Phase II MS4 Annual Report

For the Town of

Stormwater Management Program
Year 5
(January 1, 2023 – December 31, 2023)
Permit Authorization Number: TXR040592

Texas Commission on Environmental Quality

March 2024

Prepared By

5237 N. Riverside Drive, Suite 100
Fort Worth, Texas 76137
(817) 336-5773

ADD 23562

Phase II MS4 Annual Report Form
TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040592

Reporting Year: 5

Annual Report Year: Calendar Year

Beginning and End Date: January 1, 2023 to December 31, 2023

MS4 Operator Level: Level 2

Name of MS4/Permittee: Town of Addison MS4

Contact Name: Mr. Shawn Cheairs, Stormwater and Operations Manager

Telephone Number: 972-450-2818

Mailing Address: 16801 Westgrove Dr.
Addison, TX 75001

Email Address: scheairs@addisontx.gov

A copy of the annual report was submitted to the TCEQ Region.

☒ Yes ☐ No

Region the annual report was submitted to: TCEQ Region 4.

B. Status of Compliance with the MS4 GP and SWMP (Part IV Section B.2(a))

1. Provide information on the status of complying with permit conditions: (TXR040000 Part IV.B.2)

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	☒	☐	BMPs have been met or progress has been made towards meeting the goal.
Permittee is currently in compliance with recordkeeping and reporting requirements.	☒	☐	Report is being submitted for Year 5 2023.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	☒	☐	Addison meets the eligibility requirements of the permit.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report.	☒	☐	Addison conducted an annual review of the Town's SWMP.

2. Provide a general assessment of the appropriateness of the selected BMPs. Use table below or attach a summary, as appropriate:

MCM	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
1	Community Involvement	Yes, getting the public involved in cleanup of parks can directly impact the amount of pollution entering local waterbodies.
1	Household Hazardous Waste (HHW) Program	Yes, this program can lead to a reduction in hazardous waste that might otherwise enter the storm drain by collecting this waste directly from residents through a home pickup program.
1	Pet Waste Management	Yes, by teaching residents to pick up after their pets, the number of bacteria entering local waterways can be decreased.
1	Regional Partnerships	Yes, receiving up to date information, as well as sharing educational tools, can be very helpful in developing and proliferating a stormwater management plan that is collaborative.
1	Restaurant Dumpster and Trash Handling	Yes, informing restaurants on proper waste disposal can reduce pollutants discharged into lakes and streams as well as help to reduce sanitary sewer overflows into waterbodies.
1	Storm Drain Inlet Markers	Yes, marking storm drains will remind the public that storm drains discharge directly into creeks and streams, which may prevent any dumping or pollutants from entering the storm drain.
1	Stormwater Education	Yes, educating citizens, including adults and children, is an important part of reducing stormwater pollution by raising awareness of everyday issues that can be easily remedied.
1	Sustainability Website	Yes, the website provides useful information about stormwater and other environmental issues for residents.
1	SWMP Annual Review	No, however, it is important to review the program annually to ensure program is clear specific and measurable.
2	Storm Drainage System Map	Yes, the map allows the Town to easily track and remedy illicit discharges, should they occur.
2	Education and Training on Illicit Discharges	Yes, educating Town staff on identifying and taking corrective actions can increase identification, response, and clean-up efforts.
2	Public Reporting and Response Procedures	Yes, providing a mechanism for residents to report illicit discharges expedites the Town's ability to locate and address illicit discharges.
2	Source Investigation and Elimination	Yes, determining the source of an illicit discharge is important in order to begin corrective actions and minimize future discharges.

MCM	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (yes or no). Explain.
2	Sanitary Sewer Operation and Maintenance	Yes, by inspecting and tracking sanitary sewer operations, the number of sanitary sewer overflows into waterbodies can be reduced.
2	Dry Weather Field Inspections	Yes, visually inspecting Town outfalls can lead to the detection of illicit discharges and allows for periodic monitoring.
3	Erosion & Sediment Control Requirements	Yes, by allowing the Town to regulate erosion and sediment control on construction sites, pollutants from stormwater runoff are reduced.
3	Construction Plan Review Procedures	Yes, by ensuring that construction sites are enacting appropriate erosion and sediment control BMPs.
3	Construction Site Inspection & Enforcement	Yes, performing site inspections will ensure proper installation and maintenance of erosion and sediment controls and reduce transport of sediment load.
3	Construction Stormwater Training	Yes, stormwater pollution can be reduced by properly training inspectors to identify, report, and correct improper erosion control practices on construction sites.
4	Post-Construction Requirements	Yes, by allowing the Town to regulate post development plans and ensure long-term water quality.
4	Long-Term Maintenance of Post-Construction BMPs	Yes, developing long-term operation and maintenance requirements ensures that post-construction BMPs will be maintained according to the Town's criteria.
4	Tree Planting and Management Plan	Yes, having a tree planting plan allows the Town to place trees and promote pervious surface which helps reduce runoff.
5	Facility and Stormwater Control Inventory	Yes, maintaining an inventory of Town-owned facilities and stormwater controls identifies facilities and controls of concern in order to establish pollution prevention measures and sources of pollution.
5	Municipal Employee Training	Yes, educating employees on pollution prevention and good housekeeping practices can reduce stormwater pollution from municipal activities.
5	Contractor Requirements and Oversight	Yes, developing contractual requirements will ensure that contractors are using appropriate control measures and standard operating procedures when working within the MS4.
5	Municipal Operations and Maintenance Activities	Yes, performing the assessment identifies possible pollutants and solutions to prevent pollution.

3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the maximum extent practicable. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table or attach a narrative description as appropriate.

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
1	Community Involvement	Number of cleanup events	1	Event	Yes, involving the public in keeping parks clean is an effective way to reduce pollution.
1	Household Hazardous Waste (HHW) Program	Hosted Events	3	Events	Yes, by educating residents and offering a HHW pickup program these wastes are properly disposed of and kept out of the MS4.
1	Pet Waste Management	Hosted Events	3	Events	Yes, by giving pet owners the option to properly dispose of their pets waste, harmful bacteria is partially removed from the MS4 when baggies are used.
1	Regional Partnerships	Meetings Attended	16	Meetings	No, however, sharing information amongst other MS4s is a valuable tool for training and education purposes.
1	Restaurant Dumpster and Trash Handling	# of inspections per restaurant	X2	Annually	No, but educating restaurants about proper waste disposal is important to reduce pollution by making the population more informed.
1	Storm Drain Inlet Markers	Inlets Marked	100%	Inlets	No, but storm drain marking serves as a reminder to residents and visitors that pollutants dumped in inlets drain directly to creeks.
1	Stormwater Education	Hosted Events	3	Events	No, but educating the public and Town Council is important for their understanding of the SWMP.
1	Sustainability Website	Annual Reports Posted	4	Annual Reports	No, but educating the public and providing them with resources is important to reduce pollution.
1	SWMP Annual Review	BMPs Reviewed	26	BMPs	No, however, reviewing the program and BMPs annually ensures the program is compliant with TPDES permit.

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MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
2	Storm Drainage Outfall Map	Outfalls Mapped	100%	Outfalls	No, but the BMP allows staff to easily track illicit discharges and anticipate potential outfalls that may be affected from a discharge.
2	Education and Training on illicit Discharges	Number Attendees	2	Attendees	No, but providing educational information allows staff to be aware of violations and report them to proper Town stormwater personnel for response.
2	Public Reporting and Response Procedures	Illicit Discharges Reported	0	Reports	Yes, the BMP provides a way of contact for residents to report illicit discharges and illegal dumping to minimize pollution.
2	Source Investigation and Elimination	Illicit Discharges Reported	1	Reports	Yes, the Town's procedures for addressing the source of an illicit discharge minimizes the introduction of pollutants to the stormwater system.
2	Sanitary Sewer Operation and Maintenance	Feet of Sanitary Sewer Line Cleaned	55,691	Feet	Yes, cleaning the sewer system regularly reduces sanitary sewer overflows into waterbodies.
2	Dry Weather Field Inspections	Outfalls Inspected	12	Outfalls	Yes, it can result in a direct reduction of pollutants if an illicit discharge is found.
3	Construction Plan Review Procedures	Construction Sites Inspected/ Complaints Received	9/0	Sites/ Complaints	Yes, construction site inspection and ordinance enforcement reduces the amount of sediment entering the stormwater system.
3	Construction Plan Review Procedures	Number of Plans Reviewed	12	Plans	No, but it is important the Town have proper review procedures to ensure that construction sites are enacting appropriate pollutant reducing BMPs.
3	Construction Site Inspection & Enforcement	Construction Sites Inspected	9	Construction Sites	Yes, the Town has inspection procedures to ensure construction sites comply with the Town's Erosion and Sediment Control Ordinance.

MCM	BMP	Information Used	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (yes or no, explain)
3	Construction Stormwater Training	Number of Attendees	7	Attendees	No, but it is important that inspectors be trained such that they can identify improper erosion control practices, recommend corrective actions, and reduce stormwater pollution from construction sites.
4	Post-Construction Requirements	Number of Violations	0	Violations	Yes, some post-construction requirements, such as detention ponds can serve to reduce pollutant loading in streams.
4	Long-Term Maintenance of Post-Construction BMPs	Number of Maintenance Plans Implemented	0	Maintenance Plans	Yes, developing long-term operation and maintenance requirements ensures post-construction BMPs will be maintained according to the Town's criteria.
4	Tree Planting and Management Plan	Trees Replaced and Removed	94	Caliper Inches	No, there is no measurable reduction in pollutants, but having a tree plan helps reduce the amount of runoff from urban areas.
5	Facility and Stormwater Control Inventory	Number of Town-Owned Facilities	14	Town-owned Facilities	No, however it is important to identify Town-owned facilities and stormwater controls in order to establish pollution prevention measures and sources of pollution.
5	Municipal Employee Training Program	Number of Attendees	2	Attendees	No, however it is important to educate Town employees on ways to reduce and prevent pollution, as well as to identify and report if pollution is occurring.
5	Contractor Requirements and Oversight	Number of Contractors	6	Contractors	No, but implementing contractual requirements and oversight ensures that MS4-hired contractors are accountable to the MS4's pollution reduction goals.
5	Municipal Operations and Maintenance Activities	High Priority Facilities Inspected	3	High Priority Facilities	No, however performing the assessment on municipal operations and maintenance activities identifies possible pollutants and will help develop standard operating procedures to reduce and minimize pollutant discharges.

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals.

MCM	Measurable Goal	Success
1	Provide 1 cleanup event annually	Met Goal – November Clean Up Day
1	Distribute HHW information at 3 events annually.	Met Goal – HHW material was distributed at Earth Day, Taste of Addison, and Oktoberfest.
1	Provide educational material about pet waste at 3 Town events annually.	Met Goal – Pet Waste material was distributed at Earth Day, Taste of Addison, and Oktoberfest.
1	The Town will inspect pet waste stations at least once a week.	Exceeded Goal – The Town inspects pet waste stations twice a week.
1	Provide funding to NCTCOG annually to develop regional stormwater initiatives.	Met Goal – The Town continues to provide funding to NCTCOG annually.
1	Attend at least 5 scheduled regional meetings and/or conferences annually.	Exceeded Goal – The Town attended 16 various programs aimed at reducing stormwater pollution.
1	In Year 5, determine and inspect high priority restaurants twice a year.	Met Goal – The Town inspected all restaurants twice a year.
1	Mark 100% of new development and redevelopment inlets	Exceeded Goal – All the Town inlets have been marked.
1	Annually provide educational material to at least 3 Town events.	Exceeded Goal – Educational stormwater material was distributed at Earth Day, Taste of Addison, Oktoberfest, and Sustainability Summit.
1	Post annual reports on Town's website no later than 30 days after the due date.	Exceeded Goal – Annual reports dating back from 2019 to present have been posted on Town's website.
1	Annually review SWMP to ensure compliance.	Met Goal – The program and BMPs were reviewed to ensure compliance.
2	Annually update the storm drainage system map as necessary.	Met Goal – Storm drainage system map is up to date.
2	Provide annual IDDE training at least one a year for designated Town staff and new hires.	Met Goal – The Town of Addison provided IDDE training.
2	Investigate 100% of complaints or reports received.	Met Goal – All potential IDDE complaints were investigated and documented in a timely manner.
2	Investigate and correct 100% of potential illicit discharges.	Met Goal – All potential IDDE were inspected.
2	Perform maintenance of sanitary sewers annually.	Met Goal – A total of 55,691 linear feet of sanitary sewer pipes were cleaned.
2	Investigate 100% of potential sanitary sewer leaks.	Met Goal – All potential leaks were investigated.

MCM	Measurable Goal	Success
2	Visually inspect one watershed per year.	Met Goal – Dry weather screening was performed on the White Rock Basin.
3	Administer the construction plan review process for 100% of new regulated construction projects.	Met Goal – The Town's Consulting Review Engineer and Addison's Engineering staff reviewed 6 construction plans.
3	Inspect 100% of construction sites each year.	Met Goal – All 5 active construction sites are routinely inspected for compliance with Town ordinance.
3	Inspect 100% of complaints driven site each year.	Met Goal – No construction complaints were received, but the Town performed routine inspections at construction sites.
3	Conduct annual construction stormwater training at least once a year for designated Town staff and new hires.	Met Goal – The Town conducted construction stormwater training for Year 5 and had 7 Town employees attend.
4	Investigate 100% of post-construction violations or complaints.	Met Goal – No violations or complaints were received, but the Town continues to inspect post-construction controls.
4	Implement maintenance plans for 100% of new owners or operators once post-construction BMPs is installed.	Partially Met Goal – The Town has a maintenance program for its public stormwater infrastructure and is currently working on an ordinance to address maintenance of private facilities.
4	Replace 100% of trees removed in accordance with the Tree Management plan when designing future roadway improvements.	Met Goal – The Town replaced 94 caliper inches of trees.
5	Maintain an inventory of Town-owned and operated facilities and stormwater controls and update as necessary.	Met Goal – Inventory of Town-owned facilities and stormwater controls is up to date.
5	Provide annual municipal employee training at least once a year for designated staff and new hires.	Met Goal – The Town of Addison provided Municipal Employee training and 2 employees attended.
5	Implement contract requirements to 100% of new contractors.	Met Goal – New contractors are expected to abide by contractor requirements
5	Maintain contracts with 100% of current contractors and revise as necessary.	Met Goal – Contractual requirements The Town continues to maintain contract requirements with current contractors.
5	Inspect high priority facilities once a year.	Met Goal – Three high priority facilities were inspected for Year 5.

C. Stormwater Data Summary

1. Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP.

   The following BMPs were used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable.

   - Pet Waste Management
     - Implementing the pet waste station as a Public Education BMP, the Town is able to monitor on a regular basis whether or not the bags are being used. If the bags are not being used and pet waste is being observed on the ground, the Town can increase the public education frequency or develop new material to educate residents about proper pet waste disposal.
   - Public Reporting & Response Procedures
     - The Town actively encourages, tracks, and responds to residents' observations of illicit discharges. While this does not require Town forces to actively monitor, it allows for more "boots on the ground", more visual coverage, and Town awareness and response.
   - Source Investigation and Elimination
     - The Town has developed written procedures for responding to illicit discharges including inspections, investigations, and corrective actions. Additionally, Town staff that are routinely exposed to pollutant sources are trained to monitor and observe conditions as part of their day-to-day operations.
   - Detection and Elimination of illicit Sanitary Sewer Discharges
     - The Town regularly monitors the existing condition of sanitary sewer lines and performs routine maintenance, rehabilitations, and replacement as necessary. Actively monitoring and repairing the sanitary sewer lines reduces the potential for sanitary sewer overflows.
   - Construction Site Inspections and Enforcement
     - This BMP requires Town stormwater personnel to be actively monitoring construction sites for stormwater pollutants.
   - Municipal Operation and Maintenance Activities
     - Observing the municipal operations and maintenance activities identifies possible pollutants that can be discharged into storm drains. In future years, the Town has identified a BMP that will define monitoring and inspection frequencies which will result in active monitoring and observance of potential pollution.

D. Impaired Waterbodies

1. **Identify whether an impaired water within the permitted area was added to the latest EPA – approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(d) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment.**

   - Not applicable. The Town of Addison does not have any impaired waterbodies on the TCEQ 2022 303d list.

2. **If applicable, explain below any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern.**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2022 303d list.

3. **Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL.**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2022 303d list.

4. **Report the benchmark identified by the MS4 and assessment activities:**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2022 303d list.

5. **Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark.**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2022 303d list.

6. **If applicable, report on focused BMPs to address impairment for bacteria**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2022 303d list.

7. **Access the progress to determine BMP's effectiveness in achieving the benchmark.**

   - Not applicable. Town of Addison does not contain impaired waterbodies listed on the TCEQ 2022 303d list.

E. Stormwater Activities (Part IV Section B.2. (d))

Describe any stormwater activities the MS4 operator has planned for the next reporting year.

The Town is currently evaluating the requirements of the upcoming permit renewal and identifying which activities to continue and what new activities they plan to implement. The following is based on preliminary discussions and will be refined with development of their new SWMP. This information is summarized and paraphrased and it is understood that more detail will be provided with the upcoming SWMP.

MCM	BMP	Measurable Goal	Description/Comments
1: Public Education and Outreach	Information on the MS4 Operator's Website	Maintain a webpage with current and accurate information and working links.	The Town will continue to post it's SWMP and Annual Reports on its website.
	Social Media Posts, Social Media Campaign	Post a minimum of 4 times per year; variety of impacts and practices; seasonally appropriate; quarterly	The Town will develop a series of seasonally appropriate social media posts to post at least quarterly.
	Media/advertising campaign/public service announcements in areas of high visibility: billboard/poster; bus shelter/bench; radio/television/ movie theater; and kiosks.	Develop topics that address activities or pollutants of concern and post for at least 3 weeks.	The Town plans to use its digital billboard in coordination with its social media do develop a campaign to address a stormwater issue.
	Fact sheets/brochures/utility bill inserts/door hangers	Develop material topics that are group specific and address activities or pollutants of concern to reach 75% of intended audience.	The Town plans to do utility bill inserts and develop a campaign each year.

MCM	BMP	Measurable Goal	Description/Comments
2: Public Involvement /Participation	Stream/lake or watershed clean-up events; litter/trash clean-up events such as Texas Stream Team, Adopt-A-Highway, Adopt-A-Spot, Adopt-A-Street, Adopt-A-Stream, etc.	Host at a minimum two events annually to include at least: - Two acres - 400-years of stream/streambank/riparian area, or - Two miles of roadside	The Town will host two events and the Stormwater team will coordinate with Parks and Recreation.
	Hold events to train residents, or work a project for homeowner associates (HOAs), or other public groups to cover stormwater topics such as: Building rain barrels; Fertilizer application training; Rain garden/bio retention creation or maintenance; How to recognize illicit discharge activities and communicate observations to appropriate MS4 staff.	Provide at minimum one project or training annually.	The Town plans to host an annual training event.
	Educational display/booth at a school, public event, or similar event to provide information or displays that work to improve public understanding of issues related to water quality.	Provide one booth or display at minimum annually.	The Town currently does this at 3 events – Earth Day, Taste of Addison, and Oktoberfest – and plans to continue.

MCM	BMP	Measurable Goal	Description/Comments
3: Illicit Discharge Detection and Elimination (IDDE)	Maintain a current and accurate MS4 map as described in Part IV.D.3.(c)(1)	Review and update, as necessary, at least one time annually to include features which have been added, removed, or changed.	The Town will continue to maintain its outfall map
	Conduct training for all the permittee's field staff.	Conduct a minimum of one training annually for 100% of MS4 field staff that may come into contact with or otherwise observe an illicit discharge, illegal dumping, or illicit connection.	The Town will continue to host training for its relevant staff.
	Maintain and publicize a public reporting method for the public to report illicit discharges, illegal dumping, or water quality impacts.	Maintain a minimum of one public reporting mechanism 100% of the time during the permit term. Publicize the public reporting mechanism a minimum of two times annually.	The Town will continue to provide reporting forms and phone numbers on its website and will publicize reporting methods at least twice a year.
	Develop and maintain procedures for responding to illicit discharges, illegal dumping and spills.	Review and update the procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	The Town will develop and maintain standard operating procedures (SOPs) for IDDE Response.
	Source investigation and elimination of illicit discharges and illegal dumping.	Respond to 100% of known illicit discharges and illegal dumping incidents each year to investigate sources	The Town will to respond to 10% of reports of illicit discharges and illegal dumping.
	Corrective action to eliminate illicit discharges and illegal dumping.	For 100% of illicit discharges or illegal dumping where a source has been determined, notify the responsible party of the problem within 24 hours.	The Town will continue to enforce its IDDE Ordinance and hold responsible parties accountable.
	Inspection Procedures.	Review and update the procedures at least one time annually to address changes and make improvements to the established procedures where applicable.	The Town will review its standard operating procedures and update and improve as needed.
	Inspections in response to complaints	Conduct inspections in response to 100% of complaints each year according to the established procedures.	The Town will continue to inspect 100% of complaints.

MCM	BMP	Measurable Goal	Description/Comments
4: Construction Site Stormwater Runoff Control	Develop and maintain an ordinance or other regulatory mechanism	Review and update the ordinance or other regulatory mechanism at least one time during the permit term	The Town will continue to enforce and review its Erosion and Sediment Control Ordinance.
	Prohibit discharges	Review and update the ordinance or other regulatory mechanism at least one time during the permit term	The Town will review its ordinance to make sure it meets the requirements of the permit and includes appropriate prohibited discharges.
	Maintain and implement site plan review procedures that describe which plans will be reviewed as well as when an operator may begin construction	Review and update site plan review procedures at least one time annually. Implement site plan review procedures for 100% of new construction site plans received each year.	The Town will continue its site plan review procedures and review the procedures annually for compliance with the permit.
	Implement procedures for inspecting large and small construction projects	Conduct inspections at 80% of active construction sites annually according to the established procedures.	The Town will continue to inspect 100% of construction sites.
	Develop, implement and maintain procedures for receipt and consideration of information submitted by the public	Maintain one webpage, hotline, or similar method for receipt of information submitted by the public throughout the permit term.	The Town will continue to provide links and phone numbers for public reporting.
	Conduct training for all the MS4 staff whose primary job duties are related to implementing the construction stormwwater program	Conduct a minimum of one training annually for 100% of MS4 staff whose primary job duties are related to implementing the construction stormwater program.	The Town will continue to provide training to relevant staff at least once a year.

MCM	BMP	Measurable Goal	Description/Comments
5: Post-Construction Stormwater Management in New Development and Redevelopment	Develop and maintain an ordinance or other regulatory mechanism	Review and update the ordinance or other regulatory mechanism at least one time during the permit term to address changes and make improvements to the ordinance where applicable.	The Town will continue to enforce its ordinance and will review it at least once during the upcoming permit term.
	Document and maintain records of enforcement actions and make them available for review by the TCEQ	Maintain records of 100% of enforcement actions taken each year.	The Town will continue to maintain enforcement records and make them readily available to TCEQ upon request.
	Ensure the long term operation and maintenance of structural stormwater control measures installed	Maintain 100% of stormwater control measures each year where the MS4 operator is responsible for maintenance. Require 100% of the owners or operators of any new development or redeveloped sites to develop and implement a maintenance plan addressing maintenance requirement for any structural control measures installed on site.	The Town will continue to maintain public stormwater control measures and enforce the maintenance of private stormwater control measures.

MCM	BMP	Measurable Goal	Description/Comments
6. Pollution Prevention and Good Housekeeping for Municipal Operations	Permittee-owned Facilities and Control Inventory	Develop and maintain an annual inventory for 100% of the small MS4 owned and operated facilities and controls in the small MS4 area. Review and update the inventory at least one time annually	The Town will continue to maintain a list of inventory and will review and update it at least annually.
	Training and Education	Conduct a minimum of one training annually for 100% of employees involved in implementing pollution prevention and good housekeeping practices.	The Town will continue to provide training for relevant staff and city contractors.
	Disposal of Waste Material	Ensure that 100% of waste from the MS4 is disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable each year.	The Town will ensure that its waste disposal is in accordance with the requirements.
	Contractor Requirements and Oversight	Each year, ensure that 100% of contractors hired by the MS4 to perform maintenance activities on permittee-owned facilities is contractually required to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures	The Town will continue to ensure that its contractors are complying with all stormwater regulations.
	Assessment of permittee-owned operations	Evaluate 100% of O&M activities for their potential to discharge pollutants in stormwater annually	The Town will continue to evaluate its facilities and activities and adjust behaviors as needed.
	Identify pollutants of concern	Identify pollutants of concern that could be discharged from all of the O&M activities.	The Town will review its prior assessments and adjust for new facilities or changes in operation and identify pollutants of concern.
	Pollution Prevention Measures	Develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from the permittee-owned operations. Implement at least two of the pollution prevention measures identified in the permit.	The Town will review its current implementation and ensure that it is meeting the permit requirements for pollution prevention measures on City owner facilities.
	Inspection of Pollution Prevention Measures	At least one time annually, visually inspect 100% of pollution prevention measures implemented at permittee-owned facilities to ensure they are working properly.	The Town will inspect its facilities annually and will evaluate and adjust its inspection procedures at that time.

