurable Goals: Appropriate personnel will maintain a log of O&M activities including recording the amount of trash collected and dates of activities. As necessary, the City will

provide contractor oversight and record the dates of activities and type of activity performed. Contractor training may be implemented, if appropriate and effective.

Responsible Parties: Code Enforcement, Public Works

**TABLE 5. MCM-5 List of BMPs: Pollution Prevention and Good Housekeeping for Municipal Operations.**

BMP ID	BMP	Activity	Measurable Goal	Due Date	Responsible Party
20	Ditch Cleaning/Drainage System O&M	Reduce sediment and floatable materials by routinely cleaning MS4 ditches and culverts, and maintaining structural controls. Conduct activities to maintain proper operation of stormwater drainage, detention and water quality features including post construction BMPs owned, operated and/or maintained by the City.	Maintain a log of O&M activities to include documenting the linear footage of ditches cleaned, date, and amount of material removed.	Annually	Public Works
21	Municipal Operations Audit	Conduct a self-audit of City facilities to determine the nature of activities, identify appropriate BMPs (including structural controls), and provide for their implementation throughout the permit term. Make adjustments as necessary.  Conduct a second self-audit to determine effectiveness of BMPs.	Compete a self-audit.	Annually	Public Works
			Determine and implement appropriate BMPs, document the BMPs in place and record any changes.	Annually	Public Works
			Complete a follow-up self-audit.	Annually	Public Works
22	Hazardous Materials Management	Develop and/or maintain an existing hazardous materials management program that minimizes the impact to water	Evaluate the status of the existing program and determine deficiencies.	Annually	Public Works, Code Enforcement, Police, Fire

		quality through the proper storage, use, and disposal of chemicals and bulk materials throughout the city and consider less toxic alternatives where appropriate.	Prepare a hazardous material inventory.  Make improvements to the program, try to reduce hazardous material and determine if less toxic materials are available and feasible for use.  Re-evaluate the effectiveness of the program.	Annually  Annually  Annually	
23	Employee Training	Continue implementing an employee training program regarding stormwater quality issues and good housekeeping procedures.	Document the number of employees trained	Annually	Code Enforcement, Public Works, Police, Fire
24	Other Operation & Maintenance (O&M) Activities	Reduce the amount of pollutants and floatables entering the MS4 by activities such as daily park clean up, ROW/median maintenance and maintenance of public facilities. Contractors hired by City to perform O&M must comply with procedures for reducing pollutants.	Maintain a log of O&M activities including the amount of trash collected and dates of activities.	Annually	Code Enforcement, Public Works

## RECORDKEEPING AND REPORTING

The purpose of recordkeeping and reporting is to document successful implementation of the SWMP. Annual reports (based on calendar year) on SWMP implementation will be required by TCEQ, and this update will be brought each year to the Hutchins City Council.

### A. RECORDKEEPING

1. The permittee shall retain all records, a copy of the TPDES general permit, and records of all data used to complete the application (NOI) for the general permit and satisfy the public participation requirements, for a period of a least three (3) years, or for the remainder of the term of the general permit, whichever is longer. This period may be extended by request of the TCEQ executive director at any time.

2. The permittee shall submit the records to the TCEQ executive director only when specifically asked to do so. The SWMP required by the general permit (including a copy of the general permit) must be retained at a location accessible to the TCEQ.
3. The permittee shall make the NOI and the SWMP available to the public at reasonable times during regular business hours, if requested to do so in writing. Copies of the SWMP must be made available within the ten (10) working days of receipt of a written request. Other records must be provided in accordance with the Texas Public Information Act. However, all requests for records from federal facilities must be made in accordance with the Freedom of Information Act.
4. The period during which records are required to be kept shall be automatically extended to the date of the final disposition of any administrative or judicial enforcement action that may be instituted against the permittee.