F. Stormwater Modifications (Part IV Section B.2.(e))

1. The SWMP and MCM implementation procedures are reviewed each year.

☒ Yes ☐ No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

☐ Yes ☒ No

3. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contracts, procedures, annexation of land, etc.).

No changes proposed.

G. Additional BMPs for TMDLs and I-Plans

Provide a 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.

- No additional BMPs are anticipated for the Town of Addison at this time.

H. Additional Information (Part IV Section B.2.(g))

1. Is the permittee relying on another entity/ies to satisfy some of its permit obligations?

☐ Yes ☒ No

2. a. Is the permittee part of a group sharing a SWMP with other entities?

☐ Yes ☒ No

2. b. If 'yes,' is this a system-wide annual report including information for all permittees?

☐ Yes ☐ No

I. Construction Activities (Part IV Section B.2.(h-i))

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Large and Small Site Notices submitted by construction site operators). 9

2. Does the permittee utilize the optional seventh MCM related to construction?

☐ Yes ☒ No

2.b. If 'yes' then provide the following info for this permit year:

The number of municipal construction activities authorized under this general permit	N/A
The total number of acres disturbed for municipal construction projects	N/A

J. Certification

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

Name: Shannon Hicks, P.E. Title: Director of Public Works and Engineering Services

Signature: _____ Date: 3/27/2024

Town of Addison MS4

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Community Involvement***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Provide 1 cleanup event annually

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town of Addison hosted a recycling event during Earth Day. Residents were encouraged to bring unwanted electronics, office equipment, clothing, and household goods to recycle.

   The Town hosted a Clean up event in November and members of the community attended and collected debris at various sites around the Town.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Hosting an annual cleanup event helps reduce the amount of trash, debris, and pollutants that can enter into waterways. It also gets citizens involved in initiatives to protect water quality.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER EDUCATION & OUTREACH

Addison presented material and had staff on hand to answer questions and give advice at the following functions.

Date	Outreach Effort
4/29/2023	Addison Earth Day
6/2-3/2023	Taste Addison
9/14-17/2023	Addison Oktoberfest
11/4/2023	Community Clean Up Day

November Clean Up Event

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Household Hazardous Waste (HHW) Program***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Distribute HHW information at 3 events (Town Hall Meetings, Earth Day, etc.) annually.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   This year, Addison hosted 3 Town events (Earth Day, Taste of Addison, and Oktoberfest) and distributed HHW information at each event. The Town of Addison provides its residents with HHW home pickup at least 3 times a week and HHW information on the Town's website.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   HHW can be detrimental to water quality if not properly disposed of. By educating the public and providing them with an easy and effective way to dispose of their hazardous waste, the Town reduces the pollution in stormwater.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER EDUCATION & OUTREACH

Addison presented material and had staff on hand to answer questions and give advice at the following functions.

Date	Outreach Effort
4/29/2023	Addison Earth Day
6/2-3/2023	Taste Addison
9/14-17/2023	Addison Oktoberfest

RESIDENTS BUSINESS GOVERNMENT DEPARTMENTS ADDISON VISIT CONTACT US HOW DO I? Select Language

PUBLIC WORKS AND ENGINEERING

- Engineering and Construction Inspections
- Stormwater & Pollution Prevention
- Do You Have Unwanted Household Hazardous Waste
- Doo Good Pick Up Dog Doo
- Every Drop Counts
- Homeowner's Guide to Pollution Prevention
- Illegal Dumping & Illicit Discharges Are A Crime

Do You Have Unwanted Household Hazardous Waste (HHW)

To schedule a HHW home pickup with CWD, call 972-392-9300 and select Option 2. You can view instructions on packing your material under the "HH & EW Door Side Collection Program" tab on the CWD website. The cost for HHW home pick up is already included in your monthly fee, so there are no additional charges for this service.

Need to dispose of syringes? Learn how to do it safely with these "dos and don'ts" to protect yourself and others.

Attachments

- Residential Door Side Collection Program Household Hazards & Used Electronics
- Disposing of Syringes from Households: Do's and Don'ts

Is this page helpful? Yes No

Contact Information

Phone: 972-450-2871

Physical Address:
Addison Service Center
16801 Westgrove Drive
Addison, TX 75001

Hours of Operation:
Monday - Friday 8am - 5pm

View Full Contact Details

Upcoming Events

Earth Day Event and Community Garage Sale
04/25/2020 - 8:00am

View the Public Works and

Dallas County Home Chemical Collection Center

Partnership Since 2008

Citizens of Addison can take hazardous materials directly to the chemical drop off center. A resident only needs to bring a photo ID and a utility bill to use this service!

Location

11234 Plano Road
Dallas, TX 75243

214.553.1765

The building is easily identified by its white color and turquoise trim.

Hours of Operation

CLOSED:
Mondays, Fridays, & Sundays

Tuesdays	9:00 a.m. – 7:30 p.m.
Wednesdays	8:30 a.m. – 5:00 p.m.
Thursdays	8:30 a.m. – 5:00 p.m.

2nd & 4th Saturdays of each month:
9:00 a.m. – 3:00 p.m.

ADDISON INFRASTRUCTURE & DEVELOPMENT SERVICES

If you have any questions regarding this information please contact:

Marissa Paz
Management Assistant
972.450.2818

Only RAIN in the STORM DRAIN

Protect Our Waterbodies

Properly Dispose of Household Hazardous Waste

Report Illegal Dumping
972.450.2871

TCEQ

ADDISON stormwater

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

TOWN OF ADDISON

WHAT YOU CAN BRING TO THE DALLAS COUNTY HOME CHEMICAL COLLECTION CENTER

Products containing hazardous ingredients are labeled with words such as poison, danger, toxic, flammable, corrosive and reactive. The following are examples of accepted materials.

1. CHEMICAL PRODUCTS FOR HOME USE

- Adhesives
- Cleaners
- Polishes
- Pest Control

2. PAINT & HOME REPAIR PRODUCTS

- Paint
- Stain Removers
- Joint Compound

3. LAWN & GARDEN CHEMICALS

- Fertilizers
- Herbicides
- Pesticides
- Poisons

4. AEROSOL SPRAYS

Any pressurized can that is not fully empty to include WD-40, hairsprays, spray paint, bug spray.

5. POOL & SPA PRODUCTS

- Chemicals
- Cleaners

6. CRAFT & HOBBY SUPPLIES

- Glue
- Paints
- Mold Making Rubber

7. BATTERIES OF ALL KINDS

- Lead-Acid
- Rechargeable

NOTE: Single-use alkaline batteries (AA, C, D) may be discarded in the regular trash.

8. AUTOMOTIVE FLUIDS & OIL FILTERS

- Antifreeze
- Diesel
- Gasoline
- Motor Oil
- Waxes
- Cleaners
- Polish

9. MERCURY LAMPS & DEVICES

- Compact Flourescent Lamps
- Mercury Thermometers/ Thermostats
- Ionized Fire Detectors

10. COMPUTERS, CELL PHONES, SMALL ELECTRONICS

- Keyboards
- Desktops
- mp3 Players
- Laptops

DO NOT BRING

- Business/Commercial Waste
- Containers Larger than 5 Gallons
- Tires
- Explosives or Ammunition
- Shock Sensitive Materials
- Smoke Detectors or other Ionized Materials
- Radioactive Materials
- Medical Waste
- Common Trash or Recyclables
- Construction Debris
- TV's and Large Appliances

Report of Household Hazardous Waste Collected

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Section A: Contact Information	
Instructions: Complete contact information below, updating the program contact if needed. Submit your report to HHW Program Manager at recycle@tceq.texas.gov.	
Report Contact: Shawn Cheairs	**Same as Program Contact?** ☒ Yes ☐ No
Address: 16801 Westgrove Rd	**City, ZIP:** Addison, 75001
Phone Number: 972-450-2818	**Email:** scheairs@addisontx.gov
Program Contact: Earle Blakney	New Contact? ☐ Yes ☒ No
Address: 11234 Plano Road	City, ZIP: Dallas 75243
Phone Number: 214-553-1765	Email: eblakney@dallascounty.org
Section B: Collection Event Information	
Instructions: Complete the information below for the program(s) being reported	
Calendar Year Being Reported: **2023**	Multiple Events or Programs Reported? ☐ Yes ☒ No
Event Types Included in Report: ☐ Permanent Facility ☐ Collection Event ☒ Point-of-Generation Collection	
Name and address of permanent facility or facilities being reported for: Attach a list if necessary	
Address and date of collection event(s) or community(s) for point-of-generation: Addison, Texas	
Material received from another HHW program during reporting year? ☐ Yes ☒ No	If "Yes" List:
Material transferred to another HHW program during reporting year? ☒ Yes ☐ No	If "Yes" List: Dallas County 11234 Plano Rd. Dallas, TX. 75243

If you have questions on how to fill out this form or about the Household Hazardous Waste program, please contact us at 512-239-1000. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3104.

Section C: Collection Amounts

Instructions: Complete this section designating **pounds** collected for the following categories and their management. Note: *if materials offered for reuse were not itemized, complete as best estimate or in total pounds offered at the bottom.*

Material Type	**Material Collected**				**Material Management**			
	Permanent Facility	Collection Event (Mobile or 1-Day)	Point-of-Generation	Received from other HHW program(s)	Offered for Reuse at Event or Facility	Recycled (including energy recovery)	Disposed	Transferred to other HHW program (s)
1. Flammables	0	0	1633	0	0	0	0	1633
2. Corrosives	0	0	320	0	0	0	0	320
3. Oxidizers	0	0	52	0	0	0	0	52
4. Pesticides, Herbicides, Fertilizers	0	0	1265	0	0	0	0	1265
5. Batteries	0	0	281	0	0	0	0	281
6. Automotive Fluids*	0	0	921	0	0	0	0	921
7. Oil Filters	0	0	15	0	0	0	0	15
8. Paint/Paint-related	0	0	8699	0	0	0	0	8699
9. Used Electronics	0	0	573	0	0	0	0	573
10. CFLs & Mercury-Containing Equipment	0	0	76	0	0	0	0	76
11. Other:	0	0	13	0	0	0	0	13
TOTAL	0	0	13848	0	00	0	0	13848

To Submit Your Report

Email this report to recycle@tceq.texas.gov by April 1 of each year.

*Reporting information provided here does not substitute for direct reporting to the Used Oil Program.

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Pet Waste Management***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Provide educational material about pet waste at 3 Town events annually. The Town will inspect pet waste stations at least once a week.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐
   (a) If so, explain what was done to accomplish the measurable goal.

   This year, Addison hosted 3 Town events (Earth Day, Taste of Addison, and Oktoberfest) and distributed pet waste information at each event. Addison routinely inspects pet waste stations twice a week.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐
3. Was this BMP considered to be successful? Yes ☒ No ☐
   (a) Please explain.

   Educating residents of the harmful effects from pet waste, as well as proper disposal techniques, reduces the contamination of streams, ponds, and lakes, but also increases public awareness of a health risk to pets and humans.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒
   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER EDUCATION & OUTREACH

Addison presented material and had staff on hand to answer questions and give advice at the following functions.

Date	Outreach Effort
4/29/2023	Addison Earth Day
6/2-3/2023	Taste Addison
9/14-17/2023	Addison Oktoberfest

What is storm water runoff?

Storm water is water from rain. It flows from rooftops, through lawns, over paved streets, sidewalks and parking lots, across bare soil, and into storm drains to our streams, creeks, and rivers. As it flows, runoff collects and transports pet waste, soil, pesticides, fertilizers, oil and grease, litter, and other pollutants. These materials carried with the storm water are called non-point source pollution, and are some of the largest sources of pollution to our water.

The Fetilizer Myth

Contrary to popular belief, carnivorous animals, such as dogs, do not produce useable manurefertilizer for plants. Beneficial fertilizer comes from herbivores like horses and cows. These animals consume vegetation and return unused waster back to the soil to be taken up by plants.

What does that mean?

When it rains, the potential exists for thousands of pounds of waste to wash down the storm drains and into our streams, rivers, and lakes – untreated! That means harmful bacteria associated with all this dog waste is going to our water.

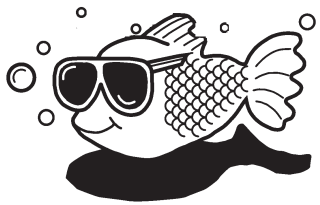
ADDISON®

For more information, contact:

Addison Infrastructure and Development Services

Service Center
16801 Westgrove

Marissa Paz
Management Assistant
972.450.2818



Pet Waste & Water Quality

Pet Waste is a health hazard and a water pollutant

Are you polluting our waterways?

When pet waste is left on the ground or disposed of improperly, water quality and your health may be at risk. Storm water runoff can pick up pet waste as it washes down the storm drains, drainage ditches, and into our rivers, lakes, and streams. Pet waste that is not picked up ***can pollute our water***.

Bacteria, parasites, and viruses contained in pet waste are a health hazard. Pets, children who play outside, and adults who garden are at risk of infection from these pathogens. Consider some of these:

- ***Fecal Coliform***.
  Found in the feces of warm blooded animals, this indicator bacteria is a potential health risk for individuals exposed to it in the water. A single gram of pet waste contains an average of 23 million fecal coliform bacteria.
- ***Salmonellosis***.
  The most common bacterial infection transmitted to humans and other animals.
- ***Toxocariasis***.
  Roundworms usually transmitted from dogs to humans.
- ***Toxoplasmosis***.
  A parasite carried by cats that can be a problem for people with depressed immune systems.

Other problems...

Pet waste not only risks the health of other animals and people, it can cause serious water quality problems.

Pet waste is high in nutrients, which feed the weeds and algae that can choke out our creeks and lakes. The water becomes cloudy and green – unattractive for swimming, boating, and fishing. Excessive nutrients are a major cause of water quality decline.

When pet waste is washed into lakes and streams the waste decays, using up oxygen and sometimes releasing ammonia. Low oxygen levels and ammonia combined with warm temperatures can kill fish and other aquatic life.

I want to be a responsible Pet Owner, but does this mean I have to pick up after my pet?

Yes, you do have to "scoop the poop" but it's a small price to pay to protect our water quality.

Whether in your yard or walking your dog, you can easily do the right thing. Purchase a "pooper scooper" or simply use a shovel and/or plastic bag.

What you can do...

- Pick up pet waste from your yard. It is not fertilizer.
- Carry disposable bags while walking you dog to pick up and dispose of waste in the trash.
- Flush you pet's waste down the toilet to be treated.
- Bury pet waste in the yard, at least 6 inches deep and cover with soil. It will decompose slowly. Bury the waste in several different locations in the yard and keep it away from vegetable gardens.

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Regional Partnerships***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Provide funding to NCTCOG annually to develop regional stormwater initiatives. Attend at least 5 scheduled regional meetings and/or conferences annually.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town renewed their membership with the NCTCOG Stormwater Management Program and participated in other regional task forces: Public Education Task Force; Illicit Discharge Detection and Elimination; and the Pollution Prevention Task Force. Town employees attended 16 meetings throughout Year 5.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Coordination with NCTCOG provides opportunities to share information with several other area municipalities where ideas and information can be exchanged about BMP's and new programs for public education. By attending these meetings there is greater opportunity for sharing resources and expanding the stormwater program.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

North Central Texas Council of Governments

Remit to: North Central Texas Council of Governments

Attn: Accounts Receivable
P.O. Box 5888, Arlington, Texas 76005-5888

Invoice Number:	INV-0000063185	Invoice Date:	10/2/23
Invoice Amount:	2,934.00	Invoice Due Date:	11/1/23

Bill To:

TOWN OF ADDISON
ATTN:Mr.Shawn Cheairs
Stormwater and Operations Manager
16801 Westgrove Dr,
Addison TX 75001

Customer ID C-0000002843

PROJECT NAME:	REGION URBAN STORMWATER
DESCRIPTION:	Stormwater participation
BILL NUMBER:	FY24 STRMWTR
	FY2024 Stormwater Program Participation
CUSTOMER REFERENCE	
TOTAL AMOUNT DUE:	$2,934.00

Terms: Net 30

For inquiries contact Administration at billings@nctcog.org, include the invoice number in the Subject line. Please remit a copy of invoice with payment and reference the invoice number on check stub. If your agency is tax exempt, fax your exemption certificate to 817-640-7806. Attn:Accounts Receivable. To pay by credit card call 817-695-9102

REGIONAL PARTNERSHIPS

The Town participated in the following regional programs with NCTCOG: PWERT (Public Works Emergency Response Team) due to debris management and other utility planning that has the potential to impact stormwater, Public Education Task Force (PETF), Pollution Prevention Round Table (PPRT), Illicit Discharge Detection and Elimination (IDDE) Task Force, Educator's Toolbox Committee, Regional Stormwater Management Coordinating Committee (RSWMCC), Sustainable Public Rights-Of-Way Subcommittee (SPROW), North Central Texas Watershed Stakeholders (NCTWS).

January	February	March
18- PETF	8- RSWMCC 21- SPROW	1- PPRT 30- IDDE

April	May	June
19- PETF	10- RSWMCC	7- PPRT

July	August	September
13- IDDE 19- PETF	9- RSWMCC 30- StormCon	

October	November	December
16-18- SCIECA Stormwater Conference	15- RSWMCC	7- IDDE, PPRT

Organization	Members
International Erosion Control Association	Shawn Cheairs

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Restaurant Dumpster and Trash Handling***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Inspect restaurant dumpsters twice annually.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   All restaurants were inspected at least twice this year. Inspection reports are kept on file with Environmental Health Services Division. An informational brochure on dumpster management is available and distributed as needed.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Giving residents information and tips about stormwater pollution is an important part of the stormwater management program. Having a separate tab for stormwater information on the website was very useful for the Town to convey information to the public.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Almost every business generates waste and temporarily stores it on-site. Many businesses have dumpsters, compactors or refuse bins. These containers are typically kept behind buildings or in alleys, where they are often out of sight of customers and the general public.

Commercial refuse containers may be a major source of stormwater pollution if they are not properly operated and maintained. Open dumpsters may collect rain water that mixes with the contents of the dumpster. The polluted water often spills or leaks when the container is emptied. Rain may wash leaking materials, spills and trash from dumpsters and compactors into storm drains. Wash water from cleaning refuse receptacles and loading docks is another source of stormwater pollution. Runoff may contain grease, litter, bacteria, pathogens and chemicals. Properly maintained dumpsters and clean loading docks may prevent unsightly conditions and unpleasant odors.

ADDISON PUBLIC WORKS & ENGINEERING SERVICES

16801 Westgrove Drive
Addison, TX 75001

IT ALL COMES TOGETHER.

ADDISON stormwater

DUMPSTER MANAGEMENT

HOW TO PREVENT STORMWATER POLLUTION

Inspect dumpsters and compactors regularly for leaks *(at least once a month)*.

Inspect dumpster and compactor area regularly for litter or stains *(at least once a week)*.

Replace leaking dumpsters, waste containers and compactors as soon as possible *(call your waste management contractor for a replacement)*.

Control litter by making sure waste is contained in dumpsters and compactors. Sweep loading dock area regularly and place sweepings in the trash.

Increase receptacle service frequency if capacity is routinely exceeded.

Avoid or minimize placing liquid waste, grease or leaky garbage bags into dumpsters. Place liquid waste in closed *(or sealed)* containers for disposal.

Avoid hosing out the dumpster interior. Apply absorbent materials such as kitty litter over any liquids spilled in the dumpster and dispose of it in the trash.

Keep dumpster lids tightly closed to keep rainwater out and prevent leaks. Replace damaged or missing lids.

Do not place hazardous waste in a dumpster. Lock the dumpster or enclosure to prevent illegal disposal of hazardous materials.

Post signs that indicate the materials that can be placed in the container. Check regularly for unacceptable materials.

Keep dumpsters and compactors in a covered area. If not practical, ensure covers on each receptacle are closed.

Install berms or curbs around dumpsters and loading docks to contain leaks, spills and trash. Collect any wash water with a wet vacuum system.

Install a water quality management device to treat runoff from the dumpster area.

Contact the Environmental Health Services Division at 972.450.2880 for more information on the proper disposal of the dirty wash water.

TROUBLED WATERS

Consider what materials and pollutants may be present before you place anything down a storm drain. Only clean, unchlorinated water is allowed into the storm drain, which ends up in our local streams which are a source of our drinking water.

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Storm Drain Inlet Markers***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Mark 100% of new development and redevelopment inlets.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   All new development inlets have been marked.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Providing a stormwater message on the storm drain inlets remind residents that the drains are directly connected to creeks and streams, discouraging any illegal dumping that could pollute stormwater.

4. Are any changes to this BMP recommended for the next permit term? Yes ☒ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Stormwater Education***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Annually provide educational material to at least 3 Town events. Provide two educational presentations targeting residents.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   This year, Addison hosted 3 Town events (Earth Day, Taste of Addison, and Oktoberfest) and distributed educational stormwater information at each event. Educational information includes Pollution prevention, HHW, pet waste, recycling, water conservation, illicit discharges, and sustainability.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Providing education for residents is an important part of the stormwater program. The more people that are educated, the more likely a reduction in pollutants in stormwater will occur.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER EDUCATION & OUTREACH

Addison presented material and had staff on hand to answer questions and give advice at the following functions.

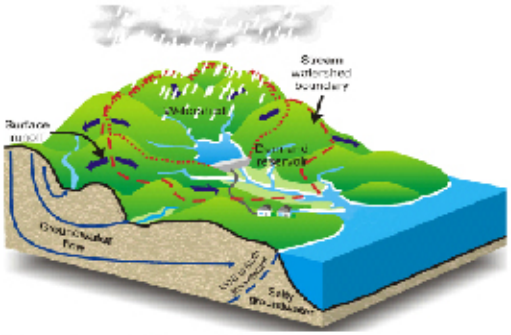
Date	Outreach Effort
4/29/2023	Addison Earth Day
6/2-3/2023	Taste Addison
9/14-17/2023	Addison Oktoberfest

STORMWATER POLLUTION & THE COMMUNITY

What is stormwater?
Water that originates during precipitation events such as rain and snow.

Where does this water go?
As the water flows, the runoff collects and transports pollutants that go into our storm drains untreated.

What is a watershed?
A geographic area of land where precipitation drains to a common point on a stream, river, pond, lake or other body of water.



Why should I care?

THERE IS NO PLANET B.

STORMWATER POLLUTION PET WASTE

Pet waste does NOT magically fertilize the ground! When it is left on the sidewalk or grass it is carried by stormwater into the drains and dumped directly into our local water bodies without treatment, yikes!

Woof-woof waste is actually toxic to grass, causing burns and unsightly discoloring. It has been estimated that a single gram of dog waste can contain 23 million fecal coliform bacteria!

THE SOLUTION?

If your dog decides to POOPY
Please bend down and **SCOOPY!**

STORMWATER POLLUTION
GRASS CLIPPINGS

Grass clippings/leaves left in the road will wash away with the next rain where they can lead to clogging, flooding and harming the nearest pond, stream or lake!

Yard waste causes excess nutrients that lead to unwanted and uncontrolled growth of algae. The algae buildup blocks sunlight from reaching the aquatic plants that produce oxygen for fish.

THE SOLUTION?

Bag and remove brush by:

- ☑ Having it picked up by calling 972.450.2871 by the Town of Addison for FREE
- ☑ Throwing it away
- ☑ Composting

STORMWATER POLLUTION
SWIMMING POOLS

Chlorine and other chemicals used in maintaining pools can have a negative impact on the plant and aquatic life in surface waters. Even at low levels, chlorine can be toxic to marine life.

THE SOLUTION?

Prior to draining, do not add any chlorine for a minimum of 1 to 3 days to allow chlorine to dissipate.

Drain water onto a landscaped area of your property away from storm drains.

When draining be considerate of your neighbor by keeping all water on your property. Use sand bags or berms, if necessary.

Do not drain if there has been recent application of herbicides, pesticides or fertilizers on your lawn.

STORMWATER POLLUTION

FATS OIL GREASE

FOG is harmful because it can clog sanitary sewer system pipes and cause overflows of sewage in the environment and inside your home.

THE SOLUTION?

DO'S

- ☑ Can it! Keep an empty metal can and pour oil/grease into it after cooking. Allow grease to cool before throwing it away.
- ☑ Mix liquid oil with an absorbent material such as kitty litter in a sealable container before throwing it away.
- ☑ Keep drains clean by pouring 1/2 cup of baking soda followed by 1/2 cup of white vinegar. Wait 10-15 minutes then rinse with hot water.

DON'TS

- ☒ Don't pour FOG down drains or garbage disposals.
- ☒ Don't use hot water to rinse off cookware, utensils, dishes or surfaces.

STORMWATER POLLUTION & THE COMMUNITY

What is stormwater?
Water that originates during precipitation events such as rain and snow.

Where does this water go?
As the water flows, the runoff collects and transports pollutants that go into our storm drains untreated.

What is a watershed?
A geographic area of land where precipitation drains to a common point on a stream, river, pond, lake or other body of water.

Why should I care?

THERE IS NO PLANET B

STORMWATER POLLUTION PET WASTE

Pet waste does NOT magically fertilize the ground! When it is left on the sidewalk or grass it is carried by stormwater into the drains and dumped directly into our local water bodies without treatment, yikes!

Woof-woof waste is actually toxic to grass, causing burns and unsightly discoloring. It has been estimated that a single gram of dog waste can contain 23 million fecal coliform bacteria!

THE SOLUTION?

If your dog decides to POOPY
Please bend down and SCOOPY!

STORMWATER POLLUTION GRASS CLIPPINGS

Grass clippings/leaves left in the road will wash away with the next rain where they can lead to clogging, flooding and harming the nearest pond, stream or lake!

Yard waste causes excess nutrients that lead to unwanted and uncontrolled growth of algae. The algae buildup blocks sunlight from reaching the aquatic plants that produce oxygen for fish.

THE SOLUTION?

Bag and remove brush by:

- ☑ Having it picked up by calling 972.450.2871 by the Town of Addison for FREE
- ☑ Throwing it away
- ☑ Composting

STORMWATER POLLUTION FATS GREASE OIL

FOG is harmful because it can clog sanitary sewer system pipes and cause overflows of sewage in the environment and inside your home.

THE SOLUTION?

DO'S

- ☑ Can it! Keep an empty metal can and pour oil/grease into it after cooking. Allow grease to cool before throwing it away.
- ☑ Mix liquid oil with an absorbent material such as kitty litter in a sealable container before throwing it away.
- ☑ Keep drains clean by pouring 1/2 cup of baking soda followed by 1/2 cup of white vinegar. Wait 10-15 minutes then rinse with hot water.

DON'TS

- ☒ Don't pour FOG down drains or garbage disposals.
- ☒ Don't use hot water to rinse off cookware, utensils, dishes or surfaces.

STORMWATER POLLUTION SWIMMING POOLS

Chlorine and other chemicals used in maintaining pools can have a negative impact on the plant and aquatic life in surface waters. Even at low levels, chlorine can be toxic to marine life.

THE SOLUTION?

Prior to draining, do not add any chlorine for a minimum of 1 to 3 days to allow chlorine to dissipate.

Drain water onto a landscaped area of your property away from storm drains.

When draining be considerate of your neighbor by keeping all water on your property. Use sand bags or berms, if necessary.

Do not drain if there has been recent application of herbicides, pesticides or fertilizers on your lawn.

What is stormwater? Where does it go?

The stormwater system carries rain from your home, garden or business through downpipes and storm drains, to the nearest lake, creek or river.

Clean stormwater helps keep our local waterbodies healthy.

Many materials carried within the stormwater system can pollute our local waterways because it is not treated like sewer water.

ADDISON INFRASTRUCTURE & DEVELOPMENT SERVICES

ADDISON stormwater®

For any questions relating to stormwater pollution, please contact:
Marissa Paz
Management Assistant
Infrastructure and Development Services
972.450.2818

ADDISON stormwater®

Protect our local waterways from stormwater pollution

What can YOU do to protect our local waterways?

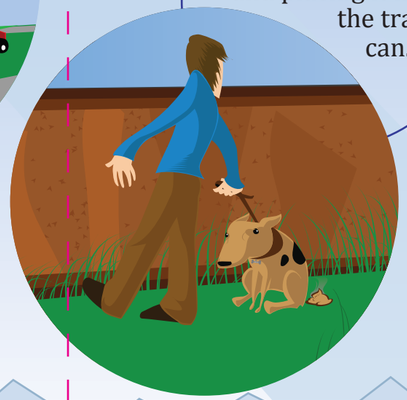
Pollution entering the stormwater system threatens the livelihoods of our local waterbodies.

Our creeks and wetlands provide a habitat for birds, frogs, other animals and plant life that act as a natural filter for small amounts of pollution in the water.

Prevent soap from entering the drain by washing your car on the lawn, which absorbs the water.

Please think about your actions at home, work and in public places before impacting our local waterways.

Compost or place your garden clippings in the trash instead of sweeping it into the street or down the drain.



Clean up after your dog by "scooping the poop" and placing it in the trash can.

For Household Hazardous Waste (HHW) call CWD at 972.392.9300 and they will mail a collection kit to your home. The kit has instructions on how to prepare and label the HHW which they will pick up at no additional cost!

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***Sustainability Website***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 –Post annual reports on Town's website no later than 30 days after the due date.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐
   (a) If so, explain what was done to accomplish the measurable goal.

   The Town posted annual reports and the SWMP on it's MS4 webpage.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐
3. Was this BMP considered to be successful? Yes ☒ No ☐
   (a) Please explain.

   Providing education for residents is an important part of the stormwater program. The more people that are educated on sustainable living, the more likely a reduction in pollutants in stormwater will occur.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒
   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

PUBLIC WORKS AND ENGINEERING

- Engineering and Construction Inspections
- Stormwater & Pollution Prevention +
- Streets & Traffic Services +
- Trash & Recycling
- Water & Wastewater +
- Forms & Applications
- Projects Overview
- Studies +

Municipal Separate Storm Sewer System (MS4)

Polluted stormwater runoff is commonly transported through municipal separate storm sewer systems (MS4s), and then often discharged, untreated, into local water bodies.

An MS4 is a conveyance or system of conveyances that is:

- owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.,
- designed or used to collect or convey stormwater (e.g., storm drains, pipes, ditches),
- not a combined sewer, and
- not part of a sewage treatment plant, or publicly owned treatment works (POTW).

To prevent harmful pollutants from being washed or dumped into MS4s, certain operators are required to obtain National Pollutant Discharge Elimination System permits and develop stormwater management programs (SWMPs). The SWMP describes the stormwater control practices that will be implemented consistent with permit requirements to minimize the discharge of pollutants from the sewer system.

Annual Reports

As part of our permit requirements, each year we submit an annual report to the Texas Commission on Environmental Quality. The annual report covers each minimum control measure in the Stormwater Management Program. The annual report is a way to measure that we completed all the requirements set by the Stormwater Management Program.

Supporting Documents

- Addison MS4 2022 (607 KB)
- Addison MS4 2021 (611 KB)
- Addison MS4 2020 (36 MB)
- Addison MS4 2019 (26 MB)
- Addison Stormwater Management Program 2019 (3 MB)

Contact Information

TO REQUEST A BULK, BRUSH, OR HHW COLLECTION, CLICK HERE

Phone: (972) 450-2871

Physical Address:
Addison Service Center
16801 Westgrove Drive
Addison, TX 75001

Hours of Operation:
Monday - Thursday: 6:00 AM - 4:30 PM

ADDISON FixIT

Report a problem with Addison FixIT.

View Full Contact Details

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Public Education, Outreach, and Involvement**
BMP Title:	***SWMP Annual Review***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Annually review SWMP to ensure compliance.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐
   (a) If so, explain what was done to accomplish the measurable goal.

   Addison reviewed the Stormwater Management Program and the BMPs to ensure the program is clear, specific, and measurable.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐
3. Was this BMP considered to be successful? Yes ☒ No ☐
   (a) Please explain.

   Reviewing the program at the end of each reporting term aids in the effectiveness of the program. The annual review allows for the Town to revise the program as necessary in order to ensure compliance.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒
   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Storm Drainage System Map***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Annually update the storm drainage system map as necessary

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town has a completed map of the storm drain system outfalls, storm drains, and receiving waters. The Town updates the map annually and the current maps are attached.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

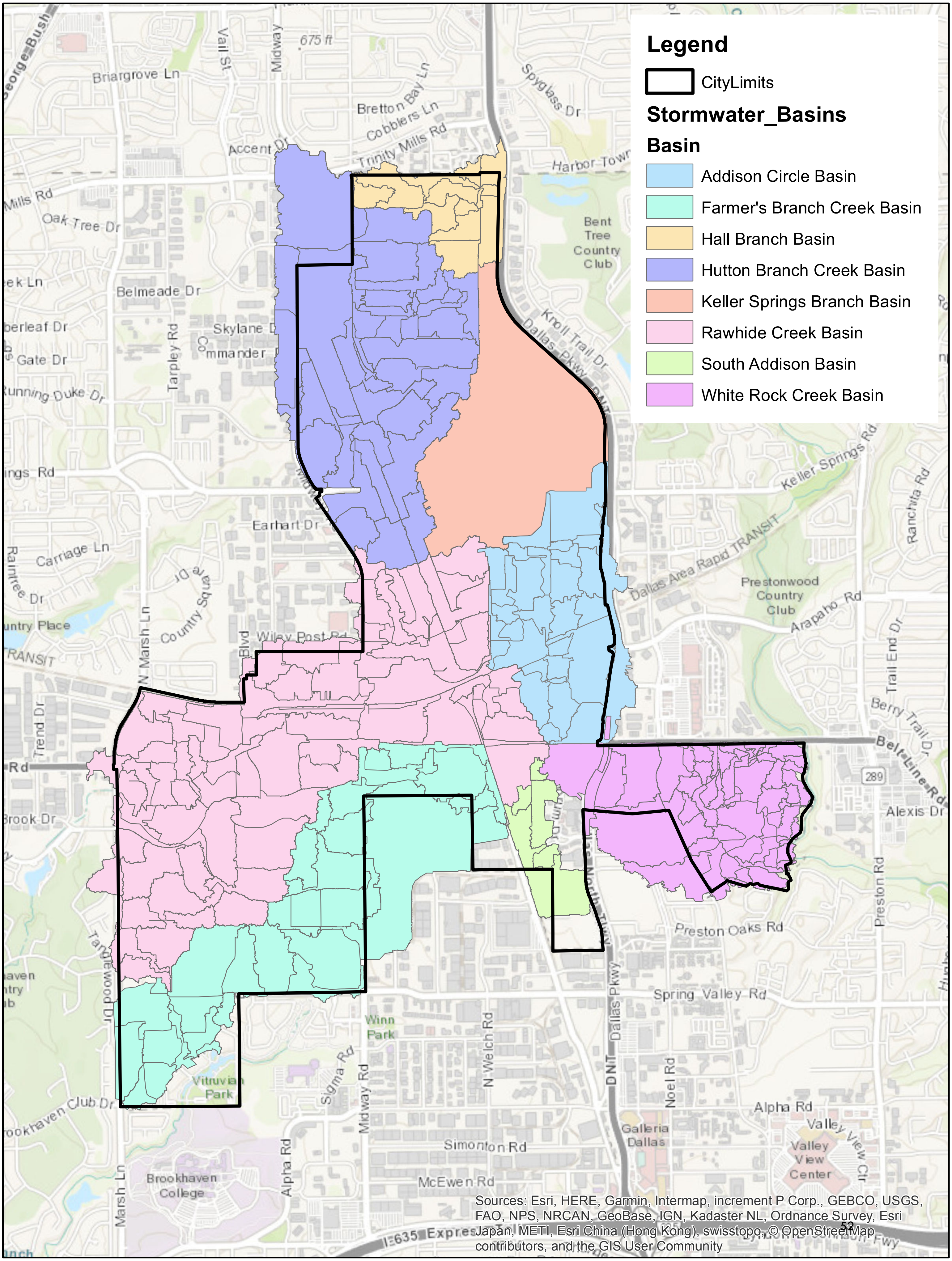
   (a) Please explain.

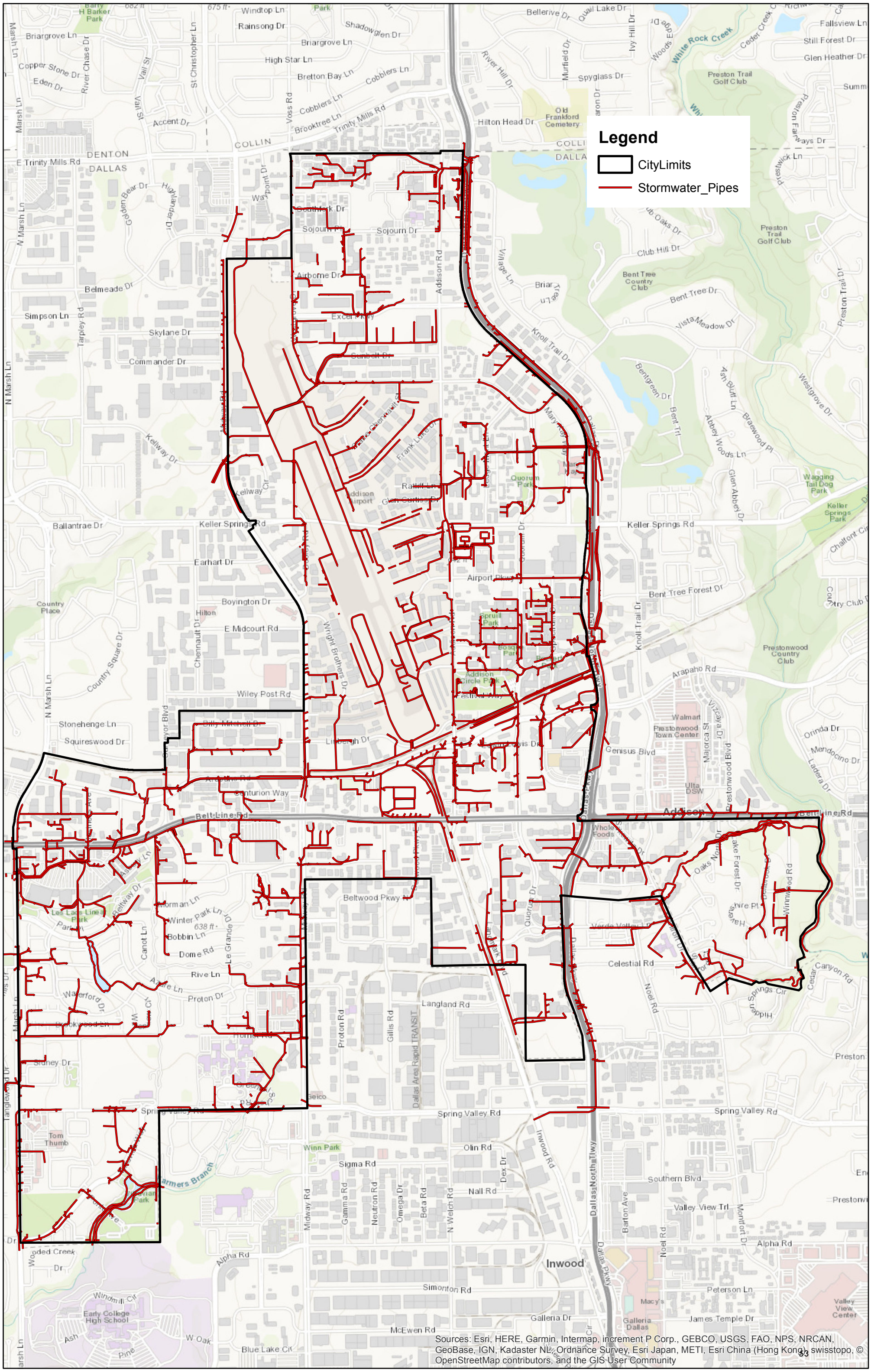
   The storm sewer system map is vital to the success of the illicit discharge detection and elimination program. The map is used to track the location of upstream pollutant discharges when performing the dry weather field inspections.

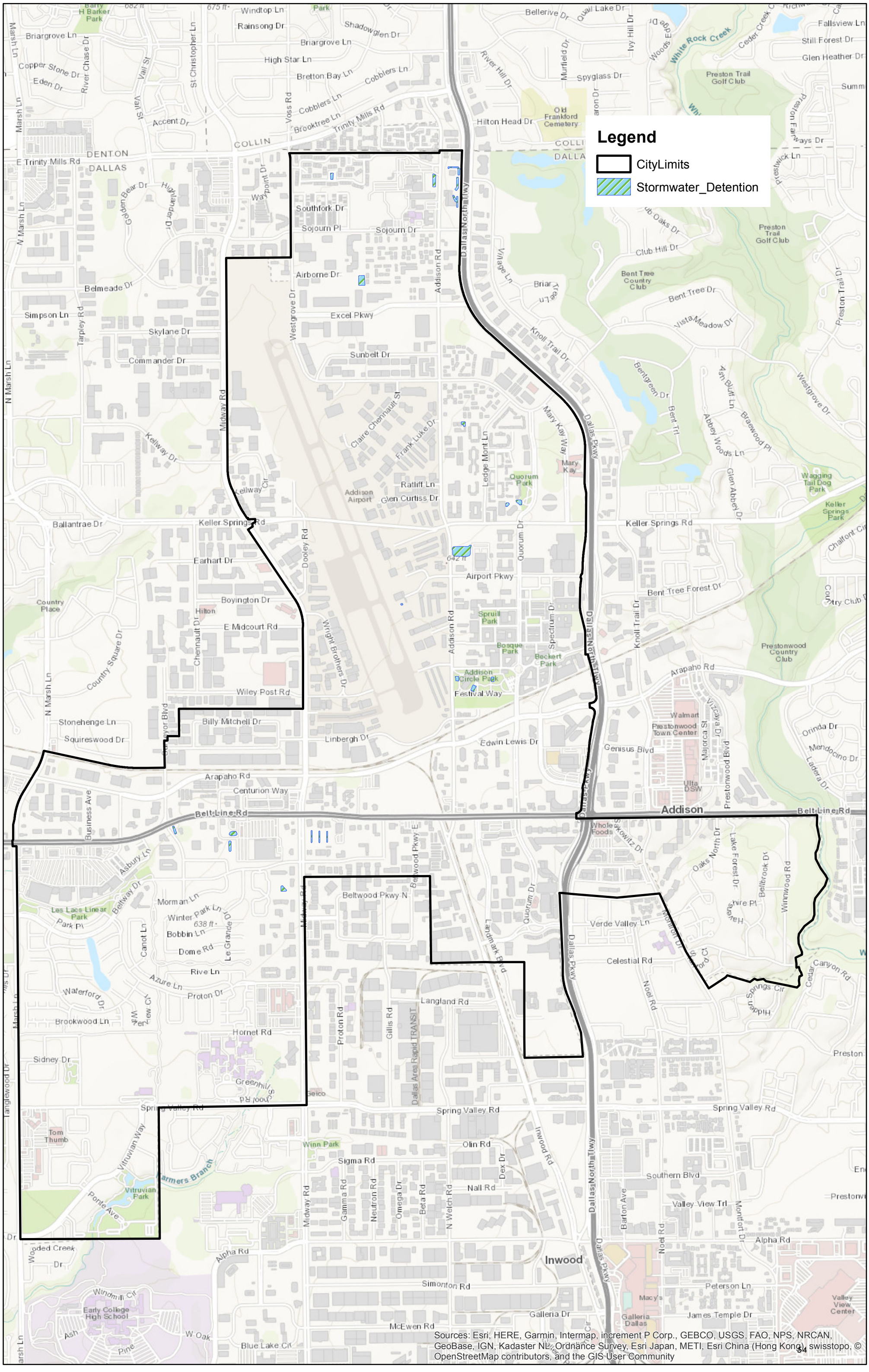
4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

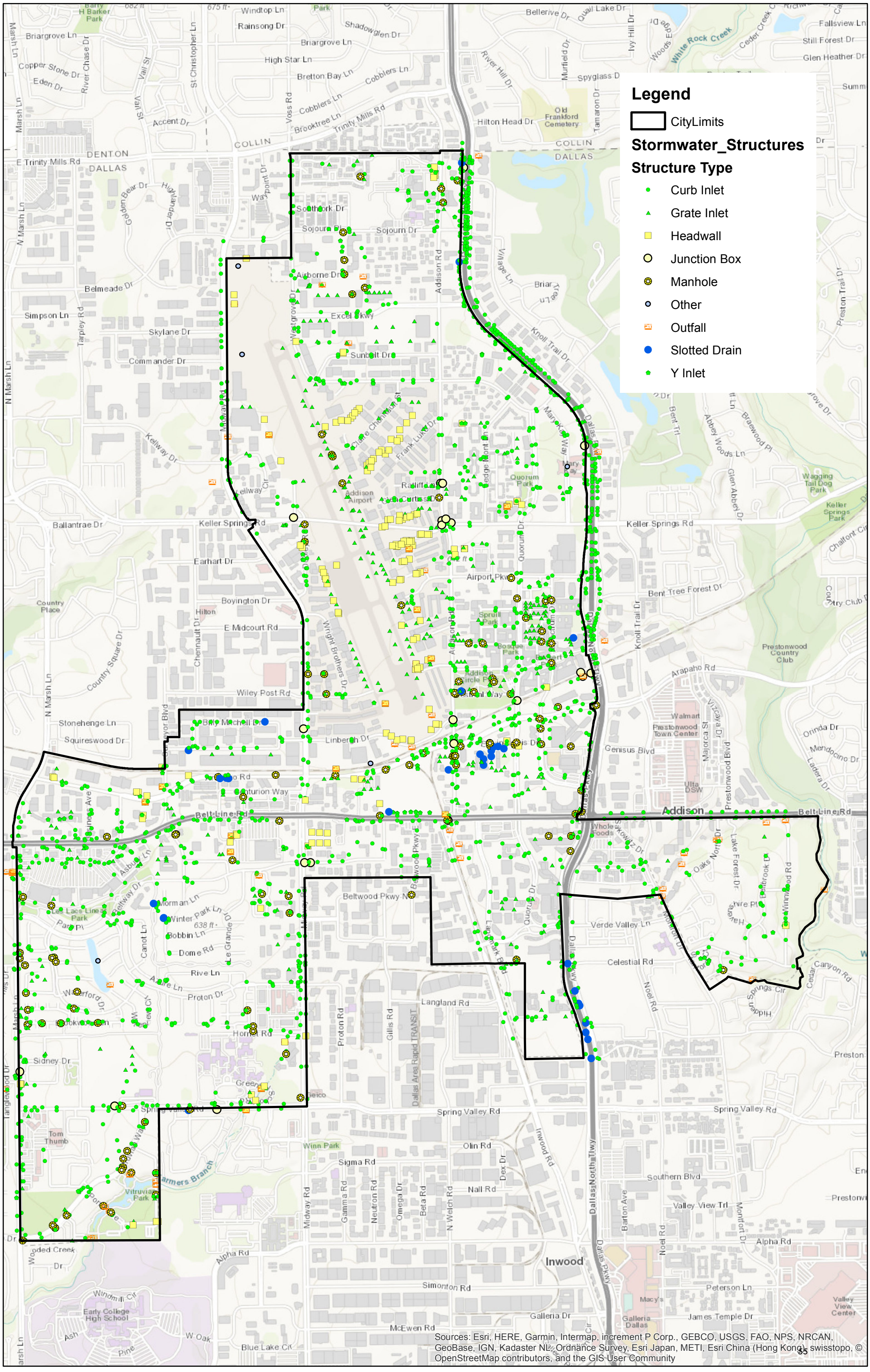
5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒


Legend
CityLimits
Stormwater_Basins
Basin
Addison Circle Basin
Farmer's Branch Creek Basin
Hall Branch Basin
Hutton Branch Creek Basin
Keller Springs Branch Basin
Rawhide Creek Basin
South Addison Basin
White Rock Creek Basin
Briargrove Ln
Vail St
Midway
675 ft
Spyglass Dr
Bretton Bay Ln
Cobblers Ln
Trinity Mills Rd
Accent Dr
Harbor Town
Oak Tree Dr
Bent Tree Country Club
Belmeade Dr
Skylane Dr
Commander
Tarpley Rd
Gate Dr
Running Duke Dr
Knoll Trail Dr
Dallas Pkwy
Keller Springs Rd
Earhart Dr
Carriage Ln
Raintree Dr
Country Squire Dr
Dallas Area Rapid TRANSIT
Prestonwood Country Club
Arapaho Rd
Wiley Post Rd
N Marsh Ln
Trend Dr
Trail End Dr
Berry Trail Dr
Ranchita Rd
Belt Line Rd
289
Alexis Dr
Brook Dr
Preston Oaks Rd
Preston Rd
Tanglewood Dr
Spring Valley Rd
Winn Park
Vitruvian Park
Brookhaven Club Dr
N Welch Rd
Dallas Pkwy
DNT
Noel Rd
Alpha Rd
Sigma Rd
Midway Rd
Galleria Dallas
Valley View Ctr
Valley View Center
Simonton Rd
McEwen Rd
Brookhaven College
Alpha Rd
Marsh Ln
I-635 Express
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community


Legend
CityLimits
Stormwater_Pipes
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community


Legend
CityLimits
Stormwater_Structures
Structure Type
Curb Inlet
Grate Inlet
Headwall
Junction Box
Manhole
Other
Outfall
Slotted Drain
Y Inlet
DENTON
COLLIN
DALLAS
Addison
Inwood
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreetMap contributors, and the GIS User Community

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Education and Training on Illicit Discharges***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Provide annual IDDE training at least once a year for designated Town staff and new hires

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town of Addison provided internal IDDE training for 2 Town employees (Ryan Garza and Carlos Garcia) in conjunction with the NCTCOG IDDE training on April 24, 2023. The training presentation focused on the impact stormwater pollution can have on waterbodies and how to identify illicit discharges.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   The IDDE training educates Town Employees on the impact stormwater pollution can have on waterbodies and ways that can help reduce or eliminate stormwater pollution.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Preventing Stormwater Pollution
What We Can Do

Employee Training
Recognizing and Reporting Illicit Discharges

Town of Addison

Prepared in Cooperation with the North Central Texas Regional Stormwater Management Program

1

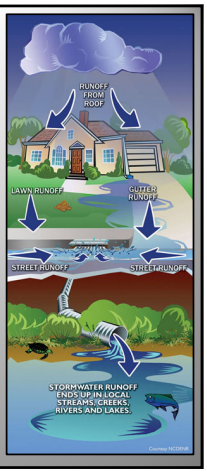
Training Goals

- Understand the terms "stormwater" and "illicit discharge"
- Understand why these terms are important and why you should care
- Understand what you can do to help prevent stormwater pollution
- Understand how to recognize and report illicit discharges (pollution)

2

What is Stormwater?