B. REPORTING

1. General Reporting Requirements

(a) Noncompliance Notification

According to 30 TAC Section 305.125(9), any noncompliance which may endanger human health or safety, or the environment, must be reported by the permittee to the TCEQ. Report of such information must be provided orally or by fax to the TCEQ Regional Office within 24 hours of becoming aware of the noncompliance. A written report must be provided by the permittee to the appropriate TCEQ Regional Office and to the TCEQ Enforcement Division (MC-224) within five working days of becoming aware of the noncompliance. The written report must contain:

- (1) A description of the noncompliance and its cause;
- (2) The potential danger to human health or safety, or the environment;
- (3) The period of noncompliance, including exact dates and times;
- (4) If the noncompliance has been corrected, the anticipated time it is expected to continue; and
- (5) Steps taken or planned to reduce, eliminate and prevent recurrence of the noncompliance and to mitigate its adverse effects.

(b) Other Information

When the permittee becomes aware that it either submitted incorrect information or failed to submit complete and accurate information requested in an NOI, NOT or NOC, or any other report, the permittee shall promptly submit the facts or information to the TCEQ executive director.

## 2. Annual Report

The MS4 operator shall submit a concise annual report to the TCEQ executive director within 90 days of the end of each reporting year. For the purpose of this section, the reporting year may include either the permit year, the permittee's fiscal year or the calendar year, as elected by the small MS4 and notified to the TCEQ in the application submittal. The annual report must address the previous reporting year.

The first reporting year for annual reporting purposes shall begin on the permit effective date and shall last for a period of one (1) year (the end of the "permit year"). Alternatively, if the permittee elects to report based on its fiscal year, the first reporting year will last until the end of the fiscal year immediately following the issuance date of the permit. If the permittee elects to report based on the calendar year, then the first reporting year will last until December 31, 2019.

Subsequent calendar years will begin at the beginning of the first reporting year (which will vary based on the previous paragraph) and last for one (1) year. The MS4 operator shall also make a copy of the annual report readily available for review by TCEQ personnel upon request. The report must include:

- (a) The status of compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals;
- (b) A summary of the results of information collected and analyzed, during the reporting period, including monitoring data used to assess the success of the program at reducing the discharge of pollutants to the MEP;
- (c) If applicable, a summary of any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4s BMPs used to address the pollutant of concern;
- (d) A summary of the stormwater activities the MS4 operator plans to undertake during the next reporting year;
- (e) Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements;
- (f) Description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans. For waters that are listed as impaired after discharge authorization pursuant to Part KK.D.4, include a list of such waters and the pollutant(s) causing the impairment, and a summary of any actions taken to comply with the requirements;

(g) Notice that the MS4 operator is relying on another government entity to satisfy some of its permit obligations (if applicable);

(h) The number of construction activities where the small MS4 is the operator and authorized under the 7<sup>th</sup> optional MCM, including the total number of acres disturbed; and

(i) The number of construction activities that occurred within the jurisdictional area of the small MS4 (as noticed to the permittee by the construction operator), and that were not authorized under the 7<sup>th</sup> MCM.

MS4s authorized under the previous version of the permit must prepare an annual report whether or not the NOI and SWMP have been approved by the TCEQ. If the permittee has either not implemented the SWMP or not begun to implement the SWMP because it has not received approval of the NOI and SWMP, then the annual report may include that information.

If permittees share a common SWMP, they shall contribute to and submit a single system-wide report. Each permittee shall sign and certify the annual report in accordance with 30 TAC Section 305.128 (relating to Signatories to Reports).

The annual report must be submitted with the appropriate TCEQ reporting forms if available, or as otherwise approved by TCEQ.

The annual report must be submitted to the following address:

Texas Commission on Environmental Quality  
Stormwater Team, MC-148  
P.O. Box 13087  
Austin, Texas 78711-3087

A copy of the annual report must also be submitted to the TCEQ Regional Office that services the area of the regulated small MS4, except if the report is submitted electronically.

Effective December 21, 2020, annual reports must be submitted using the online electronic reporting system available through the TCEQ website unless the permittee requests and obtains an electronic reporting waiver.

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