- When it rains, water that does not soak into the ground becomes runoff
- This runoff can enter a storm sewer system which ends up in local streams, creeks, rivers, and lakes



3

Why is Stormwater Runoff Important?

- Stormwater runoff can pick up debris, chemicals, dirt, and other pollutants
- Stormwater runoff is **NOT** treated before it is discharged into local streams, creeks, rivers, and lakes


Lakeland, FL

4

What is an Illicit Discharge?

- Any discharge to the storm sewer system that is not composed entirely of stormwater
- Exceptions include:
  - Water line flushing
  - Runoff or return flow from landscape irrigation
  - Discharges from potable water sources
  - Diverted stream flows
  - Rising ground waters and springs
  - Uncontaminated ground water infiltration
  - Uncontaminated pumped ground water
  - Foundation and footing drains
  - Air conditioning condensation
  - Water from crawl space pumps
  - Individual residential vehicle washing
  - Flows from wetlands and riparian habitats
  - Dechlorinated swimming pool discharges
  - Street wash water
  - Discharges or flows from fire fighting activities
  - Etc.

5

Why are Illicit Discharges Important?

- Illicit discharges often include pathogens, nutrients, toxic pollutants, etc.
- Illicit discharges = pollution
- Anything that enters a storm sewer system flows untreated to a local waterway

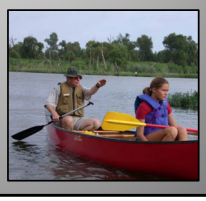

Irving

6

Why Should You Care?

- We use local waterways for swimming, fishing, boating, and as a source of drinking water
- <Insert name of regulated MS4> is required to prevent pollutants from entering the storm sewer system

Wayne County, MI



7

What Can You Do?

- Employees can help prevent stormwater pollution by:
  - Preventing pollutants from being dumped or spilled into the storm sewer system (this includes driveways, sidewalks, streets, storm drains)
  - Reporting pollution or questionable discharges to the storm sewer system or local waterways

8

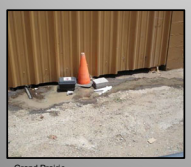
Preventing Pollution

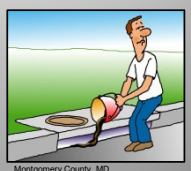
- Store and handle materials safely
- Clean up spills properly
- Never dump or wash out items down or near a storm drain

9

Reporting Pollution

- If you see questionable discharges entering the storm sewer system or someone dumping something down the storm drain, report it


Grand Prairie


Montgomery County, MD

10

Examples of What to Report

Pollution Entering the Storm Sewer System

Dirty water in the street


Tetra Tech
Wash out of solids/liquids


Tetra Tech
Unusually colored discharges


Tetra Tech
Liquids dumped down a storm drain

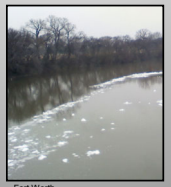

Tetra Tech
Leaks


Solids blown or swept in the street or down a storm drain

11

Reporting Pollution

- If you see warning signs of pollution coming out of a pipe or in a local waterway, report it
- Warning signs may include the presence of unusual:
  - Color
  - Odor
  - Turbidity
  - Floatable liquids and solids
  - Etc.


Fort Worth


Tetra Tech

12

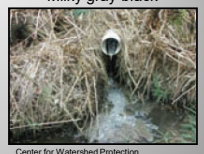
Examples of What to Report

Unusual Water Color


Fort Worth

Pea-green/ bright green

Milky gray-black


Center for Watershed Protection

Milky white


Dr. Robert Pitt

Dark red, purple, blue, black


Don Green, Franklin, TN

Tan to light brown


Grand Prairie

13

Examples of What to Report

Unusual Odor

- Some odors are an immediate indicator of pollution
- Sewage, gasoline, and chemical odors should be reported

Odor	Causes
Rotten eggs/hydrogen sulfide	Raw sewage, decomposing organic matter, lack of oxygen
Sharp, pungent odor	Chemicals or pesticides
Gasoline, petroleum	Industrial discharge, illegal dumping of wastes, waste water

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Examples of What to Report

Highly Turbid Water


Catawaba Riverkeeper

Construction site discharge

Discharge of rinse from floor sanding


Rachel Calabro, MA Dept of Env Protection


Rachel Calabro, MA Dept of Env Protection

Unknown brown turbid discharge

Sewage discharge


Center for Watershed Protection

15

Examples of What to Report

Floatables in the Water

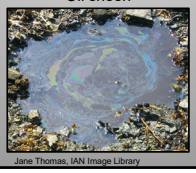
Leaves and grass clippings

Trash and debris

Sewage fungus


Wayne County, MI

Oil sheen


Jane Thomas, IAN Image Library

Suds


Center for Watershed Protection

16

How to Report

- Call 972-450-2818 or email scheairs@addisontx.gov
- Include the following information:
  - Specific location
  - Date and time
  - Description of the pollution
  - Description of the violator, e.g. license plate #, personal description (if applicable)
  - Your contact information
  - Email a picture if you can

17

CERTIFICATE OF ATTENDANCE

Town of Addison
in cooperation with the North Central Texas Council of Governments'
Regional Stormwater Management Program

This certifies that

CARLOS GARCIA
STORMWATER OPERATOR

Attended the *Stormwater Employee Training for Recognizing and Reporting Illicit Discharges*
April 24, 2023

ADDISON

Shawn Cheairs

Shawn Cheairs, Stormwater Manager
Town of Addison

CERTIFICATE OF ATTENDANCE

Town of Addison
in cooperation with the North Central Texas Council of Governments'
Regional Stormwater Management Program

This certifies that

RYAN GARZA

STORMWATER OPERATOR

Attended the *Stormwater Employee Training for Recognizing and Reporting Illicit Discharges*
April 24, 2023

Shawn Cheairs

Shawn Cheairs, Stormwater Manager
Town of Addison

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Public Reporting & Response Procedures***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Investigate 100% of complaints or reports received.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town has posted a phone number for residents and business owners to report illegal dumping and illicit discharges on the Town website. This year the Town did not receive any reports of potential illicit discharge. However, the Town actively monitors and inspects stormwater controls for illicit discharges.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Allowing the public to be part of a reporting system helps target and address illicit discharges in a timely manner. The incident tracking sheet is used to record these reports and target areas that may be of repeated concern.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Illegal Dumping & Illicit Discharges Are A Crime

Help stop illegal dumping and illicit discharges! If you see it, report it to Addison's Environmental Services Official by calling 972-450-2821 or 972-450-2880.

Supporting Documents

Help Stop Illegal Dumping (199 KB)

Available Resources to Help Stop Illegal Dumping

NCTCOG Regional Solid Waste Management Plan:
www.nctcog.org/envir/sw/PDF/SEE_Less_Trash_Plan_11-03.pdf

NCTCOG Targeted Illegal Dumper Study:
www.nctcog.org/envir/sw/SID/target.asp

NCTCOG Illegal Dumping Cost/Benefit Study:
www.nctcog.org/envir/sw/SID/Regional_C_B_Study.asp

NCTCOG Stop Illegal Dumping website:
www.nctcog.org/envir/sw/SID/index.asp

Texas Commission on Environmental Quality: **www.tceq.state.tx.us**

Don't Mess with Texas website (TXDOT):
www.dontmesswithtexas.org

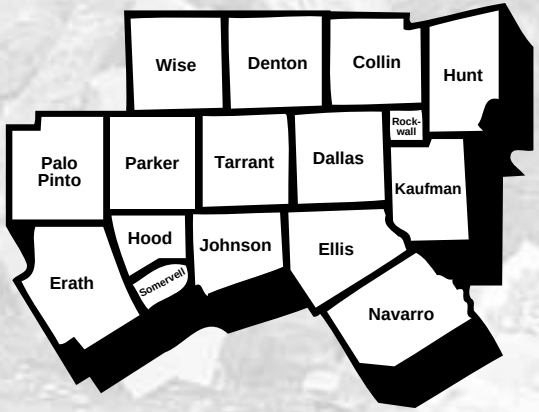
Keep Texas Beautiful:
www.ktb.org

article on Illegal dumping:
www.ktb.org/programs/dumping/IllegalDumping.pdf

Brochure made available by the North Central Texas Council of Governments and paid for with funds received from the Texas Commission on Environmental Quality

Local Contact Information

STOP Illegal Dumping in North Central Texas
If you see it, Report it!
1-888-335-DUMP



The 16-County North Central Texas Region

Help STOP Illegal Dumping

in North Central Texas

If you *see* it, REPORT it!

What You Can Do To Help

Law enforcement officials need your help in fighting environmental crime. Citizens can take an active role in stopping illegal dumping by following the suggestions listed below:

- Always dispose of your own litter properly;
- Spread the word to friends and neighbors that illegal dumping is a crime;
- Do not transport unsecured debris in the back of a vehicle - always use a tarp or other cover;
- Organize volunteer cleanups of illegal dumpsites - people are less likely to litter in clean areas;
- Write or call your city or county elected officials and let them know that illegal dumping is a concern in your community;
- Do not pay roofing or other contractors until they present you with a landfill receipt showing that your waste was properly disposed;
- Report illegal dumping to:

  THE NORTH CENTRAL TEXAS ILLEGAL DUMPING HOTLINE: 1-888-335-DUMP.

Remember to include the following information in your report:

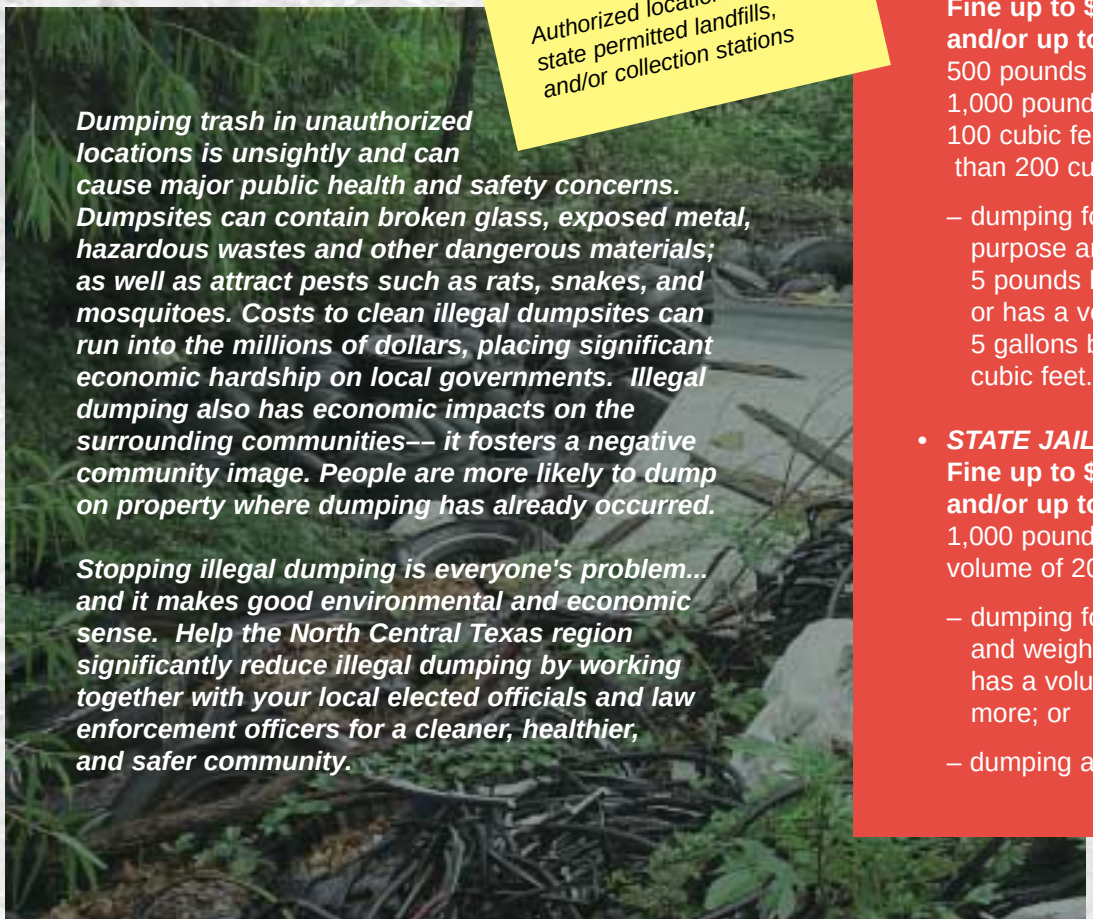
- City and county in which the incident occurred
- Specific street location within the city
- License plate number and description of the vehicle
- Personal description of the violator
- Type of waste dumped
- Date and time of the violation
- Your name and telephone number *(helpful to investigate and prosecute and you can remain anonymous)*

Common Illegal Dumping Violations Include:

- Throwing litter out of a car or boat;
- Dumping household trash, construction debris and/or yard waste in unauthorized locations;
- Hauling trash for profit and dumping it in unauthorized locations;
- Letting someone else dump waste on your property, whether they pay you or not;
- Pouring used motor oil or restaurant grease into storm drains or down manhole covers;
- Disposing of trash or yard waste in area creeks and lakes.

Unauthorized locations include: creeks, lakes, storm drains, sewer systems, unauthorized use of a dumpster, and non-state regulated solid waste sites on land.

Authorized locations include: state permitted landfills, and/or collection stations



Dumping trash in unauthorized locations is unsightly and can cause major public health and safety concerns. Dumpsites can contain broken glass, exposed metal, hazardous wastes and other dangerous materials; as well as attract pests such as rats, snakes, and mosquitoes. Costs to clean illegal dumpsites can run into the millions of dollars, placing significant economic hardship on local governments. Illegal dumping also has economic impacts on the surrounding communities–– it fosters a negative community image. People are more likely to dump on property where dumping has already occurred.

Stopping illegal dumping is everyone's problem... and it makes good environmental and economic sense. Help the North Central Texas region significantly reduce illegal dumping by working together with your local elected officials and law enforcement officers for a cleaner, healthier, and safer community.

Penalties under the Texas Litter Abatement Act: Health and Safety Code 365

- ***CLASS C MISDEMEANOR:***
  Fine up to $500
  5 pounds or less or a volume of 5 gallons or less
- ***CLASS B MISDEMEANOR:***
  Fine up to $2,000
  and/or up to 180 days in jail
  More than 5 pounds but less than 500 pounds or a volume of more than 5 gallons but less than 100 cubic feet
- ***CLASS A MISDEMEANOR:***
  Fine up to $4,000
  and/or up to 1 year in jail
  500 pounds or more but less than 1,000 pounds or has a volume of 100 cubic feet or more but less than 200 cubic feet; or
  – dumping for a commercial purpose and weighing more than 5 pounds but less than 200 pounds or has a volume more than 5 gallons but less than 200 cubic feet.
- ***STATE JAIL FELONY:***
  Fine up to $10,000
  and/or up to 2 years in State jail
  1,000 pounds or more, has a volume of 200 cubic feet or more; or
  – dumping for a commercial purpose and weighing 200 pounds or more, has a volume of 200 cubic feet or more; or
  – dumping a closed barrel or drum.

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Source Investigation and Elimination***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Investigate and correct 100% of potential illicit discharges.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   This year, the Town received one report of potential illicit discharge. The Town actively monitors and inspects stormwater controls for illicit discharges.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important for the staff to be informed on how to respond to a spill or an illicit discharge and keep the methods for responding consistent.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Illicit Discharge Incident Tracking Sheet

Incident ID: 14400 Marsh Ln

Responder Information	
Call taken by: Carlos Garcia	Call date: March 22, 2023
Call time: 7:45 AM	Precipitation (inches) in past 24-48 hrs: 0
Reporter Information	
Incident time: Unknown	Incident date: 3/22/23

Caller Contact Info: Joel Pena
Construction Inspector
(Town of Addison)

Incident Location *(complete one or more below)*

Latitude and longitude:

Gallons lost: Unknown

Closest street address: 14400 Marsh Ln Addison, Tx 75001

Nearby landmark:

Primary Location Description	**Secondary Location Description:**		
☐ Stream corridor *(In or adjacent to stream)*	☐ Outfall	☐ In-stream flow	☐ Along banks
☐ Upland area *(Land not adjacent to stream)*	☑ Near storm drain	☐ Near other water source (storm water pond, wetland, etc.):	

Narrative description of location: Manhole located at the intersection of Marsh Ln. and Spring Valley.

Upland Problem Indicator Description

☐ Dumping	☐ Oil/solvents/chemicals	☑ Sewage
☐ Wash water, suds, etc.	☐ Other: _____	

Stream Corridor Problem Indicator Description

Odor	■ None	☐ Sewage	☐ Rancid/Sour	☐ Petroleum (gas)
	☐ Sulfide (rotten eggs); natural gas	☐ Other: Describe in "Narrative" section		
Appearance	■ "Normal"	☐ Oil sheen	☐ Cloudy	☐ Suds
	☐ Other: Describe in "Narrative" section			
Floatables	■ None:	☐ Sewage (toilet paper, etc)	☐ Algae	☐ Dead fish
	☐ Other: Describe in "Narrative" section			

Narrative description of problem indicators:
Sewage water was coming out through the manhole lid at the intersection of Spring Valley and Marsh Ln.

Suspected Violator (name, personal or vehicle description, license plate #, etc.):
None

Investigation Notes	
Initial investigation date: 3/22/23	Investigators: Carlos Garcia/ Ryan Garza
☐ No investigation made	Reason:
☐ Referred to different department/agency:	Department/Agency:
☐ Investigated: No action necessary	
■ Investigated: Requires action	Description of actions: Unclogged line and turned on fire hydrant to flush
Hours between call and investigation: 20 min	Hours to close incident: 3 hours
Date case closed: 3/22/23	

Notes: On March 22, 2023, Carlos receieved a phone call from Joel Pena who is a construction inspector for the Town of Addison at approximately 7:45a.m. In regards to a sewer leakage at the intersection of Marsh and Spring Valley, Joel also notified Jason Sutton who is the Utilities Manger for the Town of Addison. After arriving to the location Carlos and Ryan noticed the water coming through the lid of a manhole. By that time line maintaince's crew had arrived at the location and with our assist we were able set up traffic control to block the roads. Line Maintaince was able to unclog the sewer line with the presence of Juan Gutierrez who is the Manager of Streets and Traffic Operations for the Town of Addison, alongside Phillip Willis who is the Senior Construction Inspector for the Town of Addison. It took approximately 3 hours from the time of arrival,setting up traffic control to block the roads, to unclogging the sewer lines, flushing with fire hydrant and removing all traffic control after unclogging the sewer line. It is unknown how long the sewer line had been clogged causing the sewer leakage.

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Sanitary Sewer Operation and Maintenance***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Perform routine maintenance of sanitary sewers annually. Investigate 100% of potential sanitary sewer leaks.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town used their vactor truck to perform routine maintenance of the sanitary sewer systems. The Town recorded 55,691 linear feet of sanitary sewer line cleaned.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Routine maintenance of the sanitary sewer system prevents sanitary sewer overflows during heavy rain events, thus reducing the potential for the discharge of pollutants to the MS4.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Shawn Cheairs

From: Warren J. Harding
Sent: Wednesday, February 28, 2024 7:38 AM
To: Shawn Cheairs
Subject: Numbers from CCTV and Sewer Main Cleaning

WARREN HARDING | Utilities Manager – Line Maintenance
Town of Addison | 16801 Westgrove Drive |
P.O. Box 9010 | Addison, Texas 75001
Cell: (214) 478-2153
ADDISONTEXAS.NET
–
IT ALL COMES TOGETHER.

From: Jason Sutton <jsutton@addisontx.gov>
Sent: Wednesday, December 13, 2023 3:48 PM
To: Juan Gutierrez <jgutierrez@addisontx.gov>
Cc: Cesar Sanchez <csanchez@addisontx.gov>; Warren J. Harding <wharding@addisontx.gov>
Subject: RE: Numbers for PWE Update Presentation

Good morning sir,

Here is what I have so far and will follow up with any missing data as soon as I get it:

- Valves exercised – 996
- CCTV and sewer cleanings (LF) – 10,189 Feet CCTV'd and 55,691 Feet Cleaned
- Meters replaced - Fiscal Year 2023

  Meters changed out
  1 ½ or smaller- 250
  2" or greater- 62

  Meter Repair
  1 ½ or smaller- 13
  2" or greater- 10

  Radio Read installation alone -122

- Fire Hydrant inspections and painting – 1085 Inspected & 475 Painted
- Manhole rehabilitations – 9 manholes
- Status of LCRR with Blue Conduit – access to the software is being set up by IT and we have approximately 150 Service lines to field verify. Once the field verification is done and we have input the data there will be another data scrub by Blue Conduit for follow up investigations as needed

Thank you, sir.

What Addison needs to know about sewage overflows

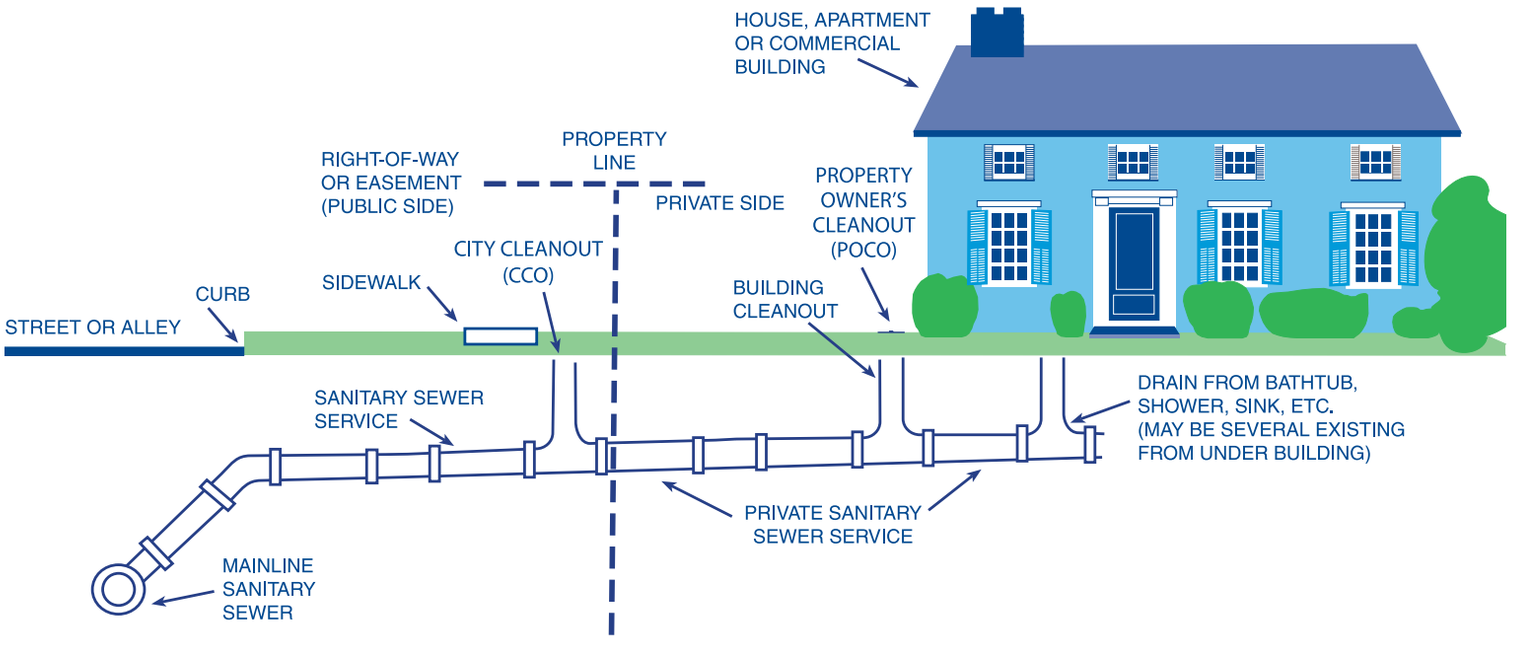
Causes of Sewage Overflows

The five top causes of raw sewage overflows are grease blockage, damaged pipes, vandalism, tree roots, and infiltration from groundwater and rainwater.

Does the Town Take Care of the Problem for Me?

Addison Infrastructure will attempt to assist you with the sewage overflow issue. However, our actions to stop the overflow may not correct the problem. Sewage overflows are often the result of old or defective private plumbing which can include broken pipes, blockages caused by grease and other materials. When this happens, customers are required to obtain a plumbing permit and repair or replace their private wastewater line. For information regarding permitting requirements contact Development Services at 972.450.2880.

Sewage overflow at an apartment complex.



What Happens if I Cannot Stop the Overflow?

The property owner is responsible for managing overflows caused by defects in the private wastewater line. However, to protect the public's health and safety, the Town may manage your overflow until you are able to control it or stop it. If this occurs, you will be billed for the costs incurred by the utility.

Please be aware that it is illegal to discharge sewage or wastewater to the Town of Addison storm drainage system or a waterway. Legal action may be initiated by the Town's Code Enforcement Officer for polluting discharges and those not sufficiently remediated.

Overflows caused by defects in town-owned pipes are the responsibility of the Town and will be repaired at no cost to you.

Sewer Overflow Prevention

Homeowners can assist in preventing overflows by:

- ❑ Not pouring grease down your drain
- ❑ Not attaching your stormwater drain or rain water gutters to the sanitary sewer system.

In the Event of a Sewer Overflow

It is important to know where your property clean out is located. Refer to diagram on other side. In the event of a sewer overflow you should stop using any water, contact the Infrastructure Department at 972.450.2871, and remove the clean out cap to reduce pressure and minimize sewage back-ups into your home or property. The property owner will still be responsible for site cleanup. If possible, divert active sewage overflows away from any storm drains or where it can reach waterways.

The property owner's cleanout cover is typically 4" in diameter.

Change to tree roots are one of the top 5 causes of sewage overflows because the roots penetrate the sewage pipes.

Sewage overflows are a threat to human health and can negatively impact to the value of your property.

Phone numbers to remember

Infrastructure: 972.450.2871

Development Services: 972.450.2880

ADDISON stormwater®

For more information please visit our web site, www.addisontexas.net

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Illicit Discharge, Detection, and Elimination**
BMP Title:	***Dry Weather Field Inspections***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Visually inspect one watershed per year.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town performed dry weather field screenings at 11 outfalls in the WhiteRock Creek Basin. The information was documented in the Year 5 Dry Weather Screening Report on file at the Public Works and Engineering Services Department. The Outfall Reconnaissance Inventory checklist form was used to document the findings at each outfall.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   The inventory checklist developed by the Center for Watershed Protection is a comprehensive water quality review form and has several stormwater quality criteria to assist with the dry weather screening. The dry weather screening is an effective way to identify potential pollutant discharges to the MS4.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Illicit Discharge Detection & Elimination Program

Year 5

Dry Weather Screening Report

March 2024

Prepared by

tnp

5237 N. Riverside Drive, Suite 100
Fort Worth, Texas 76137 | 817.336.5773 phone

ADD 22514

www.tnpinc.com

engineers
surveyors
landscape architects

March 19, 2024

Mr. Shawn Cheairs
16801 Westgrove Dr.
Addison, TX 75001

RE: ADD 18243 – Dry Weather Screening Report

Dear Mr. Cheairs,

Attached please find the summary report for the Dry Weather Screening performed on October 4th, 2023 in the Town of Addison. This report completes the requirements of Addison's Year 5 storm water permit for the Dry Weather Screening Best Management Practice (BMP).

If you have any comments or concerns, please do not hesitate to contact me at any time. We appreciate this opportunity to serve the Town of Addison.

Sincerely,

Sawyer Maness, P.E., CFM
tnp
teague nall & perkins

Memorandum

To: Shawn Cheairs and Jason Shroyer, P.E. (Town of Addison)

From: Sawyer Maness, P.E., CFM/ Mandy Clarke, P.E., CFM (TNP)

Date: March 19, 2024

RE: **Town of Addison Year 5 Dry Weather Screening Summary Report**
TNP# ADD22514

The Town of Addison is a Municipal Separate Storm Sewer System (MS4) and endeavors to curtail and control stormwater pollution through its adopted ordinances and its TCEQ-approved Stormwater Management Program (SWMP). The SWMP requires MS4's to adopt measures aimed at reducing illicit discharges to its waterbodies. The State of Texas Stormwater General Permit (TXR040000) defines an illicit discharge as any discharge to a municipal separate storm sewer that is not entirely composed of stormwater, except discharges pursuant to this general permit or a separate authorization and discharges resulting from emergency firefighting activities. Since 2007, the Town of Addison has adopted an annual Dry Weather Screening Best Management Practice (BMP). Annually, Town staff inspect storm drain outfalls in an effort to observe and evaluate the presence of illicit discharges. This report summarizes the findings of Addison's Year 5 Dry Weather Screening Best Management Practice (BMP).

In total, eleven (11) storm drain outfalls within various drainage basins or watersheds were screened for potential illicit discharges. The outfalls are located within the White Rock Creek Basin, as identified in the enclosed Exhibits. The outfall screening began at Montfort Dr., continued northeast along White Rock Creek Tributary 1 towards Winnwood Rd., and continued south along Winnwood Rd. Aerial maps of the eleven outfall locations are provided as exhibits and are attached.

The dry weather screening was performed on October 4th, 2023. The screening started with a temperature of 78 °F with scattered clouds and a 42% of humidity. No rainfall was recorded in the preceding 72 hours as per rain gage information at Addison Airport. At the end of the screening the temperature was 82 °F with clear skies and a 51% of humidity.

Outfall photographs and a Dry Weather Screening Summary Table are also included in this report. The Summary Table identifies the general screening information including: watershed location, outfall size and material, flow information, and whether or not the outfall exhibited signs of an illicit discharge. Dry weather screening field data forms (Outfall Reconnaissance Inventory Field Sheets) are provided with this report and give more detailed information about the findings for each outfall.

None of the eleven outfalls appeared to any physical indicators of an illicit discharge. Physical indicators are those that can be observed or sensed during dry weather field screenings and routine inspections. They can include the presence of unusual flow, color, odor, turbidity, and floatable liquids and solids. If an outfall has the presence of two or more indicators there could be a potential illicit discharge. The outfall findings and the recommendation for addressing this discharge are provided below. It should be noted that these recommendations are provided to aid the Town of Addison in determining whether an illicit discharge exists. The dry weather screening alone does not determine whether a pollutant discharge has been identified. Further guidance and recommendations for determining illicit discharges and their sources can be referenced in the "Center for Watershed

Protection's Illicit Discharge Detection and Elimination Guidance Manual," available online at www.cwp.org. A summary of the findings is listed below. It should be noted that the findings and observations are based on fields notes prepared during the aforementioned time period and do not reflect additional discharges or corrective actions that may have occurred after the initial screening.

Outfall #13a Findings – Outfall 13a is comprised of 3 – 36" RCP (reinforced concrete pipe) from a closed system that discharges into the existing detention pond east of Montford Dr. There did not appear to be any physical indicators of illicit discharges.

Outfall #13b Findings – Outfall #13b is an 18" corrugated HDPE (high-density polyethylene) pipe located south of the restaurant Public School 972. Outfall 13b discharges into the existing detention pond east of Montford Dr. There did not appear to be any physical indicators of illicit discharges.

Outfall #14 Findings – Outfall #14 is comprised of 2 - 48" RCP that discharges from the existing detention pond to White Rock Creek Tributary 1. The outfall did not exhibit any physical indicators of illicit discharges.

Outfall #15 Findings – Outfall #15 is a 72" RCP from a closed system that discharges to White Rock Creek Tributary 1. The outfall did not exhibit any physical indicators of illicit discharges.

Outfall #16 Findings – Outfall #16 is a 2' X 2.5' RCB (reinforced concrete box) that discharges into west side of the box culvert under Oaks Dr. The outfall did not exhibit any physical indicators of illicit discharges.

Outfall #17 Findings – Outfall #17 is a 2' X 2.5' RCB that outfalls into east side of boxed culvert under Oaks Dr. The outfall did not exhibit any physical indicators of illicit discharges.

Outfall #18 Findings – Outfall #18 is a 36" RCP from a closed system that discharges into the Winwood Park pond. The outfall did not exhibit any physical indicators of illicit discharges.

Outfall #19a Findings – Outfall #19a is a 2 - 10'x10' RCB culvert from Winwood Park pond discharges into White Rock Creek Tributary 1, located east of the Winnwood Rd. The outfall did not exhibit any physical indicators of illicit discharges.

Outfall #19b Findings – Outfall #19b is an 18" RCP from closed system that discharges into Winwood Park pond culverts (Outfall 19a). The outfall did not exhibit any physical indicators of illicit discharges.

Outfall #20 Findings – Outfall #20 is comprised of 3-24" RCP and a 26" RCP from closed systems that discharges to a natural channel located near Winnwood Rd. and White Rock Creek Park. This outfall did not exhibit any physical signs of illicit discharges.

Outfall #21 Findings – Outfall #21 is comprised of an 18" RCP from a closed system that discharges to a natural channel located east of Celestial Rd. This outfall showed structural damage where a portion of the 18" RCP and concrete encasement has snapped off at the joint and is currently in the channel. This outfall did not exhibit any physical signs of illicit discharges.

Outfall #22 Findings – Outfall #22 is located near the Town's Water Department offices. The outfall could not be located because of heavy brush and overgrowth. The Town will attempt to locate the outfall next year.

Recommendation: Of the eleven outfalls, none appeared to have physical indicators of an illicit discharge. Dry weather screening is useful as an initial determination of illicit discharge potential; however, a more certain determination of an illicit discharge typically requires more sophisticated sampling and water quality testing. Indicator monitoring as it is described in the Guidance Manual, is used to confirm illicit discharges and provides clues about their origin. To further investigate an outfall suspected of an illicit discharge, it is recommended that the following steps be taken:

1. Review the Town's current storm drain map and/or the construction as-builts for the site, and evaluate the storm drain system routes, inlet locations, manholes, and lateral storm drains. Identify locations of all inlets for the system and manholes. The Town may meet with the property owners to obtain maps and information in regards to the outfalls that discharge into the common tributary. This will help locate the source of outfall.

2. Inspect the storm drain system route beginning at the outfall open storm drain manholes upstream or look in inlets to track the source of the flow. Identifying a flow path can help locate and track a potential pollutant source.

3. To determine whether or not the storm water contains a pollutant discharge, the Town will need to obtain a sample of the flow for further testing. The sampling should be done in accordance with Chapter 12, Indicator Monitoring of the Center for Watershed Protection's Guidance Manual. It is recommended that the testing be focused first on indicators of a wastewater source. If the discharge indicates an illicit source, further investigation will be required to track the origin

4. Chapter 13 of the Guidance Manual provides tracking options for identifying the source of an illicit discharge. The recommendations include evaluating surrounding land uses within the area, further mapping and possibly TV inspections and/or, smoke testing.

   It should be noted that such sampling and testing is not currently a requirement of the Town per the effective TCEQ Stormwater General Permit.

As the Town works through this process, it is recommended that all actions taken to detect and/or eliminate illicit discharges be documented using the "Potential Illicit Discharges Action Form" included in this report. It is recommended that this Dry Weather Screening Report be kept with the Town's Storm Water Management Program (SWMP) and Annual Reports, and that it be updated each year as screening and monitoring are continued.

Town of Addison - Dry Weather Screening Program
Year 5 Summary Table

Screening Perfomed By: Sawyer Maness (SM) of TNP, and Carlos Garcia and Ryan Garza of the Town of Addison				**Drainage Master Plan Locations:** Outfalls 13a-22: White Rock Creek Basin		
Outfall #	**Screening Date**	**Watershed Location**	**Outfall Size & Material**	**Flow Rate**	**Illicit Discharge ?**	**Comments**
13a	10/4/2023	White Rock Basin	3 - 36" RCP	Moderate	Unlikely	Discharge from pond
13b	10/4/2023	White Rock Basin	18" Corrugated HDPE	None	Unlikely	None.
14	10/4/2023	White Rock Basin	2 - 48" RCP	Trickle	Unlikely	Overflow from pond.
15	10/4/2023	White Rock Basin	72" RCP	Trickle	Unlikely	Backwater from pump.
16	10/4/2023	White Rock Basin	2' x 2.5' RCB	Trickle	Unlikely	Discharges into upstream side of 4-8'x4' RCB
17	10/4/2023	White Rock Basin	2' x 2.5' RCB	Trickle	Unlikely	Discharges into upstream side of 4-8'x4' RCB
18	10/4/2023	White Rock Basin	36" RCP	None	Unlikely	None.
19a	10/4/2023	White Rock Basin	2- 10' x 10' RCB	Trickle	Unlikely	Potential
19b	10/4/2023	White Rock Basin	18" RCP	Trickle	Unlikely	Potential
20	10/4/2023	White Rock Basin	3 -24" RCP 36" RCP	Trickle	Unlikely	None.
21	10/4/2023	White Rock Basin	18" RCP	None	Unlikely	None.

Potential Illicit Discharges Action Form

Outfall #22 – Outfall into White Rock Creek Tributary

Clear brush and overgrowth to create a path to outfall

OUTFALL PHOTOS

Outfall #13a: 3 - 36" RCP (reinforced concrete pipe) that discharges from a closed system that discharges into the existing pond east of Montford Dr.

(Photo to be Added)

Outfall #13b: 18" corrugated HDPE (high-density polyethylene) pipe located south of the restaurant Public School 972.

Outfall #14: 2 - 48" RCP that discharges from pond outlet (Outfall 13 above) to White Rock Creek Tributary 1.

Outfall #15: 72" RCP that discharges to White Rock Creek Tributary 1.

Outfall #16: 2' X 2.5' RCB that discharges into west side of box culvert under Oaks Dr.

Outfall #17: 2' x 2.5' RCB that discharges into east side of boxed culvert under Oaks Dr.

(Photo to be Added)

Outfall #18: 36" RCP from a closed system that discharges Winwood Park pond.

Outfall #19a: 2 - 10' x 10' RCB culvert from Winwood Park Pond overflow to White Rock Creek Tributary 1, located east of the Winnwood Rd.

Outfall #19b: 18" RCP from closed system that outfalls into Winwood Park Pond Culverts (Outfall 19a).

Outfall #20: 3 - 24" and 1 – 36" RCP from a closed system that discharges to a natural channel located near Winnwood Rd. and White Rock Creek Park.

Outfall #21: 18" RCP from a closed system that discharges to a natural channel located east of Celestial Rd. Outfall has eroded and snapped at the joint.

13a

OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed: White Rock Basin		Outfall ID: 13a	
Today's date: 10/4/23		Time (Military): 9:05	
Investigators: Sawyer Maness, Carlos Garcia, Ryan Garza		Form completed by: Sawyer Maness	
Temperature (°F): 78°	Rainfall (in.): Last 24 hours: 0.0	Last 48 hours: 0.0	
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera: iPhone		Photo #s: 1	

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☐ Suburban Residential
- ☑ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ Closed Pipe	☒ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☒ Circular ☐ Eliptical ☐ Box ☐ Other: _____	☐ Single ☐ Double ☒ Triple ☐ Other: _____	Diameter/Dimensions: 3-36"	In Water: ☐ No ☒ Partially ☐ Fully With Sediment: ☒ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: _____	☐ Trapezoid ☐ Parabolic ☐ Other: _____		Depth: _____ Top Width: _____ Bottom Width: _____	
☐ In-Stream	(applicable when collecting samples)				
Flow Present?	☑ Yes ☐ No *If No, Skip to Section 5*				
Flow Description (If present)	☐ Trickle ☑ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS

PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☑ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☑ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☑ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1. Sample for the lab?	☐ Yes	☑ No	
2. If yes, collected from:	☐ Flow	☐ Pool	
3. Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

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OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed: White Rock Creek Basin	Outfall ID: 136
Today's date:	Time (Military): 8:05
Investigators: Sawyer Maness, Carlos Garcia, Ryan Garza	Form completed by: Sawyer Maness
Temperature (°F): 78° Rainfall (in.): Last 24 hours: 0.0 Last 48 hours: 0.0	
Latitude: Longitude:	GPS Unit: GPS LMK #:
Camera: iPhone	Photo #s:

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☒ Suburban Residential
- ☒ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ Closed Pipe	☐ RCP ☐ CMP ☐ PVC ☒ HDPE ☐ Steel ☐ Other: _____	☒ Circular ☐ Eliptical ☐ Box ☐ Other: ____	☒ Single ☐ Double ☐ Triple ☐ Other: ____	Diameter/Dimensions: 18"	In Water: ☐ No ☐ Partially ☐ Fully With Sediment: ☐ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: ____	☐ Trapezoid ☐ Parabolic ☐ Other: ____		Depth: ____ Top Width: ____ Bottom Width: ____	
☐ In-Stream	(applicable when collecting samples)				
Flow Present?	☐ Yes ☒ No *If No, Skip to Section 5*				
Flow Description (If present)	☐ Trickle ☐ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☒ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☒ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☒ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1.	Sample for the lab?	☐ Yes	☐ No
2.	If yes, collected from:	☐ Flow	☐ Pool
3.	Intermittent flow trap set?	☐ Yes ☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

14

OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed: White Rock Creek Basin		Outfall ID: 14	
Today's date: 10/4/23		Time (Military): 8:09	
Investigators: Sawyer Maness, Carlos Garcia		Form completed by: Sawyer Manes	
Temperature (°F): 78°	Rainfall (in.): Last 24 hours: 0.0	Last 48 hours: 0.0	
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera: iPhone		Photo #s:	

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☐ Suburban Residential
- ☐ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ Closed Pipe	☑ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☑ Circular ☐ Eliptical ☐ Box ☐ Other: ____	☐ Single ☑ Double ☐ Triple ☐ Other: ____	Diameter/Dimensions: 2-48"	In Water: ☐ No ☐ Partially ☐ Fully With Sediment: ☐ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: ____	☐ Trapezoid ☐ Parabolic ☐ Other: ____		Depth: ____ Top Width: ____ Bottom Width: ____	
☐ In-Stream	(applicable when collecting samples)				
Flow Present?	☑ Yes ☐ No *If No, Skip to Section 5*				
Flow Description (If present)	☑ Trickle ☐ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☒ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☒ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☒ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1.	Sample for the lab?	☐ Yes	☐ No	
2.	If yes, collected from:	☐ Flow	☐ Pool	
3.	Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed: White Rock Creek Basin		Outfall ID: 15	
Today's date: 10/4/23		Time (Military): 8:12	
Investigators: Sawyer Maness, Carlos Garcia, Ryan Garza		Form completed by: Sawyer Maness	
Temperature (°F): 78°	Rainfall (in.): Last 24 hours: 0.0	Last 48 hours: 0.0	
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera: iPhone		Photo #s:	

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☐ Suburban Residential
- ☑ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ Closed Pipe	☒ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☒ Circular ☐ Eliptical ☐ Box ☐ Other: _____	☒ Single ☐ Double ☐ Triple ☐ Other: _____	Diameter/Dimensions: 72"	In Water: ☐ No ☒ Partially ☐ Fully With Sediment: ☐ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: _____	☐ Trapezoid ☐ Parabolic ☐ Other: _____		Depth: _____ Top Width: _____ Bottom Width: _____	
☐ In-Stream	(applicable when collecting samples)				
Flow Present?	☒ Yes ☐ No	*If No, Skip to Section 5*			
Flow Description (If present)	☒ Trickle ☐ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☒ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☒ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☒ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1. Sample for the lab?	☐ Yes	☒ No	
2. If yes, collected from:	☐ Flow	☐ Pool	
3. Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

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Outfall Reconnaissance Inventory/ Sample Collection Field Sheet

Section 1: Background Data

Subwatershed: WhiteRock Creek Basin		Outfall ID: 16	
Today's date: 10/4/23		Time (Military): 8:20	
Investigators: Sawyer Maness, Carlos Garcia, Ryan Garcia		Form completed by:	
Temperature (°F): 78°	Rainfall (in.): Last 24 hours: 0.0	Last 48 hours: 0.0	
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera: iPhone		Photo #s:	

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☐ Suburban Residential
- ☐ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ Closed Pipe	☒ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☒ Other: Box	☐ Circular ☐ Eliptical ☒ Box ☐ Other: ____	☒ Single ☐ Double ☐ Triple ☐ Other: ____	Diameter/Dimensions: 2' X 2.5'	In Water: ☒ No ☐ Partially ☐ Fully With Sediment: ☒ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: ____	☐ Trapezoid ☐ Parabolic ☐ Other: ____		Depth: ____ Top Width: ____ Bottom Width: ____	
☐ In-Stream	(applicable when collecting samples)				
Flow Present?	☒ Yes ☐ No *If No, Skip to Section 5*				
Flow Description (If present)	☒ Trickle ☐ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☒ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☒ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☒ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1. Sample for the lab?	☐ Yes	☐ No	
2. If yes, collected from:	☐ Flow	☐ Pool	
3. Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

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OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed: White Rock Basin		Outfall ID:	
Today's date: 10/4/23		Time (Military): 8:22	
Investigators: Sawyer Moness, Carlos Carrera, Ryan Garza		Form completed by: Sawyer Moness	
Temperature (°F): 80°	Rainfall (in.): Last 24 hours: 0.0	Last 48 hours: 0.0	
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera: iPhone		Photo #s:	

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☐ Suburban Residential
- ☐ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ Closed Pipe	☒ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☐ Circular ☐ Eliptical ☒ Box ☐ Other: _____	☒ Single ☐ Double ☐ Triple ☐ Other: _____	Diameter/Dimensions: 2'X2.5'	In Water: ☒ No ☐ Partially ☐ Fully With Sediment: ☒ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: _____	☐ Trapezoid ☐ Parabolic ☐ Other: _____		Depth: _____ Top Width: _____ Bottom Width: _____	
☐ In-Stream	(applicable when collecting samples)				
Flow Present?	☒ Yes ☐ No *If No, Skip to Section 5*				
Flow Description (If present)	☒ Trickle ☐ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☒ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☒ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☒ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1. Sample for the lab?	☐ Yes	☐ No	
2. If yes, collected from:	☐ Flow	☐ Pool	
3. Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

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OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed: White Rock Creek Basin		Outfall ID: 18	
Today's date: 10/4/23		Time (Military):	
Investigators: Sawyer Meness, Carlos Zarate, Ryan Garza		Form completed by: Sawyer Meness	
Temperature (°F): 80°	Rainfall (in.): Last 24 hours: 0.0	Last 48 hours: 0.0	
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera: iPhone		Photo #s:	

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☒ Suburban Residential
- ☐ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ Closed Pipe	☒ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☒ Circular ☐ Eliptical ☐ Box ☐ Other: ____	☐ Single ☐ Double ☐ Triple ☐ Other: ____	Diameter/Dimensions: 36"	In Water: ☒ No ☐ Partially ☐ Fully With Sediment: ☒ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: ____	☐ Trapezoid ☐ Parabolic ☐ Other: ____		Depth: ____ Top Width: ____ Bottom Width: ____	
☐ In-Stream	(applicable when collecting samples)				
Flow Present?	☐ Yes ☒ No *If No, Skip to Section 5*				
Flow Description (If present)	☐ Trickle ☐ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☒ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☒ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☒ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1.	Sample for the lab?	☐ Yes	☐ No	
2.	If yes, collected from:	☐ Flow	☐ Pool	
3.	Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

19a

OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed: White Rock Creek Basin		Outfall ID:	
Today's date: 10/4		Time (Military): 8:30	
Investigators: Sawyer Manees, Carlos Garcia, Ryan Garza		Form completed by: Sawyer Manees	
Temperature (°F): 80	Rainfall (in.): Last 24 hours: 0.0	Last 48 hours: 0.0	
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera: iPhone		Photo #s:	

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☐ Suburban Residential
- ☐ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ **Closed Pipe**	☒ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☐ Circular ☐ Eliptical ☒ Box ☐ Other: ____	☐ Single ☒ Double ☐ Triple ☐ Other: ____	Diameter/Dimensions: 2-10'X10'	In Water: ☒ No ☐ Partially ☐ Fully With Sediment: ☒ No ☐ Partially ☐ Fully
☐ **Open drainage**	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: ____	☐ Trapezoid ☐ Parabolic ☐ Other: ____		Depth: ____ Top Width: ____ Bottom Width: ____	
☐ **In-Stream**	**(applicable when collecting samples)**				
Flow Present?	☐ Yes ☐ No *If No, Skip to Section 5*				
Flow Description (If present)	☐ Trickle ☐ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☒ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☒ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☒ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1. Sample for the lab?	☐ Yes	☐ No	
2. If yes, collected from:	☐ Flow	☐ Pool	
3. Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

19b

Section 1: Background Data

Subwatershed: White Rock Basin		Outfall ID: 19b	
Today's date: 10/14		Time (Military): 8:30	
Investigators: Sawyer Maness, Carlos Garcia, Ryan Garza		Form completed by: Sawyer Maness	
Temperature (°F): 80	Rainfall (in.): Last 24 hours: 0.0	Last 48 hours: 0.0	
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera:		Photo #s:	

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☒ Suburban Residential
- ☐ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ Closed Pipe	☒ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☒ Circular ☐ Eliptical ☐ Box ☐ Other: _____	☒ Single ☐ Double ☐ Triple ☐ Other: _____	Diameter/Dimensions: 18"	In Water: ☒ No ☐ Partially ☐ Fully With Sediment: ☒ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: _____	☐ Trapezoid ☐ Parabolic ☐ Other: _____		Depth: _____ Top Width: _____ Bottom Width: _____	
☐ In-Stream	(applicable when collecting samples)				
Flow Present?	☑ Yes ☐ No *If No, Skip to Section 5*				
Flow Description (If present)	☑ Trickle ☐ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☒ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☒ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☒ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1.	Sample for the lab?	☐ Yes	☒ No	
2.	If yes, collected from:	☐ Flow	☐ Pool	
3.	Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

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Outfall Reconnaissance Inventory/ Sample Collection Field Sheet

Section 1: Background Data

Subwatershed: White Rock Creek Basin		Outfall ID:	
Today's date: 10/14		Time (Military): 8:49	
Investigators: Sawyer Maness, Carlos Garcia, Ryan Gaza		Form completed by: Sawyer Maness	
Temperature (°F): 82°	Rainfall (in.): Last 24 hours: 0.0	Last 48 hours: 0.0	
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera: iphone		Photo #s:	

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☒ Suburban Residential
- ☐ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ Closed Pipe	☒ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☒ Circular ☐ Eliptical ☐ Box ☐ Other: _____	☐ Single ☐ Double ☐ Triple ☒ Other: _____	Diameter/Dimensions: 8-24" 1-36"	In Water: ☒ No ☐ Partially ☐ Fully With Sediment: ☒ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: _____	☐ Trapezoid ☐ Parabolic ☐ Other: _____		Depth: _____ Top Width: _____ Bottom Width: _____	
☐ In-Stream	(applicable when collecting samples)				
Flow Present?	☒ Yes ☐ No *If No, Skip to Section 5*				
Flow Description (If present)	☒ Trickle ☐ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		Sec	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☒ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☒ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☒ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1.	Sample for the lab?	☐ Yes	☐ No	
2.	If yes, collected from:	☐ Flow	☐ Pool	
3.	Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

21

OUTFALL RECONNAISSANCE INVENTORY/ SAMPLE COLLECTION FIELD SHEET

Section 1: Background Data

Subwatershed: White Rock Creek Basin		Outfall ID:	
Today's date: 10/19/23		Time (Military): 9:03	
Investigators: Sawyer Maness, Ryan Garza, Carlos Garza		Form completed by: Sawyer Maness	
Temperature (°F): 82°	Rainfall (in.): Last 24 hours: 0.0	Last 48 hours: 0.0	
Latitude:	Longitude:	GPS Unit:	GPS LMK #:
Camera: iPhone		Photo #s:	

Land Use in Drainage Area (Check all that apply):

- ☐ Industrial
- ☐ Ultra-Urban Residential
- ☒ Suburban Residential
- ☒ Commercial
- ☐ Open Space
- ☐ Institutional
- Other: _____
- Known Industries: _____

Notes (e.g., origin of outfall, if known):

Section 2: Outfall Description

LOCATION	MATERIAL	SHAPE		DIMENSIONS (IN.)	SUBMERGED
☒ Closed Pipe	☒ RCP ☐ CMP ☐ PVC ☐ HDPE ☐ Steel ☐ Other: _____	☒ Circular ☐ Eliptical ☐ Box ☐ Other: _____	☒ Single ☐ Double ☐ Triple ☐ Other: _____	Diameter/Dimensions: 18"	In Water: ☒ No ☐ Partially ☐ Fully With Sediment: ☒ No ☐ Partially ☐ Fully
☐ Open drainage	☐ Concrete ☐ Earthen ☐ rip-rap ☐ Other: _____	☐ Trapezoid ☐ Parabolic ☐ Other: _____		Depth: _____ Top Width: _____ Bottom Width: _____	
☐ In-Stream	(applicable when collecting samples)				
Flow Present?	☐ Yes ☒ No *If No, Skip to Section 5*				
Flow Description (If present)	☐ Trickle ☐ Moderate ☐ Substantial				

Section 3: Quantitative Characterization

FIELD DATA FOR FLOWING OUTFALLS				
PARAMETER		RESULT	UNIT	EQUIPMENT
☐ Flow #1	Volume		Liter	Bottle
	Time to fill		See	
☐ Flow #2	Flow depth		In	Tape measure
	Flow width	____' ____"	Ft, In	Tape measure
	Measured length	____' ____"	Ft, In	Tape measure
	Time of travel		S	Stop watch
Temperature			°F	Thermometer
pH			pH Units	Test strip/Probe
Ammonia			mg/L	Test strip

Outfall Reconnaissance Inventory Field Sheet

Section 4: Physical Indicators for Flowing Outfalls Only

Are Any Physical Indicators Present in the flow? ☐ Yes ☒ No *(If No, Skip to Section 5)*

INDICATOR	CHECK if Present	DESCRIPTION	RELATIVE SEVERITY INDEX (1-3)		
Odor	☐	☐ Sewage ☐ Rancid/sour ☐ Petroleum/gas ☐ Sulfide ☐ Other:	☐ 1 – Faint	☐ 2 – Easily detected	☐ 3 – Noticeable from a distance
Color	☐	☐ Clear ☐ Brown ☐ Gray ☐ Yellow ☐ Green ☐ Orange ☐ Red ☐ Other:	☐ 1 – Faint colors in sample bottle	☐ 2 – Clearly visible in sample bottle	☐ 3 – Clearly visible in outfall flow
Turbidity	☐	See severity	☐ 1 – Slight cloudiness	☐ 2 – Cloudy	☐ 3 – Opaque
Floatables -Does Not Include Trash!!	☐	☐ Sewage (Toilet Paper, etc.) ☐ Suds ☐ Petroleum (oil sheen) ☐ Other:	☐ 1 – Few/slight; origin not obvious	☐ 2 – Some; indications of origin (e.g., possible suds or oil sheen)	☐ 3 - Some; origin clear (e.g., obvious oil sheen, suds, or floating sanitary materials)

Section 5: Physical Indicators for Both Flowing and Non-Flowing Outfalls

Are physical indicators that are not related to flow present? ☐ Yes ☒ No *(If No, Skip to Section 6)*

INDICATOR	CHECK if Present	DESCRIPTION	COMMENTS
Outfall Damage	☐	☐ Spalling, Cracking or Chipping ☐ Peeling Paint ☐ Corrosion	
Deposits/Stains	☐	☐ Oily ☐ Flow Line ☐ Paint ☐ Other:	
Abnormal Vegetation	☐	☐ Excessive ☐ Inhibited	
Poor pool quality	☐	☐ Odors ☐ Colors ☐ Floatables ☐ Oil Sheen ☐ Suds ☐ Excessive Algae ☐ Other:	
Pipe benthic growth	☐	☐ Brown ☐ Orange ☐ Green ☐ Other:	

Section 6: Overall Outfall Characterization

☒ Unlikely ☐ Potential (presence of two or more indicators) ☐ Suspect (one or more indicators with a severity of 3) ☐ Obvious

Section 7: Data Collection

1.	Sample for the lab?	☐ Yes	☐ No	
2.	If yes, collected from:	☐ Flow	☐ Pool	
3.	Intermittent flow trap set?	☐ Yes	☐ No	If Yes, type: ☐ OBM ☐ Caulk dam

Section 8: Any Non-Illicit Discharge Concerns (e.g., trash or needed infrastructure repairs)?

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Construction Site Stormwater Runoff Control**
BMP Title:	***Erosion & Sediment Control Ordinance***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Inspect 100% of construction sites each year. Inspect 100% of complaints regarding construction sites each year.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   There were no construction complaints received this year. However, routine inspections for all 9 construction sites were conducted. Construction reports are documented and available at Addison's offices.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important for the Town to be able to enforce the requirements for erosion and sediment control on construction sites. Proper stormwater practices on construction sites reduces the amount of pollution from site runoff.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

CONSTRUCTION SITE INSPECTIONS

The information below is a list of all construction sites where construction site inspections took place.

Improvement Name/ Address	Improvement Name/Address
Addison Groves	Bella Ln
Midway Rd	Vitruvian West 2
Basin I Sanitary Sewer Reroute	Winnwood Bridge Outlet Armoring
Kellway Lift Station Bypass	Rawhide Creek Basin Drainage Improvements
Sunbelt Water Tower Park	

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Construction Site Stormwater Runoff Control**
BMP Title:	***Construction Plan Review Procedures***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Administer the construction plan review process for 100% of new regulated construction projects.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town's Consulting Review Engineer with CobbFendly administers the review process with Addison's Engineering staff for compliance. A total of 12 projects were reviewed for Year 5. Cosntruction plan reviews are available at Town's office.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important to ensure the Town's erosion control plan review procedures are following the renewed TCEQ permit.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

CONSTRUCTION PLAN REVIEW PROCEDURES

The addresses listed below are the new and redevelopment addresses where civil plans were reviewed for erosion prevention and sediment control. The listed projects had a SWPPP developed, all other projects in the Town that are not listed were a concept or site plan review that wasn't at a level that included a SWPPP yet. The Town's Consulting Review Engineer, CobbFendley, administers the review process with Addison's Public Works and Engineering Services Inspector for compliance. The process includes a completeness check with the checklists that are attached and an in-depth plan review of the application's specific requirements (traffic, utility easements, general guidelines).

Improvement Name/ Address	Improvement Name/ Address
La Pasha	Sky Harbor
AMLI Treehouse	Addison Reserve Treehouse
Hutton Outfall	DART Silver Line (continuation from 2020)
Frost Bank	Sky Squared
Les Lacs Pond	Jimmy Doolittle Dr
Ambrosia Cafe	Wingstop

Erosion Prevention and Sediment Control Plan Checklist

1. **Location Map (small scale, 7 ½ minute U.S.G.S. quadrangle)**
   ☐ property lines of the project
   ☐ critical natural or man-made features within 3000 feet of the project, including streams
   ☐ ponds, wetlands, roads, buildings, and utilities
   ☐ sufficient nearby features to allow reviewer to locate the site for an inspection

2. **Existing Conditions Site Plan (scale 1" = 100' or greater)**
   ☐ existing topographic contours
   ☐ drainageway, water features
   ☐ general vegetative cover types within 200 feet of water features (e.g. field, hardwood forest, grass, etc.)
   ☐ vegetative cover types in all proposed disturbance areas and areas receiving and treating runoff from the construction site
   ☐ soil map and key
   ☐ identified sensitive areas (e.g. steep, slopes, erodible soils, wet areas)
   ☐ structures, roads, utilities
   ☐ north arrow, scale, date, elevation datum
   ☐ property lines

3. **Grading Plan and Construction Timetable (scale 1" = 100' or larger)**
   ☐ existing and proposed topographic contours
   ☐ limits of soil disturbance and method to be used for demarcation of these limits on site
   ☐ areas of various construction phases, including sequential and concurrent activities
   ☐ proposed structures, roads, utilities
   ☐ location of disposal areas for excess soil (include map if off-site)
   ☐ boundaries for undisturbed riparian buffers
   ☐ north arrow, scale, date, elevation datum
   ☐ property lines

4. **Erosion Prevention and Sediment Control Plan (scale 1" = 100' or larger)**
   ☐ limits of soil disturbance
   ☐ riparian conservation buffer limits and method to be used for demarcation
   ☐ location of all structural erosion and sediment control measures and details
   ☐ location of areas to be seeded and mulched
   ☐ stormwater pathways
   ☐ erosion control matting on slopes greater than 3:1
   ☐ no hay bales or silt fence running across contours or in areas of concentrated flow
   ☐ chart of inspection and maintenance schedule of all control measures
   ☐ name and phone number of on-site coordinator
   ☐ storm sewer inlets adequately protected (detail required)
   ☐ stabilized construction entrance shown (detail required)
   ☐ north arrow, scale, date, elevation datum

   Note: If necessary to convey the sequential nature of construction activates and associated erosion and control implementation, several plan sheets showing successive site conditions are recommended.

5. **Narrative**
   ☐ general description of project

6. **Site Inventory and Analysis**
   ☐ site drainage characteristics (up and down gradient)
   ☐ drainage, waterways, bodies of water
   ☐ topography, existing roads, buildings, utilities
   ☐ vegetation
   ☐ soils
   ☐ proximity to natural or man-made water features

7. **Grading Plan and Timetable**

☐ description of proposed grading, seasonal limitations

☐ timetable of all major construction and earth changing activities, including stabilization methods for winter

☐ description of the strategies of the control plan and why it will be effective in protecting water resources

☐ description of all structural erosion and sediment control measures

☐ design calculations for all temporary and permanent structural control measures

☐ description of the inspection, maintenance, and records programs for all control measures

☐ identification, basic qualifications, and contact number for the on-site coordinator

☐ description of seeding and mulching plan including:

- Location of areas to be seeded
- Lime and fertilizer application rates
- Seed mixes (appropriate for soil type)
- Types of mulch/matting materials and discussion of appropriateness of each measure for soil type, typography, etc.
- Mulch/matting application rates
- Mulch/matting anchoring methods (including discussion of windthrow and winter conditions)
- Mulching/matting dates

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Construction Site Stormwater Runoff Control**
BMP Title:	***Construction Site Inspections and Enforcement***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Inspect 100% of construction sites each year. Inspect 100% of complaints regarding construction sites each year.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town did not receive construction complaints this year. However, routine inspections for 9 construction sites were conducted. Construction reports are documented and available at Addison's offices.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important to ensure active construction sites are implementing the erosion and sediment controls in order to prevent pollutants from entering the storm drains and waterways during active construction.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

CONSTRUCTION SITE INSPECTIONS

The information below is a list of all construction sites where construction site inspections took place.

Improvement Name/ Address	Improvement Name/Address
Addison Groves	Bella Ln
Midway Rd	Vitruvian West 2
Basin I Sanitary Sewer Reroute	Winnwood Bridge Outlet Armoring
Kellway Lift Station Bypass	Rawhide Creek Basin Drainage Improvements
Sunbelt Water Tower Park	

Construction Site Inspection Report

General Information			
Project Name / Location	Click or tap here to enter text.		
Date of Inspection	Click or tap to enter a date.	**Start / End Time**	2/28/2024 11:25:06 AM
Inspector's Name(s)	Click or tap here to enter text.		

Type of Inspection

☐ Regular ☐ Pre-Storm Event ☐ During Storm Event ☐ Post Storm Event

Weather Information
Weather Conditions at the time of inspection
☐ Clear ☐ Cloudy ☐ Rain ☐ Fog ☐ High Winds ☐ Sleet/Snow
☐ Other:

Overall Site Issues				
#	BMP / Activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
1	Are perimeter controls and sediment barriers adequately installed and maintained?	☐ Yes ☐ No	☐ Yes ☐ No	Click or tap here to enter text.
2	Are storm drain inlets properly protected?	☐ Yes ☐ No	☐ Yes ☐ No	Click or tap here to enter text.
3	Is the construction exit preventing sediment from being tracked into the street?	☐ Yes ☐ No	☐ Yes ☐ No	Click or tap here to enter text.
4	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	☐ Yes ☐ No	☐ Yes ☐ No	Click or tap here to enter text.
5	Other:	☐ Yes ☐ No	☐ Yes ☐ No	Click or tap here to enter text.

Construction Site Inspection Report

Non-Compliance Issues
Describe any incidents of non-compliance not described above:

CERTIFICATION STATEMENT

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

Print name and title: Click or tap here to enter text.

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Construction Site Stormwater Runoff Control**
BMP Title:	***Construction Stormwater Training***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Conduct annual construction stormwater training at least once a year for designated Town staff and new hires.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town conducted Construction Stormwater Training on July 29, 2023 with 7 attendees. The construction training (Preventing Storm Water Pollution *What We Can Do* – Land Disturbances) focused on the impact construction activities can have on stormwater pollution.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important that the Town staff are properly educated and trained on construction stormwater to ensure that all construction sites in the Town are taking the necessary requirements to reduce stormwater runoff.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Preventing Storm Water Pollution: *What We Can Do*

~Employee Training Series~

Land Disturbances

PREPARED IN COOPERATION WITH THE Texas Commission on Environmental Quality AND U.S. ENVIRONMENTAL PROTECTION AGENCY
The preparation of this report was financed through grants from the U.S Environmental Protection Agency through the Texas Commission on Environmental Quality.

1

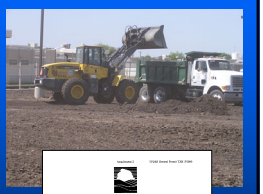
Land Disturbances

- Employees can help reduce water pollution by making sure dirt and debris aren't washed into the storm drain system.
  - Utility repairs
    - »water and sanitary sewer lines
    - »storm drain system
  - Street repairs
  - Sidewalk construction and repairs
  - Landscaping (parks, buildings, medians)
  - Power pole installation and replacement

2

Land Disturbances

- Note: Projects that disturb one acre or more must comply with the state's storm water permit for construction activities.
- If a permit is required, your supervisor or environmental coordinator will provide specific instructions.



CONSTRUCTION SITE NOTICE

3

Land Disturbances

- <u>All</u> projects must be managed to prevent or reduce soil or other pollutants from being washed into storm drains, creeks, or lakes.
- In addition to soil, potential pollutants on construction sites include trash, debris, oil, grease, lime, concrete truck wash water, etc.

4

Definitions

- Erosion - the removal or wearing away of soil due to the action of water (or wind).
- Sediment - soil particles that settle out of flowing water.

5

General Principles

- Preventing erosion is more effective than trying to remove sediment from runoff.
- Minimize the amount of disturbed area.
- Divert runoff or flowing water away from disturbed areas.

6

General Principles

- Locate dirt stockpiles out of the street and away from runoff or flowing water to prevent sediment from washing into storm drains.
- Cover stockpiles or provide a barrier such as an organic filter berm or silt fence around the pile.


7

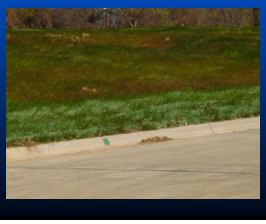
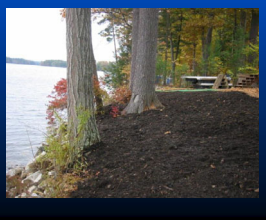
Best Management Practices

- Best Management Practices (BMPs) are tools used to reduce or prevent water pollution.
  - Erosion Control BMPs are used to protect disturbed soils from being washed off by rainfall and/or runoff.
  - Sediment Control BMPs are used to trap sediment carried by runoff and keep it on the construction site.
  - Waste Management BMPs are good housekeeping practices to control trash, chemicals, and debris.

8

Best Management Practices

- Erosion Control BMPs:
  - Vegetation - grasses or other plants that provide "permanent" erosion protection.
  - Mulching - a layer of straw or wood mulch.

9

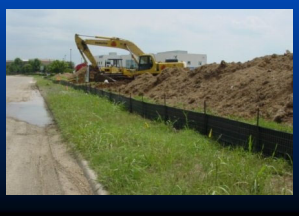
Best Management Practices

- Erosion Control BMPs (continued):
  - Erosion control blankets - mesh matting made of straw, wood fiber, or plastic.
  - Plastic sheeting - may be used for short-term protection of disturbed areas or dirt stockpiles.

10

Best Management Practices

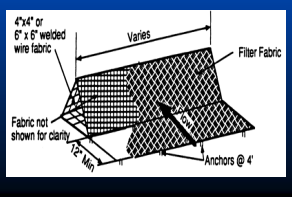
- Sediment Control BMPs:
  - Organic filter berm - a 1 to 3 foot high berm of mulch and compost placed around a disturbed area.
  - Silt fence - filter fabric trenched into the soil and attached to supporting posts.

11

Best Management Practices

- Sediment Control BMPs (continued):
  - Triangular sediment dike - filter fabric placed over welded wire shaped into a triangle.
  - Inlet protection - filter fabric or stone placed around or in front of a storm drain inlet.



12

Best Management Practices

- Waste Management BMPs:
  - Debris and trash control - use covered trash cans, bins, and/or roll-off boxes for disposing trash and debris.
  - Chemical management - follow proper material storage and spill cleanup procedures for chemicals used on construction sites.

13

Best Management Practices

- Waste Management BMPs (continued):
  - Concrete washout - use designated facilities to capture wash water from concrete truck cleaning.

14

Preventing Storm Water Pollution: *What We Can Do*

Protecting water quality requires that all employees do their part to prevent storm water pollution.

OUR WATER Take it personally!

North Central Texas Council of Governments

TCEQ

15

STORM WATER CONSTRUCTION TRAINING
Date: September 28, 2023

NAME
Shawn Cheairs
Carlos Garcia
Patrick Diviney
Ryan Garza
Phillip Willis
Wilson Kakembo
Joel Cruz

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Post-Construction Stormwater Management in New Development and Redevelopment**
BMP Title:	***Post-Construction Requirements***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Investigate 100% of post-construction violations or complaints.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town did not receive any complaints nor observed any violations to the ordinance.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   The post-construction runoff requirements are identified within the Drainage Criteria Manual. This location was ideal for requirements so developers and engineers can see the requirements as they design the subdivision or development. The manual provides a variety of BMP options for developers to consider.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Post – Construction Stormwater Management in New Development and Redevelopment**
BMP Title:	***Long-Term Maintenance of Post-Construction BMPs***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Implement maintenance plans for 100% of new owners or operators once post-construction BMPs is installed.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☒

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town has a maintenance program for its public stormwater infrastructure. The system is inspected at least annually for routine trash and debris removal. A detailed inspection occurs on a 6 year cycle on a per basin basis. The detailed inspection identifies system deficiencies and repairs are made as identified.

   (b) If not, why was the measurable goal not accomplished?

   The Town is currently developing a long-term maintenance plan for private stormwater facilities and plans to implement a maintenance plan in 2024 or early 2025.

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☐ No ☒

   (a) Please explain.

   The BMP is considered unsuccessful because the maintenance plan and operation is still in the process of being implemented. Addison understands the importance of ensuring post-construction BMPs will be maintained according to the Town's criteria.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Post – Construction Stormwater Management in New Development and Redevelopment**
BMP Title:	***Tree Planting and Management Plan***
Responsible Department:	Parks Department
Measurable Goal:	Year 5 – Replace 100% of trees removed in accordance with the Tree Management Plan when designing future roadway improvements.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town has a Tree Planting and Management Plan which provides tree management and priority for maintenance of existing street trees. The Town has documented a tree removal of 208 caliper inches related to tree damage and documented tree replacement of 302 caliper inches for a net increase of 94 caliper inches.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   The Tree Planting and Management Plans and Comprehensive Streetscape Plans have been used as a guideline for plantings by the Town of Addison. Street trees are very important to the urban environment by providing sound buffers, air quality benefits, and stormwater infiltration.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

Tree Removal/Replacement Records

Location	Tree Type	Work to be preformed	Total Inches Removed	Reason Removed	Number Trees Removed	Number of Trees Mitigated	Type of Tree Mitigated With	Required Mitigation Inches	Total Inches Mitigated
Fannin tree planting locations									
Police Station	Youpon Holly Multi trunk	Planting	4	Root rot	1	1	4"	4"	4
Arapaho Hollies Foster Holly	Foster Hollies (Need count)	Planting	4	Hit by cars	5	5	4"	20"	20
Vitruvian Park	Single Trunk Crape Myrtles	Planting	4	Removed River Birches	13	13	4"	4"	52
Rawhide Creek basin	Shatung Maple to finish project	Planting	4	Resident requested larger tree for privacy	1	1	4"	4"	4
Vitruvian Park	Live Oak	Planting	4	Hit by car	1	1	4"	4"	4
Meridian Way	Red Oak	Planting	4	Freeze damage	1	1	4"	4"	4
Vitruvain Park	Ash	Planting	4	Root girdle	1	1	4"	4"	4
Vitruvain Way	Crape Myrtle	Planting	4	Car hit	1	1	4"	4"	4
Vitruvian Way	Live Oak	Planting	4	Car hit	1	1	4"	4"	4
Median Spring Valley	Eve's Necklace	Planting	10	Car Hit	1	1	10'	10'	10
Lewis Place ACP	Live Oak	Planting	4	Freeze damage	1	1	4"	4"	4
Belt Line Road / Star Bucks	Crape Myrtle	Planting	8	Car hit	2	2	8"	8"	8
Town Hall	Burr and Eves nackleace	Planting	54	Age and wind damage	17	17	4"	54"	68
Oaks North	Cedar Elm	Planting	4	Root	1	1	4"	4"	4
Festival Way	Red Oak	Planting	4	Freeze damage	1	1	4"	4"	4
Belt Line median across from Dallas water	Chinese Pitache	Planting	12	Age	1	1	12"	12"	12
Belt Line Road median staples	Chinese Pitache	Planting	4	Drought	1	1	4"	4"	4
Quorum Park	Red Bud	Planting	16	Drought	4	4	16"	16"	16
NTTA / Wetsgrove	Youpon Holly Multi trunk	Planting	4	Age	7	7	24"	24"	24
Spectrum and Parkview	Red Oak	Planting	12	Root Rot	1	1	12"	4"	4
Airport and Spectrum replant	Red Oak	Planting	4	Warrenty	1	1	4"	4"	4
Spruill Dog Park	Bald Cypress	Planting	4	Age	3	3	4"	36"	12
Raw Hide Basin 14572 Waterview Circle	Live Oak	Plantign	4	Block Stadium	1	1	4	4"	4
Town Hall	Dog Wood	Planting	8	Age	1	1	4"	4"	4
Pickleball court	Nellie R Stevens	Planting	20	Age	2	2	20'	20'	20
			208						302

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Pollution Prevention and Good Housekeeping for Municipal Operations**
BMP Title:	***Facility and Stormwater Control Inventory***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Maintain an inventory of Town – owned and operated facilities and stormwater controls and update as necessary.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town continues to maintain an inventory of Town-owned and operated facilities and stormwater controls in the MS4. The Town has a total of 14 Town-owned facilities.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Preparing and maintaining an inventory of Town-owned facilities tracks possible sources or pollutants within the MS4.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

FACILITY AND STORMWATER CONTROL INVENTORY

The list below includes an inventory of Town-owned and operated facilities and stormwater controls.

Building	Address	High Priority
Kellway Lift Station	4245 Kellway Cir.	Yes
Service Center	16801 Westgrove Dr.	Yes
Police and Courts	4799 Airport Pkwy.	No
Central Fire Station	4798 Airport Pkwy.	Yes
Conference Centre, Theatre, and Stone Cottage	15650 Addison Rd.	No
Addison Circle Park Pavilion	4970 Addison Cir.	No
Surveyor Pump Station	15130 Surveyor Blvd.	No
Arapaho Water Tower	4000 Arapaho	No
Finance Building	5350 Belt Line Rd.	No
Addison Circle Water Tower	15650 Addison Rd	No
Town Hall	5300 Belt Line Rd.	No
Celestial Pump Station	5510 Celestial Rd.	No
Athletic Club	3900 Beltway Dr.	No
Fire Station 2	3950 Beltway Dr.	No

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Pollution Prevention and Good Housekeeping for Municipal Operations**
BMP Title:	***Municipal Employee Training Program***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Provide annual municipal employee training at least once a year for designated staff and new hires.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   A total of 2 Addison employees attended the Good Housekeeping Training on April 24, 2023. The training presentation included IDDE as well as good housekeeping practices.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   It is important that the Town staff be educated on stormwater pollution, so that Town activities for Operation and Maintenance do not contribute to any pollution to the storm drains. Also, the more staff is knowledgeable about common pollutants to stormwater, and proper practices, the more stormwater pollutants can be reduced by identifying any problems as soon as they arise.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

CERTIFICATE OF ATTENDANCE

Town of Addison
in cooperation with the North Central Texas Council of Governments'
Regional Stormwater Management Program

This certifies that

CARLOS GARCIA
STORMWATER OPERATOR

Attended the *Stormwater Employee Training for Recognizing and Reporting Illicit Discharges*
April 24, 2023

ADDISON

Shawn Cheairs

Shawn Cheairs, Stormwater Manager
Town of Addison

CERTIFICATE OF ATTENDANCE

Town of Addison
in cooperation with the North Central Texas Council of Governments'
Regional Stormwater Management Program

This certifies that

RYAN GARZA

STORMWATER OPERATOR

Attended the *Stormwater Employee Training for Recognizing and Reporting Illicit Discharges*
April 24, 2023

Shawn Cheairs

Shawn Cheairs, Stormwater Manager
Town of Addison

Preventing Stormwater Pollution
What We Can Do

Employee Training
Recognizing and Reporting Illicit Discharges

Town of Addison

Prepared in Cooperation with the North Central Texas Regional Stormwater Management Program

1

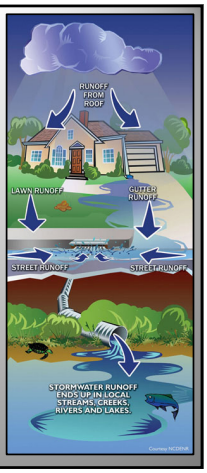
Training Goals

- Understand the terms "stormwater" and "illicit discharge"
- Understand why these terms are important and why you should care
- Understand what you can do to help prevent stormwater pollution
- Understand how to recognize and report illicit discharges (pollution)

2

What is Stormwater?

- When it rains, water that does not soak into the ground becomes runoff
- This runoff can enter a storm sewer system which ends up in local streams, creeks, rivers, and lakes



3

Why is Stormwater Runoff Important?

- Stormwater runoff can pick up debris, chemicals, dirt, and other pollutants
- Stormwater runoff is **NOT** treated before it is discharged into local streams, creeks, rivers, and lakes


Lakeland, FL

4

What is an Illicit Discharge?

- Any discharge to the storm sewer system that is not composed entirely of stormwater
- Exceptions include:
  - Water line flushing
  - Runoff or return flow from landscape irrigation
  - Discharges from potable water sources
  - Diverted stream flows
  - Rising ground waters and springs
  - Uncontaminated ground water infiltration
  - Uncontaminated pumped ground water
  - Foundation and footing drains
  - Air conditioning condensation
  - Water from crawl space pumps
  - Individual residential vehicle washing
  - Flows from wetlands and riparian habitats
  - Dechlorinated swimming pool discharges
  - Street wash water
  - Discharges or flows from fire fighting activities
  - Etc.

5

Why are Illicit Discharges Important?

- Illicit discharges often include pathogens, nutrients, toxic pollutants, etc.
- Illicit discharges = pollution
- Anything that enters a storm sewer system flows untreated to a local waterway

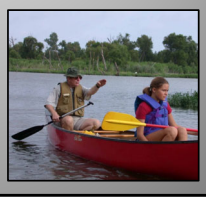

Irving

6

Why Should You Care?

- We use local waterways for swimming, fishing, boating, and as a source of drinking water
- <Insert name of regulated MS4> is required to prevent pollutants from entering the storm sewer system

Wayne County, MI



7

What Can You Do?

- Employees can help prevent stormwater pollution by:
  - Preventing pollutants from being dumped or spilled into the storm sewer system (this includes driveways, sidewalks, streets, storm drains)
  - Reporting pollution or questionable discharges to the storm sewer system or local waterways

8

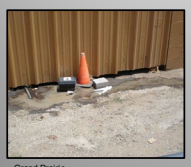
Preventing Pollution

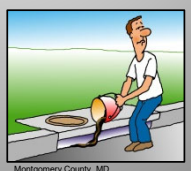
- Store and handle materials safely
- Clean up spills properly
- Never dump or wash out items down or near a storm drain

9

Reporting Pollution

- If you see questionable discharges entering the storm sewer system or someone dumping something down the storm drain, report it


Grand Prairie


Montgomery County, MD

10

Examples of What to Report

Pollution Entering the Storm Sewer System

Dirty water in the street


Tetra Tech
Wash out of solids/liquids


Tetra Tech
Unusually colored discharges


Tetra Tech
Liquids dumped down a storm drain

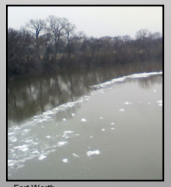

Tetra Tech
Leaks


Solids blown or swept in the street or down a storm drain

11

Reporting Pollution

- If you see warning signs of pollution coming out of a pipe or in a local waterway, report it
- Warning signs may include the presence of unusual:
  - Color
  - Odor
  - Turbidity
  - Floatable liquids and solids
  - Etc.


Fort Worth


Tetra Tech

12

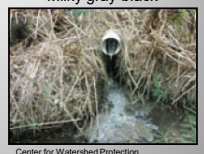
Examples of What to Report

Unusual Water Color

Fort Worth

Pea-green/ bright green

Milky gray-black



Center for Watershed Protection

Milky white

Dr. Robert Pitt

Dark red, purple, blue, black

Grand Prairie

Don Green, Franklin, TN

Tan to light brown

13

Examples of What to Report

Unusual Odor

- Some odors are an immediate indicator of pollution
- Sewage, gasoline, and chemical odors should be reported

Odor	Causes
Rotten eggs/hydrogen sulfide	Raw sewage, decomposing organic matter, lack of oxygen
Sharp, pungent odor	Chemicals or pesticides
Gasoline, petroleum	Industrial discharge, illegal dumping of wastes, waste water

14

Examples of What to Report

Highly Turbid Water

Catawaba Riverkeeper

Construction site discharge

Discharge of rinse from floor sanding

Rachel Calabro, MA Dept of Env Protection

Rachel Calabro, MA Dept of Env Protection

Unknown brown turbid discharge

Sewage discharge

Center for Watershed Protection

15

Examples of What to Report

Floatables in the Water

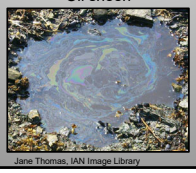
Leaves and grass clippings

Trash and debris

Sewage fungus

Wayne County, MI

Oil sheen



Jane Thomas, IAN Image Library

Suds

Center for Watershed Protection

16

How to Report

- Call 972-450-2818 or email scheairs@addisontx.gov
- Include the following information:
  - Specific location
  - Date and time
  - Description of the pollution
  - Description of the violator, e.g. license plate #, personal description (if applicable)
  - Your contact information
  - Email a picture if you can

17

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Pollution Prevention and Good Housekeeping for Municipal Operations**
BMP Title:	***Contractor Requirements and Oversight***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Implement contract requirements to new contractors. Maintain contracts with current contractors and revise as necessary.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town of Addison implemented and maintains contractual requirements with 6 Town-hired contractors subject to stormwater program requirements.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Implementing contractual requirements to contractors subject to stormwater requirements will ensure that contractors are using appropriate control measures and standard operating procedures when working within the MS4.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

CONTRACTOR OVERSIGHT

The information below is a list of all contractors and construction sites whose requirements and oversight were implemented by their contractual obligations.

Contractor	Contracts
Tiseo	Midway Rd, Bella Ln Rd Construction
Fugro	Vitruvian West Streetscape, Basin I Sewer Reroute
JB & Co	Winnwood Bridge Culvert Outlet Armoring
Nu-Way	Vitruvian Phase 9 Sewer & Water Improvements
Rey-Mar	Kellway Lift Station Bypass
Texas Standard	Rawhide Creek Basin Drainage Improvements

15. **ABANDONMENT:** The Town of Addison reserves the right to abandon, without obligation to the Contractor, any part of the Project, or the entire Project, at any time before the Contractor begins any construction Work authorized by the Town of Addison. In case of total abandonment of the Project, the Contract becomes void. The Town of Addison may abandon portions of the Project at any time during the Project duration. In case of such partial abandonment, the Contractor shall not be due any payment for lost or unrealized profits on the abandoned portions of the Project.

16. **DISCREPANCIES:** If the Contractor, in the course of the Work, finds any discrepancy between the Contract Documents and the physical conditions of the Project, or any errors or omissions in Plans or in the layout as given by survey points and instructions, or if it appears that any Plan, Specification or other Contract Document is or may not be in compliance with any building code or other requirement of any governmental body, he shall immediately inform the Town of Addison and the Engineer in writing, and the Town of Addison and the Engineer shall promptly verify the same. Any Work done after such discovery, until authorized, will be done at the Contractor's risk.

17. **PREPARATION OF STORM WATER POLLUTION PREVENTION PLAN:** A Storm Water Pollution Prevention Plan (SW3P) will be prepared by the Contractor in accordance with the Texas Pollution Discharge Elimination System, General Permit Number TXR150000 relating to Discharges from Construction Activities issued by the Texas Commission on Environmental Quality (TCEQ). The SW3P will include the following information as required by the TCEQ Permit: Project description that includes: description of the construction activities, intended schedule or sequence of major soil disturbing activities, number of total acres of the Project area and number of acres where soil will be disturbed, estimate of the runoff coefficient of the site for pre-construction and post-construction conditions, data describing the soil, a general location map, the name of receiving waters at or near the site, and a copy of the TPDES General Permit.

    A Best Management Plan is provided in the Plans with minimum elements for perspective Bidders. The contractor is required to prepare a detailed site map will be prepared showing drainage patterns and approximate slopes after grading, areas where soil disturbance will occur, locations of major structural controls, locations where stabilization practices are expected to be used, surface waters, and locations where storm water discharges from the site directly to a surface water.

    The Contractor shall prepare a SW3P and submit a Notice of Intent (NOI) as required by the TPDES Permit if the total disturbed area is 5 acres or more.

    A three-ring SW3P binder will be prepared containing all information and reports that are required as part of the SW3P. The Contractor will be required to prepare and utilize the SW3P as listed above, and maintain all records on-site during the Project including performing inspections and maintaining all required documentation required by the TPDES General Permit.

This specification is not all inclusive of the requirements for an SW3P. The Contractor shall comply with all requirements of the TCEQ TPDES permit and the local authorities' storm water ordinance and/or regulations.

The SW3P plan provided by the Contractor shall be designed, signed, and sealed by a professional engineer registered in Texas.

18. **ADDENDA:** Bidders desiring further information, or interpretation of the Plans and Specifications, must make written request for such information to the Engineer (not later than three (3) working days prior to the date set for the Bid opening. The ability to ask questions will close at 2:00 PM, Monday April 14, 2014. Answers to all such requests will be issued in the form of Addenda and a copy of such Addenda will be released through *www.bidsync.com*. It will be the responsibility of each person who has been issued as set of Bidding Documents to secure all Addenda from *www.bidsync.com*. Addenda will be bound with and made a part of the Contract Documents. No other explanation or interpretation will be considered official or binding. Should a Bidder find discrepancies in, or omissions from, the Plans, Specifications or Contract Documents, or should it be in doubt as to their meaning, it shall at once notify the Engineer in writing in order that a written addendum may be sent to all Bidders.

19. **PAY ITEMS:** Pay items provided are intended to be all-inclusive of the Work required on this Project. Work required by the Plans or Specifications but not provided with a specific pay item shall be considered incidental to other items of Work. Final payment to the construction Contractor shall not be made until all Work has been finally completed and verified in accordance with the construction contract, Plans and Specifications and have been finally accepted by the Town of Addison.

See bid item descriptions/reference specifications for details.

20. **INCREASE OR DECREASE IN QUANTITIES:** The quantities shown in the proposal are approximate. Final payment will be based on quantities determined by measurement methods described for each Work item.

When the quantity of Work to be done or materials to be furnished under any major pay item or contract is more than 125% of the quantity stated in the contract, whether stated by Town of Addison or by Contractor, then either party to the contract, upon demand, shall be entitled to negotiate for revised consideration on the portion of Work above 125% of the quantity stated in the contract.

When the quantity of the Work to be done or materials to be furnished under any major pay item of the contract is less than 75% of the quantity stated in the contract, whether stated by Town of Addison or by Contractor, then either party to the contract, upon demand, shall be entitled to negotiate for revised consideration on the portion of Work below 75% of the quantity stated in the contract. This paragraph shall not apply in the event Town of Addison deletes a pay item in its entirety from this contract.

21. **SUBSIDIARY WORK:** Any and all Work specifically governed by documentary requirements for the Project, such as conditions imposed by the Plans or these Special

STORMWATER MANAGEMENT PROGRAM

ANNUAL REPORT FORM

MCM:	**Pollution Prevention and Good Housekeeping for Municipal Operations**
BMP Title:	***Municipal Operation and Maintenance Activities***
Responsible Department:	Public Works and Engineering Services
Measurable Goal:	Year 5 – Inspect high priority facilities once a year. Revise pollution prevention measures for municipal operations and maintenance activities by end of Year 2.

1. Was the measurable goal accomplished for this permit year? Yes ☒ No ☐

   (a) If so, explain what was done to accomplish the measurable goal.

   The Town inspected 3 Town owned facilities listed under "Facility and Stormwater Control Inventory" that are deemed a high priority facility this year. The inspections are documented using the NCTCOGs Stormwater Pollution Prevention Self-Audit Guidebook.

   (b) If not, why was the measurable goal not accomplished?

2. Was this BMP appropriate to meet the intended MCM(s)? Yes ☒ No ☐

3. Was this BMP considered to be successful? Yes ☒ No ☐

   (a) Please explain.

   Inspecting high priority facility and implementing pollution prevention measures can help reduce stormwater pollution in Town-owned facilities and operations. Preventing pollution at Town-owned facilities and operations sets a good example to residents.

4. Are any changes to this BMP recommended for the next permit term? Yes ☐ No ☒

   (a) If so, please explain.

5. Will a Notice of Change (NOC) be issued for this BMP? Yes ☐ No ☒

FACILITY AND STORMWATER CONTROL INVENTORY

The list below includes an inventory of Town-owned and operated facilities and stormwater controls.

Building	Address	High Priority
Kellway Lift Station	4245 Kellway Cir.	Yes
Service Center	16801 Westgrove Dr.	Yes
Police and Courts	4799 Airport Pkwy.	No
Central Fire Station	4798 Airport Pkwy.	Yes
Conference Centre, Theatre, and Stone Cottage	15650 Addison Rd.	No
Addison Circle Park Pavilion	4970 Addison Cir.	No
Surveyor Pump Station	15130 Surveyor Blvd.	No
Arapaho Water Tower	4000 Arapaho	No
Finance Building	5350 Belt Line Rd.	No
Addison Circle Water Tower	15650 Addison Rd	No
Town Hall	5300 Belt Line Rd.	No
Celestial Pump Station	5510 Celestial Rd.	No
Athletic Club	3900 Beltway Dr.	No
Fire Station 2	3950 Beltway Dr.	No

Inspection Record

Facility	Inspection Date	Inspector	Corrective Action Needed?			Corrective Actions from Previous Inspection Done?		
Service Center	12/21/2023	Chris Perez	☐ Yes	☒ No	☐ NA	☐ Yes	☐ No	☒ NA
Kellway Lift Station	12/21/2023	Chris Perez	☐ Yes	☒ No	☐ NA	☐ Yes	☐ No	☒ NA
Fire Station #1	12/21/2023	Chris Perez	☐ Yes	☒ No	☐ NA	☐ Yes	☐ No	☒ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
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			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA
			☐ Yes	☐ No	☐ NA	☐ Yes	☐ No	☐ NA

Inspection Report

Checklist Header

Inspector Name	**Chris Perez**			
Inspector Title and Department	**Stormwater Operator / Stormwater**			
Name and Location of Facility/Site	**Central Fire Station (#1)**			
Facility/Department Manager				
High-Priority Facility	☒ Yes ☐ No (See the High-Priority Determination checklist.)			
Date	**12/21/23**			
Inspection Period	☐ Quarterly	☐ Semiannually	☒ Annually	☐ Other:

General

General	**Yes**	**No**	**NA**	**Comments**
1. Are there appropriate measures in place to control pollutants in stormwater discharge (e.g., silt fencing)?	☒	☐	☐	
2. Are there structural practices (e.g., earth dikes and drainage swales) in place to divert flows or limit runoff and the discharge of pollutants?	☒	☐	☐	
3. Are the appropriate measures in place to control stormwater pollutants related to erosion and sediment?	☒	☐	☐	
4. Has the maintenance of drains/inlets/drainage paths been checked to confirm these are properly functioning?	☒	☐	☐	
5. Do runoff discharges from air compressors, cooling towers, and/or boilers drain to a sanitary sewer?	☒	☐	☐	
6. Have the containment and/or filtering BMP controls been checked to make sure they are in good condition?	☒	☐	☐	
7. If the facility conducts surface or pressure washing, is wastewater collected?	☒	☐	☐	
8. Are there any signs of leaks, spills, or drips in exterior vehicle and equipment areas?	☐	☒	☐	
9. If the facility has storm drains, are any toxic chemicals likely to enter them?	☐	☒	☐	

Additional Notes/Corrective Action Needed:

_____
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_____

Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature: _____

Signature of Inspector:

Yard

Bulk Material Storage	Yes	No	NA	Comments
1. Are there any bulk materials stored outside, such as sand, gravel, asphalt, or mulch?	☐	☒	☐	
2. Are these materials in a containment bay?	☐	☐	☒	
3. Is the containment bay covered?	☐	☐	☒	
4. Are erosion controls in place around the bulk materials?	☐	☐	☒	
Waste Materials	**Yes**	**No**	**NA**	**Comments**
5. Are there any exposed litter, debris, or chemicals?	☐	☒	☐	
6. If there are, have they been picked up, stored according to hazard, or disposed of properly?	☐	☐	☐	
7. Are all dumpsters or outdoor trash containers covered?	☒	☐	☐	
8. Do all dumpsters have their drains plugged to prevent waste from discharging?	☒	☐	☐	
Chemicals	**Yes**	**No**	**NA**	**Comments**
9. Are chemicals in labeled containers?	☐	☐	☒	
10. Are containers stored outside under cover or inside?	☐	☐	☒	
11. Are containers stored on spill pallets?	☐	☐	☒	
12. Are chemicals used outside?	☐	☐	☒	
Materials Stored Outside in Containers (Drums, Barrels, Tanks, etc.)	**Yes**	**No**	**NA**	**Comments**
13. Are there any materials or wastes stored outside in containers? If so, are the lids secure?	☐	☒	☐	
14. Are the containers stored on an impervious surface?	☐	☒	☐	
15. If containers are stored on an impervious surface, are they under cover or is there a secondary containment (e.g., berms)?	☐	☐	☒	
16. Are containers with dispensers stored properly (e.g., indoors)?	☐	☐	☒	
17. Are the containers empty and clean?	☐	☐	☒	
18. Are the containers in good condition and not leaking?	☐	☐	☒	
Vehicles and Equipment Stored Outside	**Yes**	**No**	**NA**	**Comments**
19. Are vehicles and equipment stored outdoors?	☐	☒	☐	All vehicles and equipment are stored indoors
20. Are they stored under cover?	☐	☐	☒	
21. Are they stored on a paved/impervious surface?	☒	☐	☐	
22. Are there any signs of leaking from vehicles or equipment?	☐	☒	☐	
23. Are drip pans placed under leaking vehicles and equipment?	☐	☒	☐	

Additional Notes/Corrective Action Needed:

_____
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Expected Completion Date for Actions:
Person Responsible for Corrective Actions: **Name:** _____ **Title:** _____ **Signature:**_____
Signature of Inspector:

Fuel and Fleet Maintenance

Fuel Facility	Yes	No	NA	Comments
1. Is the fuel facility paved?	☒	☐	☐	
2. Is the fuel facility under cover?	☐	☒	☐	
3. Are fuel dispensers locked?	☒	☐	☐	Locked using Spartan Shield app
4. Is an emergency shutoff switch present?	☒	☐	☐	
5. Are written spill cleanup procedures posted and a spill kit readily available?	☒	☐	☐	
6. Is there signage prohibiting "topping off"?	☒	☐	☐	
7. Is a spill containment device and/or spill kit readily available?	☒	☐	☐	
8. Is there evidence of leaked vehicle fluids on the ground?	☐	☒	☐	
9. Does the fuel facility have a Spill Prevention, Control, and Countermeasures (SPCC) Plan?	☒	☐	☐	
Vehicle Service Bays	**Yes**	**No**	**NA**	**Comments**
10. Are vehicles serviced indoors?	☒	☐	☐	All vehicles are serviced at the service center
11. Do spill pallets, fire cabinets, and parts cleaners appear to be used effectively?	☒	☐	☐	
12. Are drip pans placed under leaking vehicles?	☒	☐	☐	
13. Are containers properly labeled and stored, without any signs of fluid leakage?	☒	☐	☐	
14. Are written spill cleanup procedures posted and is there a spill kit readily available?	☒	☐	☐	
15. Is there evidence of leaked vehicle fluids on the ground?	☐	☒	☐	
16. Is used oil disposed of properly?	☒	☐	☐	
17. Does the oil/water separator drain to the sanitary sewer?	☒	☐	☐	
18. Does the facility have up-to-date maintenance records for the oil/water separator?	☒	☐	☐	
Vehicle Washing	**Yes**	**No**	**NA**	**Comments**
19. Are vehicles washed on site?	☒	☐	☐	
20. Is there a designated washing area?	☒	☐	☐	
21. Are there standard operating procedures (SOPs) for vehicle washing to ensure that vehicle wash water does not drain directly to the municipal storm sewer system or a water body? *For example, vehicles are washed indoors, or wash water is redirected to flow to a vegetated area or sent to the sanitary sewer system.*	☒	☐	☐	
22. Are sand trap records maintained?	☒	☐	☐	
Chemicals	**Yes**	**No**	**NA**	**Comments**
23. Are chemicals in labeled containers?	☒	☐	☐	
24. Are containers stored outside under cover or inside?	☒	☐	☐	inside
25. Are containers stored on spill pallets?	☒	☐	☐	
26. Are chemicals used outside?	☒	☐	☐	Washing chemicals

Additional Notes/Corrective Action Needed: _____ _____ _____ _____ _____ _____
Expected Completion Date for Actions:
Person Responsible for Corrective Actions: **Name:** _____ **Title:** _____ **Signature:**_____
Signature of Inspector:

Spills/Solid Waste

Spills	Yes	No	NA	Comments
1. Is staff training on spill response documented?	☒	☐	☐	
2. Is there a spill response plan in place?	☒	☐	☐	
3. Are spill protocol notices posted?	☒	☐	☐	
4. Do employees know where the spill kit is located?	☒	☐	☐	
5. Are the spill response plan and spill kits readily available close to where they are needed?	☒	☐	☐	
6. Are spill kits labeled on the site plan?	☒	☐	☐	
7. Are spill kits stocked? (Also check the level of absorbent material.)	☒	☐	☐	
8. Are spills reported as required?	☒	☐	☐	
9. Which staff members are responsible for spill response?	Name(s): All fire staff			
10. Is the contact information for reporting a spill up to date?	☒	☐	☐	
11. Is there a disposal plan in place?	☒	☐	☐	
12. Are there signs of spill stains? (Suspicious-looking puddles, spots/stains/discoloration, etc.)	☐	☒	☐	
Solid Waste	**Yes**	**No**	**NA**	**Comments**
13. Does the facility keep waste manifests for the 3-year minimum requirement?	☒	☐	☐	
14. Are outdoor trash receptacles overflowing?	☐	☒	☐	

Additional Notes/Corrective Action Needed:

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_____

Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature:_____

Signature of Inspector:

Storage Tanks/General Equipment

Storage Tanks/General Equipment	Yes	No	NA	Comments
1. Are drums, barrels, tanks, and other containers in good condition?	☒	☐	☐	
2. Are the containers properly labeled?	☒	☐	☐	
3. Are the containers properly sealed?	☒	☐	☐	
4. Are there visible leaks from the containers?	☐	☒	☐	
5. Is there visible damage to the containers?	☐	☒	☐	
6. Are containers with dispensers stored properly (e.g., indoors)?				
7. Do drums have adequate secondary containment and cover?	☒	☐	☐	
8. Are bulk fluids and wastes double-contained to prevent accidental discharges?	☒	☐	☐	
9. Is there liquid in the secondary containment storage?	☒	☐	☐	
10. Are aboveground storage tanks inspected on a periodic basis for leaks and other hazardous conditions?	☒	☐	☐	
11. Are used batteries protected from contact with stormwater?	☒	☐	☐	All used batteries are stored at the service center

Additional Notes/Corrective Action Needed:

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_____

Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature:_____

Signature of Inspector:

Parks and Grounds

Parks and Grounds	Yes	No	NA	Comments
1. Is landscape maintenance debris contained and stored away from drainage paths?	☒	☐	☐	
2. Are irrigation systems regularly maintained to avoid overwatering?	☒	☐	☐	
3. After mowing, are grass clippings left or swept/blown on the grass, or swept/blown into a pile for removal?	☒	☐	☐	
4. Is trash picked up from the grounds in conjunction with mowing?	☒	☐	☐	
5. Are outdoor trash receptacles overflowing?	☐	☒	☐	
6. Is the spraying of pesticides avoided within 50 feet of surface water, creek, etc., or within designated “no-spray” zones?	☒	☐	☐	
7. Is spot spraying the preferred practice for weed and insect control?	☒	☐	☐	
8. Is broadcast spraying avoided?	☒	☐	☐	
9. Are fertilizers and pesticides not applied before rain events?	☒	☐	☐	
10. Is dog waste disposed of properly?	☒	☐	☐	
Chemicals	**Yes**	**No**	**NA**	**Comments**
11. Are chemicals in labeled containers?	☒	☐	☐	
12. Are containers stored outside under cover or inside?	☒	☐	☐	inside
13. Are containers stored on spill pallets?	☒	☐	☐	
14. Are chemicals used outside?	☒	☐	☐	

Additional Notes/Corrective Action Needed:

_____

_____

_____

_____

_____

_____

Expected Completion Date for Actions:

Person Responsible for Corrective Actions:

Name: _____ **Title:** _____

Signature: _____

Signature of Inspector:

Animal Services Shelters/Dog Parks

Animal Services Shelters/Dog Parks	Yes	No	NA	Comments
1. If kennels are cleaned/washed outside, does the wash water drain to a sanitary sewer?	☐	☐	☒	
2. Are there waste stations, and do they function properly?	☐	☐	☒	
3. Are waste stations monitored on a regular basis (for example, twice a week)?	☐	☐	☒	
4. Are dog-waste bags available?	☐	☐	☒	
5. Is a dog-waste ordinance posted?	☐	☐	☒	
Chemicals	**Yes**	**No**	**NA**	**Comments**
6. Are chemicals in labeled containers?	☐	☐	☒	
7. Are containers stored outside under cover or inside?	☐	☐	☒	
8. Are containers stored on spill pallets?	☐	☐	☒	
9. Are chemicals used outside?	☐	☐	☒	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature:_____

Signature of Inspector:

Inspection Report

Checklist Header

Inspector Name	**Chris Perez**			
Inspector Title and Department	**Stormwater Operator / Stormwater**			
Name and Location of Facility/Site	**Kellway Lift Station**			
Facility/Department Manager				
High-Priority Facility	☒ Yes ☐ No (See the High-Priority Determination checklist.)			
Date	**12/21/2023**			
Inspection Period	☐ Quarterly	☐ Semiannually	☒ Annually	☐ Other:

General

General	**Yes**	**No**	**NA**	**Comments**
1. Are there appropriate measures in place to control pollutants in stormwater discharge (e.g., silt fencing)?	☒	☐	☐	
2. Are there structural practices (e.g., earth dikes and drainage swales) in place to divert flows or limit runoff and the discharge of pollutants?	☒	☐	☐	
3. Are the appropriate measures in place to control stormwater pollutants related to erosion and sediment?	☒	☐	☐	
4. Has the maintenance of drains/inlets/drainage paths been checked to confirm these are properly functioning?	☒	☐	☐	
5. Do runoff discharges from air compressors, cooling towers, and/or boilers drain to a sanitary sewer?	☐	☐	☒	
6. Have the containment and/or filtering BMP controls been checked to make sure they are in good condition?	☐	☐	☒	
7. If the facility conducts surface or pressure washing, is wastewater collected?	☐	☐	☒	
8. Are there any signs of leaks, spills, or drips in exterior vehicle and equipment areas?	☐	☒	☐	
9. If the facility has storm drains, are any toxic chemicals likely to enter them?	☐	☐	☒	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature: _____

Signature of Inspector:

Yard

Bulk Material Storage	Yes	No	NA	Comments
1. Are there any bulk materials stored outside, such as sand, gravel, asphalt, or mulch?	☒	☐	☐	
2. Are these materials in a containment bay?	☒	☐	☐	
3. Is the containment bay covered?	☐	☒	☐	
4. Are erosion controls in place around the bulk materials?	☒	☐	☐	
Waste Materials	**Yes**	**No**	**NA**	**Comments**
5. Are there any exposed litter, debris, or chemicals?	☒	☐	☐	Big piles of dirt and concrete
6. If there are, have they been picked up, stored according to hazard, or disposed of properly?	☐	☒	☐	
7. Are all dumpsters or outdoor trash containers covered?	☐	☒	☐	No. Dumpster needs to be emptied by CWD
8. Do all dumpsters have their drains plugged to prevent waste from discharging?	☒	☐	☐	
Chemicals	**Yes**	**No**	**NA**	**Comments**
9. Are chemicals in labeled containers?	☐	☐	☒	
10. Are containers stored outside under cover or inside?	☐	☐	☒	
11. Are containers stored on spill pallets?	☐	☐	☒	
12. Are chemicals used outside?	☐	☐	☒	
Materials Stored Outside in Containers (Drums, Barrels, Tanks, etc.)	**Yes**	**No**	**NA**	**Comments**
13. Are there any materials or wastes stored outside in containers? If so, are the lids secure?	☒	☐	☐	
14. Are the containers stored on an impervious surface?	☒	☐	☐	
15. If containers are stored on an impervious surface, are they under cover or is there a secondary containment (e.g., berms)?	☒	☐	☐	
16. Are containers with dispensers stored properly (e.g., indoors)?	☒	☐	☐	All containers need to be stored together in one place
17. Are the containers empty and clean?	☒	☐	☐	
18. Are the containers in good condition and not leaking?	☒	☐	☐	
Vehicles and Equipment Stored Outside	**Yes**	**No**	**NA**	**Comments**
19. Are vehicles and equipment stored outdoors?	☒	☐	☐	
20. Are they stored under cover?	☐	☒	☐	
21. Are they stored on a paved/impervious surface?	☒	☐	☐	
22. Are there any signs of leaking from vehicles or equipment?	☐	☒	☐	
23. Are drip pans placed under leaking vehicles and equipment?	☐	☐	☒	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:
Person Responsible for Corrective Actions: **Name: _____ Title: _____** **Signature:_____**
Signature of Inspector:

Fuel and Fleet Maintenance

Fuel Facility	**Yes**	**No**	**NA**	**Comments**
1. Is the fuel facility paved?	☐	☐	☒	
2. Is the fuel facility under cover?	☐	☐	☒	
3. Are fuel dispensers locked?	☐	☐	☒	
4. Is an emergency shutoff switch present?	☐	☐	☒	
5. Are written spill cleanup procedures posted and a spill kit readily available?	☐	☐	☒	
6. Is there signage prohibiting “topping off”?	☐	☐	☒	
7. Is a spill containment device and/or spill kit readily available?	☐	☐	☒	
8. Is there evidence of leaked vehicle fluids on the ground?	☐	☐	☒	
9. Does the fuel facility have a Spill Prevention, Control, and Countermeasures (SPCC) Plan?	☐	☐	☒	
Vehicle Service Bays	**Yes**	**No**	**NA**	**Comments**
10. Are vehicles serviced indoors?	☐	☐	☒	
11. Do spill pallets, fire cabinets, and parts cleaners appear to be used effectively?	☐	☐	☒	
12. Are drip pans placed under leaking vehicles?	☐	☐	☒	
13. Are containers properly labeled and stored, without any signs of fluid leakage?	☐	☐	☒	
14. Are written spill cleanup procedures posted and is there a spill kit readily available?	☐	☐	☒	
15. Is there evidence of leaked vehicle fluids on the ground?	☐	☐	☒	
16. Is used oil disposed of properly?	☐	☐	☒	
17. Does the oil/water separator drain to the sanitary sewer?	☐	☐	☒	
18. Does the facility have up-to-date maintenance records for the oil/water separator?	☐	☐	☒	
Vehicle Washing	**Yes**	**No**	**NA**	**Comments**
19. Are vehicles washed on site?	☐	☐	☒	
20. Is there a designated washing area?	☐	☐	☒	
21. Are there standard operating procedures (SOPs) for vehicle washing to ensure that vehicle wash water does not drain directly to the municipal storm sewer system or a water body? *For example, vehicles are washed indoors, or wash water is redirected to flow to a vegetated area or sent to the sanitary sewer system.*	☐	☐	☒	
22. Are sand trap records maintained?	☐	☐	☒	
Chemicals	**Yes**	**No**	**NA**	**Comments**
23. Are chemicals in labeled containers?	☐	☐	☒	
24. Are containers stored outside under cover or inside?	☐	☐	☒	
25. Are containers stored on spill pallets?	☐	☐	☒	
26. Are chemicals used outside?	☐	☐	☒	

Additional Notes/Corrective Action Needed: Fuel is not stored at Kellway _____ _____ _____ _____ _____ _____
Expected Completion Date for Actions:
Person Responsible for Corrective Actions: **Name:** _____ **Title:** _____ **Signature:**_____
Signature of Inspector:

Spills/Solid Waste

Spills	Yes	No	NA	Comments
1. Is staff training on spill response documented?	☐	☐	☒	
2. Is there a spill response plan in place?	☐	☐	☒	
3. Are spill protocol notices posted?	☐	☐	☒	
4. Do employees know where the spill kit is located?	☐	☐	☒	
5. Are the spill response plan and spill kits readily available close to where they are needed?	☐	☐	☒	
6. Are spill kits labeled on the site plan?	☐	☐	☒	
7. Are spill kits stocked? (Also check the level of absorbent material.)	☐	☐	☒	
8. Are spills reported as required?	☐	☐	☒	
9. Which staff members are responsible for spill response?	Name(s):			
10. Is the contact information for reporting a spill up to date?	☐	☐	☒	
11. Is there a disposal plan in place?	☐	☐	☒	
12. Are there signs of spill stains? (Suspicious-looking puddles, spots/stains/discoloration, etc.)	☐	☐	☒	
Solid Waste	**Yes**	**No**	**NA**	**Comments**
13. Does the facility keep waste manifests for the 3-year minimum requirement?	☐	☐	☒	
14. Are outdoor trash receptacles overflowing?	☐	☒	☐	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature:_____

Signature of Inspector:

Storage Tanks/General Equipment

Storage Tanks/General Equipment	Yes	No	NA	Comments
1. Are drums, barrels, tanks, and other containers in good condition?	☒	☐	☐	
2. Are the containers properly labeled?	☒	☐	☐	
3. Are the containers properly sealed?	☒	☐	☐	
4. Are there visible leaks from the containers?	☐	☒	☐	
5. Is there visible damage to the containers?	☐	☒	☐	
6. Are containers with dispensers stored properly (e.g., indoors)?	yes			
7. Do drums have adequate secondary containment and cover?	☐	☐	☒	
8. Are bulk fluids and wastes double-contained to prevent accidental discharges?	☐	☐	☒	
9. Is there liquid in the secondary containment storage?	☐	☐	☒	
10. Are aboveground storage tanks inspected on a periodic basis for leaks and other hazardous conditions?	☐	☐	☒	
11. Are used batteries protected from contact with stormwater?	☐	☐	☒	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature:_____

Signature of Inspector:

Parks and Grounds

Parks and Grounds	Yes	No	NA	Comments
1. Is landscape maintenance debris contained and stored away from drainage paths?	☐	☒	☐	
2. Are irrigation systems regularly maintained to avoid overwatering?	☐	☐	☒	
3. After mowing, are grass clippings left or swept/blown on the grass, or swept/blown into a pile for removal?	☒	☐	☐	
4. Is trash picked up from the grounds in conjunction with mowing?	☒	☐	☐	Trash is picked up before/after weed eating
5. Are outdoor trash receptacles overflowing?	☐	☒	☐	
6. Is the spraying of pesticides avoided within 50 feet of surface water, creek, etc., or within designated “no-spray” zones?	☐	☐	☒	
7. Is spot spraying the preferred practice for weed and insect control?	☐	☐	☒	
8. Is broadcast spraying avoided?	☐	☐	☒	
9. Are fertilizers and pesticides not applied before rain events?	☐	☐	☒	
10. Is dog waste disposed of properly?	☐	☐	☒	
Chemicals	**Yes**	**No**	**NA**	**Comments**
11. Are chemicals in labeled containers?	☒	☐	☐	
12. Are containers stored outside under cover or inside?	☐	☒	☐	
13. Are containers stored on spill pallets?	☐	☒	☐	
14. Are chemicals used outside?	☒	☐	☐	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:

Name: _____ **Title:** _____

Signature: _____

Signature of Inspector:

Animal Services Shelters/Dog Parks

Animal Services Shelters/Dog Parks	Yes	No	NA	Comments
1. If kennels are cleaned/washed outside, does the wash water drain to a sanitary sewer?	☐	☐	☒	
2. Are there waste stations, and do they function properly?	☐	☐	☒	
3. Are waste stations monitored on a regular basis (for example, twice a week)?	☐	☐	☒	
4. Are dog-waste bags available?	☐	☐	☒	
5. Is a dog-waste ordinance posted?	☐	☐	☒	
Chemicals	**Yes**	**No**	**NA**	**Comments**
6. Are chemicals in labeled containers?	☐	☐	☒	
7. Are containers stored outside under cover or inside?	☐	☐	☒	
8. Are containers stored on spill pallets?	☐	☐	☒	
9. Are chemicals used outside?	☐	☐	☒	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature:_____

Signature of Inspector:

Inspection Report

Checklist Header

Inspector Name	**Chris Perez**			
Inspector Title and Department	**Stormwater Operator / Stormwater**			
Name and Location of Facility/Site	**Service Center**			
Facility/Department Manager				
High-Priority Facility	☒ Yes ☐ No (See the High-Priority Determination checklist.)			
Date	**12/21/2023**			
Inspection Period	☐ Quarterly	☐ Semiannually	☒ Annually	☐ Other:

General

General	**Yes**	**No**	**NA**	**Comments**
1. Are there appropriate measures in place to control pollutants in stormwater discharge (e.g., silt fencing)?	☒	☐	☐	
2. Are there structural practices (e.g., earth dikes and drainage swales) in place to divert flows or limit runoff and the discharge of pollutants?	☒	☐	☐	
3. Are the appropriate measures in place to control stormwater pollutants related to erosion and sediment?	☒	☐	☐	
4. Has the maintenance of drains/inlets/drainage paths been checked to confirm these are properly functioning?	☒	☐	☐	
5. Do runoff discharges from air compressors, cooling towers, and/or boilers drain to a sanitary sewer?	☒	☐	☐	
6. Have the containment and/or filtering BMP controls been checked to make sure they are in good condition?	☒	☐	☐	
7. If the facility conducts surface or pressure washing, is wastewater collected?	☒	☐	☐	
8. Are there any signs of leaks, spills, or drips in exterior vehicle and equipment areas?	☐	☒	☐	
9. If the facility has storm drains, are any toxic chemicals likely to enter them?	☐	☒	☐	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature: _____

Signature of Inspector:

Yard

Bulk Material Storage	Yes	No	NA	Comments
1. Are there any bulk materials stored outside, such as sand, gravel, asphalt, or mulch?	☒	☐	☐	
2. Are these materials in a containment bay?	☒	☐	☐	Each have their own bay
3. Is the containment bay covered?	☐	☒	☐	Only mix coal is covered
4. Are erosion controls in place around the bulk materials?	☒	☐	☐	
Waste Materials	**Yes**	**No**	**NA**	**Comments**
5. Are there any exposed litter, debris, or chemicals?	☒	☐	☐	Bulk bay
6. If there are, have they been picked up, stored according to hazard, or disposed of properly?	☒	☐	☐	
7. Are all dumpsters or outdoor trash containers covered?	☐	☒	☐	CWD dumpster not covered until its picked up
8. Do all dumpsters have their drains plugged to prevent waste from discharging?	☒	☐	☐	
Chemicals	**Yes**	**No**	**NA**	**Comments**
9. Are chemicals in labeled containers?	☒	☐	☐	
10. Are containers stored outside under cover or inside?	☒	☐	☐	Stored in all three ways
11. Are containers stored on spill pallets?	☒	☐	☐	
12. Are chemicals used outside?	☒	☐	☐	
Materials Stored Outside in Containers (Drums, Barrels, Tanks, etc.)	**Yes**	**No**	**NA**	**Comments**
13. Are there any materials or wastes stored outside in containers? If so, are the lids secure?	☒	☐	☐	
14. Are the containers stored on an impervious surface?	☒	☐	☐	
15. If containers are stored on an impervious surface, are they under cover or is there a secondary containment (e.g., berms)?	☐	☒	☐	
16. Are containers with dispensers stored properly (e.g., indoors)?	☒	☐	☐	
17. Are the containers empty and clean?	☒	☐	☐	
18. Are the containers in good condition and not leaking?	☒	☐	☐	
Vehicles and Equipment Stored Outside	**Yes**	**No**	**NA**	**Comments**
19. Are vehicles and equipment stored outdoors?	☒	☐	☐	
20. Are they stored under cover?	☒	☐	☐	Both under cover and not covered
21. Are they stored on a paved/impervious surface?	☒	☐	☐	
22. Are there any signs of leaking from vehicles or equipment?	☐	☒	☐	
23. Are drip pans placed under leaking vehicles and equipment?	☒	☐	☐	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:
Person Responsible for Corrective Actions: **Name: _____ Title: _____** **Signature:_____**
Signature of Inspector:

Fuel and Fleet Maintenance

Fuel Facility	Yes	No	NA	Comments
1. Is the fuel facility paved?	☒	☐	☐	
2. Is the fuel facility under cover?	☐	☒	☐	
3. Are fuel dispensers locked?	☐	☐	☐	Locked by Spartan app
4. Is an emergency shutoff switch present?	☒	☐	☐	
5. Are written spill cleanup procedures posted and a spill kit readily available?	☒	☐	☐	
6. Is there signage prohibiting "topping off"?	☒	☐	☐	
7. Is a spill containment device and/or spill kit readily available?	☒	☐	☐	
8. Is there evidence of leaked vehicle fluids on the ground?	☐	☒	☐	
9. Does the fuel facility have a Spill Prevention, Control, and Countermeasures (SPCC) Plan?	☒	☐	☐	
Vehicle Service Bays	**Yes**	**No**	**NA**	**Comments**
10. Are vehicles serviced indoors?	☒	☐	☐	Indoor service bays
11. Do spill pallets, fire cabinets, and parts cleaners appear to be used effectively?	☒	☐	☐	
12. Are drip pans placed under leaking vehicles?	☒	☐	☐	
13. Are containers properly labeled and stored, without any signs of fluid leakage?	☒	☐	☐	
14. Are written spill cleanup procedures posted and is there a spill kit readily available?	☒	☐	☐	
15. Is there evidence of leaked vehicle fluids on the ground?	☐	☒	☐	
16. Is used oil disposed of properly?	☒	☐	☐	
17. Does the oil/water separator drain to the sanitary sewer?	☒	☐	☐	
18. Does the facility have up-to-date maintenance records for the oil/water separator?	☒	☐	☐	
Vehicle Washing	**Yes**	**No**	**NA**	**Comments**
19. Are vehicles washed on site?	☒	☐	☐	
20. Is there a designated washing area?	☒	☐	☐	
21. Are there standard operating procedures (SOPs) for vehicle washing to ensure that vehicle wash water does not drain directly to the municipal storm sewer system or a water body? *For example, vehicles are washed indoors, or wash water is redirected to flow to a vegetated area or sent to the sanitary sewer system.*	☒	☐	☐	
22. Are sand trap records maintained?	☒	☐	☐	
Chemicals	**Yes**	**No**	**NA**	**Comments**
23. Are chemicals in labeled containers?	☒	☐	☐	
24. Are containers stored outside under cover or inside?	☒	☐	☐	All three ways
25. Are containers stored on spill pallets?	☒	☐	☐	
26. Are chemicals used outside?	☒	☐	☐	

Additional Notes/Corrective Action Needed: _____ _____ _____ _____ _____ _____
Expected Completion Date for Actions:
Person Responsible for Corrective Actions: **Name:** _____ **Title:** _____ **Signature:**_____
Signature of Inspector:

Spills/Solid Waste

Spills	Yes	No	NA	Comments
1. Is staff training on spill response documented?	☒	☐	☐	
2. Is there a spill response plan in place?	☒	☐	☐	
3. Are spill protocol notices posted?	☒	☐	☐	
4. Do employees know where the spill kit is located?	☒	☐	☐	
5. Are the spill response plan and spill kits readily available close to where they are needed?	☒	☐	☐	
6. Are spill kits labeled on the site plan?	☒	☐	☐	
7. Are spill kits stocked? (Also check the level of absorbent material.)	☒	☐	☐	
8. Are spills reported as required?	☒	☐	☐	
9. Which staff members are responsible for spill response?	Name(s): All service center employees			
10. Is the contact information for reporting a spill up to date?	☒	☐	☐	
11. Is there a disposal plan in place?	☒	☐	☐	
12. Are there signs of spill stains? (Suspicious-looking puddles, spots/stains/discoloration, etc.)	☐	☒	☐	
Solid Waste	**Yes**	**No**	**NA**	**Comments**
13. Does the facility keep waste manifests for the 3-year minimum requirement?	☒	☐	☐	
14. Are outdoor trash receptacles overflowing?	☐	☒	☐	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature:_____

Signature of Inspector:

Storage Tanks/General Equipment

Storage Tanks/General Equipment	Yes	No	NA	Comments
1. Are drums, barrels, tanks, and other containers in good condition?	☒	☐	☐	
2. Are the containers properly labeled?	☒	☐	☐	
3. Are the containers properly sealed?	☒	☐	☐	
4. Are there visible leaks from the containers?	☐	☒	☐	
5. Is there visible damage to the containers?	☐	☒	☐	
6. Are containers with dispensers stored properly (e.g., indoors)?				
7. Do drums have adequate secondary containment and cover?	☒	☐	☐	
8. Are bulk fluids and wastes double-contained to prevent accidental discharges?	☒	☐	☐	
9. Is there liquid in the secondary containment storage?	☐	☒	☐	
10. Are aboveground storage tanks inspected on a periodic basis for leaks and other hazardous conditions?	☒	☐	☐	
11. Are used batteries protected from contact with stormwater?	☒	☐	☐	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature:_____

Signature of Inspector:

Parks and Grounds

Parks and Grounds	Yes	No	NA	Comments
1. Is landscape maintenance debris contained and stored away from drainage paths?	☒	☐	☐	
2. Are irrigation systems regularly maintained to avoid overwatering?	☒	☐	☐	
3. After mowing, are grass clippings left or swept/blown on the grass, or swept/blown into a pile for removal?	☒	☐	☐	
4. Is trash picked up from the grounds in conjunction with mowing?	☒	☐	☐	
5. Are outdoor trash receptacles overflowing?	☐	☒	☐	
6. Is the spraying of pesticides avoided within 50 feet of surface water, creek, etc., or within designated “no-spray” zones?	☒	☐	☐	
7. Is spot spraying the preferred practice for weed and insect control?	☒	☐	☐	
8. Is broadcast spraying avoided?	☒	☐	☐	
9. Are fertilizers and pesticides not applied before rain events?	☒	☐	☐	
10. Is dog waste disposed of properly?	☒	☐	☐	
Chemicals	**Yes**	**No**	**NA**	**Comments**
11. Are chemicals in labeled containers?	☒	☐	☐	
12. Are containers stored outside under cover or inside?	☒	☐	☐	All three
13. Are containers stored on spill pallets?	☒	☐	☐	
14. Are chemicals used outside?	☒	☐	☐	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature:_____

Signature of Inspector:

Animal Services Shelters/Dog Parks

Animal Services Shelters/Dog Parks	Yes	No	NA	Comments
1. If kennels are cleaned/washed outside, does the wash water drain to a sanitary sewer?	☐	☐	☒	
2. Are there waste stations, and do they function properly?	☐	☐	☒	
3. Are waste stations monitored on a regular basis (for example, twice a week)?	☐	☐	☒	
4. Are dog-waste bags available?	☐	☐	☒	
5. Is a dog-waste ordinance posted?	☐	☐	☒	
Chemicals	**Yes**	**No**	**NA**	**Comments**
6. Are chemicals in labeled containers?	☐	☐	☒	
7. Are containers stored outside under cover or inside?	☐	☐	☒	
8. Are containers stored on spill pallets?	☐	☐	☒	
9. Are chemicals used outside?	☐	☐	☒	

Additional Notes/Corrective Action Needed:

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Expected Completion Date for Actions:

Person Responsible for Corrective Actions:
Name: _____ **Title:** _____
Signature:_____

Signature of Inspector: