Stormwater Management Program Template for Phase II (Small) Level 1 and 2 MS4s

Prepared by
Program Support and Environmental Assistance Division

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Contents

Stormwater Management Program Template for Phase II (Small) Level 1 and 2 MS4s 1
How to Use This Template.....5
Where to Find More Information 5
Definitions.....7
Stormwater Management Program Template for Level 1 and 2 MS4s.....9
Coalition Shared SWMP.....10
MCM 1: Public Education and Outreach.....12
Target Audience and Pollutants: Information 13
Target Audience and Pollutants: Worksheet.....14
Public Education and Outreach BMP: Instructions.....15
Public Education and Outreach BMP: Worksheet 18
MCM 2: Public Involvement/Participation.....19
Public Involvement and Participation: Instructions 20
Public Involvement and Participation: Worksheet 22
MCM 3: Illicit Discharge Detection and Elimination (IDDE) 23
MS4 Map: Instructions 24
IDDE Education and Training: Instructions.....25
IDDE Education and Training: Worksheet.....26
Public Reporting of Illicit Discharges and Spills: Instructions.....27
Public Reporting of Illicit Discharges and Spills: Worksheet 28
IDDE Response Procedure: Instructions.....29
IDDE Response Procedure: Worksheet 30
Source Investigation and Elimination: Instructions.....31
Source Investigation and Elimination: Worksheet 32
IDDE Inspection: Instructions.....34
IDDE Inspection Procedures: Worksheet.....35
IDDE Inspection: Worksheet.....36
On-Site Sewage Facilities (OSSF) Procedures: Instructions.....38
On-Site Sewage Facilities (OSSFs) Procedures: Worksheet 39
MCM 4: Construction Site Stormwater Runoff Control.....40
Stormwater Control Program.....41
Construction Site Plan Review Procedure: Instructions.....42
Construction Site Plan Review Procedure: Worksheet 43
Construction Site Inspections and Enforcement Procedure: Instructions 44
Construction Site Inspections and Enforcement Procedure: Worksheet.....45
Construction Site Inspections and Enforcement Reports: Instructions.....46
Construction Site Inspection Report: Worksheet.....47
Information Submitted by the Public: Instructions.....50
Information Submitted by the Public Procedure: Worksheet.....51
MS4 Staff Training: Instructions 52
MS4 Staff Training: Log Sheet.....53
MCM 5: Post Construction Stormwater Management in New Development and Redevelopment.....54
Post-Construction Stormwater Management Program.....55
Enforcement Records.....56
Long-Term Maintenance of Post-Construction Stormwater Control Measures: Instructions.....57

Long-Term Maintenance of Post-Construction Stormwater Control Measures: Worksheet 58
MCM 6: Pollution Prevention and Good Housekeeping for Municipal Operations 59
MS4-Owned Facilities and Control Inventory: Instructions 60
MS4-Owned Facilities and Control Inventory: Worksheet 61
MS4 Training and Education: Instructions 62
MS4 Staff Training: Log Sheet 63
Contractor Oversight Procedures: Instructions 64
Contractor Oversight Procedures: Worksheet 65
O&M Evaluation: Instructions 66
O&M Evaluation: Worksheet 67
O&M Pollution Prevention Measures: Instructions 68
O&M Pollution Prevention Measures: Worksheet 69
O&M Pollution Prevention Inspection Procedures: Instructions 70
O&M Pollution Prevention Inspection Procedures: Worksheet 71
O&M Pollution Prevention Inspection: Log Sheet 72
Structural Control Maintenance Procedures: Instructions 73
Structural Control Maintenance Procedures: Worksheet 74
Impaired Water Bodies and Total Maximum Daily Load (TMDL) Requirements 75
POC Benchmarks 76
Monitoring and Assessment Plan: Instructions 77
Monitoring/Assessment Plan: Worksheet 78

How to Use This Template

If you're a Phase II (small) Municipal Separate Storm Sewer System (MS4) subject to General Permit TXR040000[1] for stormwater discharges, use this template to help prepare your Stormwater Management Plan (SWMP). Refer to Part II, Section B[2] of the permit to determine your MS4's level.

This template is **not** intended for:

- Industrial Sites
- Construction Activities
- Phase II Level 3 and 4 MS4s
- Phase I MS4s

You'll find worksheets, links to applicable forms, references to regulations, record retention timeframes, and other technical guidance in the following sections. The worksheets are suggested templates to help you collect required information. You may print more copies of worksheets as needed. **Place records from your MS4 in their appropriate section to keep them organized.**

Where to Find More Information

- Request previous investigation records from TCEQ by contacting the Central File Room[3] at (512) 239-2900 or cfrreq@tceq.texas.gov.
- Search for TCEQ forms[4] using a keyword, form number, or subject.
- See Part IV, Section C and D, of the General Permit for a complete list of SWMP requirements.
- Use our assistance tools[5] to help you comply with permit requirements.

This document is a general guide to requirements for Phase II Level 1 and 2 MS4s under TXR040000, and does not replace knowledge of the laws and regulations discussed, which take priority over any information supplied here.

Local governments and other state and federal agencies may have more rules and requirements. As the operator of a small MS4, you must ensure compliance with all applicable laws and regulations.

If you have questions or need more information about TXR040000 requirements, please refer to the Small Business and Local Government Assistance (SBLGA)[6] webpage.

1. www.tceq.texas.gov/downloads/permitting/stormwater/general/ms4/2024-txr040000-general-permit-signed.pdf
2. www.tceq.texas.gov/downloads/permitting/stormwater/general/ms4/2024-txr040000-general-permit-signed.pdf#page=13
3. www.tceq.texas.gov/agency/data/records-services/fileroom.html
4. www.tceq.texas.gov/publications/search_forms.html
5. www.tceq.texas.gov/assistance/water/stormwater/sw-ms4.html
6. www.tceq.texas.gov/assistance

For more help, call our SBLGA Hotline at 800-447-2827 or email us at TexasEnviroHelp@tceq.texas.gov.

Definitions

TXR040000, Part 1. Definitions

Best Management Practices (BMPs): Schedules of activities, prohibitions of practices, maintenance procedures, structural controls, local ordinances, and other management practices meant to prevent or reduce the discharge of pollutants. BMPs also include treatment requirements, operating procedures, and practices to control runoff, spills or leaks, waste disposal, and drainage from raw material storage areas.

Control Measure: Any BMP or other method used to prevent or reduce the discharge of pollutants to water in the state.

Illicit Discharge: Any discharge to a MS4 that is not entirely composed of stormwater, except discharges pursuant to this general permit or a separate authorization and discharges resulting from emergency fire-fighting activities.

Industrial Activity: Any of the 10 categories of industrial activities included in the definition of "stormwater discharges associated with industrial activity" as defined in 40 Code of Federal Regulations (CFR), Subsections 122.26(b)(14)(i)-(ix) and (xi).[7]

Maximum Extent Practicable (MEP): The technology-based discharge standard for MS4s to reduce pollutants in stormwater discharges was established by the Clean Water Act Section 402(p).[8] A discussion of MEP as it applies to small MS4s is found in 40 CFR Section 122.34.[9]

Measurable Goal: A goal that tracks the progress of your program implementation. Measurable goals are objective markers or milestones to quantify the performance of your BMPs. This includes descriptions of actions you will take to implement each BMP, what you anticipate being achieved by each goal, and the frequency and dates for such actions taken. Example goals include specific recordkeeping practices that are quantifiable (i.e., investigating 80% of active construction sites).

Minimum Control Measure (MCM): Controls or management practices to help operators detail how they will comply with NPDES permit requirements. Examples of MCMs include but are not limited to public education and outreach, public participation and involvement, illicit discharge detection and elimination, construction site runoff control, post-construction runoff control, and pollution prevention and good housekeeping.

Outfall: A point source where a small MS4 discharges to "Waters of the U.S." and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels, or other conveyances that connect segments of the same stream and are used to convey "Waters of the U.S."

7. www.tceq.texas.gov/goto/title-40-section-112.34
8. www.tceq.texas.gov/goto/cwa-npdes-section-402
9. www.tceq.texas.gov/goto/title-40-section-112.34

Point Source: Any discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

Pollutant(s) of Concern: For this permit, includes biochemical oxygen demand, sediment (such as total suspended solids, turbidity, or siltation), pathogens, oil and grease, and any pollutant that has been identified as a cause of impairment for any water body that will receive a discharge from a MS4.

Small Municipal Separate Storm Sewer System (MS4): A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, and storm drains) that are designed or used for collecting or conveying stormwater and are owned or operated by a city, county, military base, large hospital, prison, or other public body.

> **Traditional Small MS4:** Systems that can pass ordinances and have the authority to enforce the stormwater management program. An example of a traditional MS4 is a city.
>
> **Non-traditional Small MS4:** These systems generally do not have the authority to pass ordinances or enforce the stormwater management program. Non-traditional small MS4s include entities such as counties, transportation authorities (like the Texas Department of Transportation), municipal utility districts, drainage districts, military bases, prisons, and universities.

Structural Control: A pollution prevention practice that requires the construction of a device, or the use of a device, to capture or prevent pollution in stormwater runoff. Structural controls may include wet ponds, infiltration basins, stormwater wetlands, silt fences, sediment traps, check dams, storm drain inlet protection, rock outlet protection, and temporary or permanent sediment basins.

Stormwater Management Program Template for Level 1 and 2 MS4s

MS4 Name: _____

Address: _____

RN: _____

Contact Name: _____

Contact Information: _____

Coalition Shared SWMP

TXR040000, Part II, Section G.1

Multiple small MS4s may combine or share efforts as a coalition in meeting one or more of the BMP requirements described in the general permit if they are:

- physically interconnected,
- located in the same urban area with a population of at least 50,000 people, or
- located in the same watershed.

Each regulated small MS4 must submit their own NOI and obtain a distinct permit authorization number.

Identify the name and permit number for each MS4 operator that chooses to contribute to the development or implementation of this SWMP. Include written confirmation that the contributing MS4 operator(s) has agreed to contribute.

You may print additional copies of the following page as needed.

MS4 Operator Name: _____

TPDES Permit ID: _____

Associated BMPs: _____

Do you agree to contribute to the shared responsibilities of this SWMP?

☐ **Yes** ☐ **No**

MS4 Operator Signature: _____

MS4 Operator Name: _____

TPDES Permit ID: _____

Associated BMPs: _____

Do you agree to contribute to the shared responsibilities of this SWMP?

☐ **Yes** ☐ **No**

MS4 Operator Signature: _____

MS4 Operator Name: _____

TPDES Permit ID: _____

Associated BMPs: _____

Do you agree to contribute to the shared responsibilities of this SWMP?

☐ **Yes** ☐ **No**

MS4 Operator Signature: _____

MS4 Operator Name: _____

TPDES Permit ID: _____

Associated BMPs: _____

Do you agree to contribute to the shared responsibilities of this SWMP?

☐ **Yes** ☐ **No**

MS4 Operator Signature: _____

MS4 Operator Name: _____

TPDES Permit ID: _____

Associated BMPs: _____

Do you agree to contribute to the shared responsibilities of this SWMP?

☐ **Yes** ☐ **No**

MS4 Operator Signature: _____

MCM 1: Public Education and Outreach

TXR040000, Part III and Part IV, Section D.1

Includes:

- Target Audience and Pollutants (see page 13)
- Public Education and Outreach BMPs (see page 15)

Instructions

Implement a public education and outreach program to share educational materials with the community. Conduct equivalent outreach about the impacts of stormwater discharges on water bodies and steps the public can take to reduce pollutants in stormwater runoff. Complete the provided worksheets each year of the permit term.

If your MS4 discharges Pollutants of Concern (POCs) to an impaired water body, and you're required to have benchmarks associated with target pollutants, refer to Part III, Section A.3, of the permit and the associated POC Benchmark: Worksheet found at the end of this template.

Updates and Recordkeeping

Review public education and outreach efforts annually. Keep records of education and outreach efforts to show compliance with measurable BMP goals for each year of the permit term. Print out additional worksheets as needed.

Target Audience and Pollutants: Information

TXR040000, Part III and Part IV, Section D.1.a.1-2

Target Appropriate Audiences for Education and Outreach Programs

At a minimum, include the following target audiences:

- **Traditional MS4s** and counties must address the residents served by the MS4.
- **Non-traditional MS4s** (other than counties) must address the community served by the MS4. Examples include:
    - Universities target the faculty, staff, and students.
    - Military bases target military personnel (and dependents), and employees (including contractors).
    - Prison complexes or other multi-building complexes target staff and contractors.
    - Municipal Utility Districts and other special districts target residents served, staff, and contractors.
    - Transportation authorities address staff, contractors, and users.

Target Specific Pollutants

Identify at least one target pollutant for each target audience. More than one target pollutant may be implemented to address pollutants in stormwater discharges to the maximum extent practicable (MEP). The target pollutant must be appropriate for the target audience. The same pollutant may be used for more than one target audience and the target pollutant(s) may change annually as needed.

See Table 1 below for examples of potential pollutants and pollutant sources. Additional examples can be found in Part IV, Section D.1.a.2, of the permit.

Table 1. Examples of Target Audiences and Target Pollutants

Target Audience	Target Pollutants
Construction Operations	Sediment runoff
General Public	Pet waste, grass clippings, illegal dumping
Restaurants	Grease and oil

Target Audience and Pollutants: Worksheet

Year(s): _____

Target Audience	Target Pollutants

Public Education and Outreach BMP: Instructions

TXR040000, Part III and Part IV, Section D.1.a.3

Create or Support Public Education and Outreach

Review Table 2 to find the minimum number of education and outreach BMPs required.

You can partner with other entities or MS4 operators to maximize cost effectiveness of the required outreach. To support an activity completed by another entity, conduct at least one of the following or a similar activity:

- Plan (or assist with planning) the distribution of materials.
- Coordinate volunteers.
- Contribute supplies, materials, tools, or equipment.
- Help distribute materials.
- Provide financial support.

Table 2. Public Education and Outreach Minimums

MS4 Level	Minimum Number of Public Education and Outreach BMPs
Level 1	Three BMPs
Levels 2a and 2b	Four BMPs

Example public education and outreach BMPs are listed in Table 3. BMPs that are ongoing throughout the reporting year or permit term count as one annual BMP.

Identify How BMPs Relate to the Target Audience and Target Pollutant(s)

Outreach should be relevant and relate to the target pollutant. If you discharge into an impaired water body, design your BMPs to reduce the discharge of POCs.

Examples of targeted outreach include:

- A newsletter sent to automotive mechanics about new ordinances against illegal dumping and discharges.
- An electronic fact sheet about hazardous household waste disposal sent to residents after they apply for trash or recycling services

Identify the Measurable Goal for Each BMP Selected

You may change BMPs during the permit cycle if determined appropriate through annual reviews. Identify any changes to BMPs used throughout the permit term on the following worksheet.

Table 3. Required Public Education and Outreach BMPs

Activity/BMP	Measurable Goal
Information on the MS4 operator's website.	Maintain a webpage with current, accurate information and working links. • All links shall be checked, and the page shall be updated as necessary at minimum of once annually. • Must be maintained for the full year, each year.
Social Media posts, social media campaign.	Post a minimum of four times each year on a minimum of one social media platform. • The message must address ways attendees can minimize or avoid adverse stormwater impacts or practices to improve the quality of stormwater runoff. • The messages must be seasonally appropriate. • Posts must be visible to the public for the full year each year.
Maintain or mark storm drains and inlets with, "No Dumping – Drains to Creek" or a similar message.	Placard, stencil, or paint at least 10% of all known stormwater inlets in either high-impact areas identified by the small MS4 operator or impairment watersheds within the MS4 area each year. Where all known stormwater inlets have been marked, inspect, and maintain the markers for a minimum of 15% of all known stormwater inlets in either high-impact areas identified by the small the MS4 operator or impairment watersheds within the MS4 area each year.
Media/advertising campaign/public service announcements in areas of high visibility: billboard/poster; Bus shelter/bench; radio/television/movie theatre; and kiosks.	Develop topics that address activities or pollutants of concern. Advertisements must: • Be active at least three weeks each year; or • Have an estimated public exposure for the duration of the advertising campaign that is equal to twice the population for the small MS4 area (based on the most recent U.S. Census Bureau decennial population value for the small MS4 area).

Publish articles in local newspapers or newsletter, may be electronic.	Develop article topics that are group specific and address activities or pollutants of concern at a seasonally appropriate time. Publish or email at least two articles to target audience groups each year.
Fact sheets/ brochures/utility bill inserts/door hangers.	Develop material topics that are group specific and address activities or pollutants of concern. Fact sheets, brochures, bill inserts, door hangers, or handouts must be distributed each year for at least 75% of the intended audience. Develop and implement tracking system to estimate what percentage of the intended audience is reached for determining BMP effectiveness.
Permanent stormwater related signage.	Place signage in a location where the message is relevant, and highly visible to target audience. Signage will count as annual BMP for the year it was put in place and for each subsequent year of this permit cycle as long as each of those years, the permittee inspects and maintains, as necessary, 100% of the signage once annually.
Promote, host, or develop educational meetings, seminars, or trainings.	Hold, host, or promote a minimum of one event for level 1 and 2 MS4s or two events for level 3 and 4 MS4 annually. • The events shall address ways attendees can minimize or avoid adverse impacts to stormwater or practices to improve the quality of stormwater runoff. • These events may address different pollutants and audiences.
Targeted educational campaign via mail, email, or in person.	Minimum of one campaign annually distributed to at least 75% of the intended audience, or with a specific event advertised to at least 75% of the intended audience. Develop and implement a tracking system to estimate what percentage of the intended audience is reached for determining BMP effectiveness. (Examples: Sediment control with small building permit; leaf litter email during street sweeping season; or education brochure to all businesses conducting a certain activity)

Public Education and Outreach BMP: Worksheet

Year(s): _____

BMP/Activity	Target Audience	Target Pollutant	Measurable Goal

MCM 2: Public Involvement/Participation

TXR040000, Part III and Part IV, Section D.2

Includes:

- Public Involvement/Participation BMPs (see page 20)

Instructions

Small MS4s, except prisons and correctional facilities, must involve the public to achieve compliance with this permit. At a minimum, small MS4s must meet state and local public notice requirements and create or support community-led activities for the community to be involved with the SWMP. The public activities and BMPs must show a positive impact on stormwater runoff quality.

Updates and Recordkeeping

Review public involvement and participation efforts annually. Keep records to show compliance with BMP measurable goals (e.g., attendance sheets and event advertisements) for each year of the permit term. Print out additional worksheets as needed.

Public Involvement and Participation: Instructions

TXR040000, Part III and Part IV, Section D.2

Create or Support Public Involvement and Participation

You may partner with and support other MS4 operators to maximize cost effectiveness of the required public involvement and participation activities.

Support must include at least one of the following or similar:

- Assist with planning of the event or activity
- Recruit volunteers
- Advertise for events
- Provide an event location (e.g., arrange land or stream access)
- Provide financial support
- Contribute supplies, materials, tools, or equipment
- Supply disposal services

Implement the Appropriate Number of Public Involvement **and** Participation Opportunities

Table 4. Public Involvement/Participation Minimums

MS4 Level	Minimum Number of Public Education and Outreach BMPs
Level 1	Two BMPs
Levels 2a and 2b	Three BMPs

Example Public Involvement and Participation BMPs are listed in Table 5.

Identify How Activities/BMPs Impact Stormwater Runoff

List the activities that you will do to fulfill the MCM requirement from Table 5. If you discharge to an impaired water body, design your BMPs to reduce the discharge of POCs. Provide the measurable goals used to achieve the activity or BMP.

Table 5. Required Public Involvement and Participation BMPs

Activity/BMP	Measurable Goal
Clean-up events	Host at least two events annually. For consideration, the land area cleaned must be at least: • Two acres • 400 yards of a stream, streambank, riparian area, or • Two miles of roadside You can combine these, such as one acre of land and 200 yards of stream.
Habitat improvement	Annually, host at least two events that involve tree planting, invasive vegetation removal and stream restoration. The project must be at least 0.5 acres or 25 yards for consideration. Events can take place in streams, parks, areas adjacent to public waterways, or other green spaces. Events can be a combination of locations and areas.
Volunteer water quality monitoring	Host or support at least one event annually. Conduct monitoring annually to be considered an event.
Stormwater speaker series	Provide at least two sessions each year. These may be different speakers or audiences.
Stormwater survey	Provide at least one public survey annually for input on the program that reaches at least 75% of the intended audience.
Public education events and workshops	Host at least one project or training annually on stormwater topics. Stormwater topics include building rain barrels, fertilizer application training, rain garden and bio retention creation or maintenance, and how to recognize and report illicit discharge activities. Examples of target audiences include residents, homeowner associations (HOA), or other public groups.
Educational display/booth	Create one booth or display annually at a school, public event, or similar event that provides information or displays to improve public understanding of issues related to water quality. Staff the booth or display when the event is open to the public.
Public input meeting	Host at least one meeting annually for input on the program implementation such as city council meetings, board meeting, or stakeholder meetings. Event advertisement must reach at least 75% of the intended audience.

Public Involvement and Participation: Worksheet

Year(s): _____

Activity/BMP	Measurable Goal

MCM 3: Illicit Discharge Detection and Elimination (IDDE)

TXR040000, Part III and Part IV, Section D.3

Includes:

- MS4 Map (see page 24)
- IDDE Education and Training (see page 25)
- Methods for Public Reporting of Illicit Discharges and Spills (see page 27)
- IDDE Response Procedures (see page 29)
- Source Investigation and Elimination Procedures (see page 31)
- IDDE Inspection Procedures (see page 34)
- On-Site Sewage Facility (OSSF) Procedures (if applicable see page 38)

Instructions

Develop, implement, and enforce a program to investigate, detect, and eliminate illicit discharges. Include a plan to detect and eliminate illicit discharges and a plan to detect and address non-stormwater discharges, including illegal dumping.

If you discharge to an impaired water body, design your BMPs to reduce the discharge of a POC.

Updates and Recordkeeping

Review and update worksheets at least once annually to address changes and make improvements to procedures where applicable. Be sure to record revision dates throughout the permit term. Print out additional worksheets as needed.

MS4 Map: Instructions

TXR040000, Part IV, Section D.3.c.1

Maintain a Current and Accurate MS4 Map

Insert a copy of the most current MS4 map after this page. Review and update your MS4 map as necessary and at least once annually. Include features which have been added, removed, or changed.

The map must include:

- The location of all the outfalls operated by the MS4 that discharge into Waters of the U.S.
- The location and name of all surface waters receiving discharges from the outfalls.
- Date of last revision.

An example MS4 map can be found below.

Figure 1. MS4 Map Example

IDDE Education and Training: Instructions

TXR040000, Part IV, Section D.3.c.2

Educate and Train Employees on IDDE

Conduct at least one training annually for 100% of field staff that may encounter or observe illicit discharges, illegal dumping, or illicit connections during normal job duties or responsibilities.

Document Training Activities

Use this log to record the training dates and topics covered, and note whether the training is:

- An in-person presentation,
- A training video,
- Training material to read, or
- Some other type of training.

Have attendees print their name, title, and sign the attendance log sheet. Maintain training attendance records for review by TCEQ when requested.

IDDE Education and Training: Worksheet

Employee Training Date: _____

Training Topics	Covered?
MS4 Permit Requirements	☐ Yes ☐ No
Emergency Response Contact Information	☐ Yes ☐ No

How was training provided?

☐ Live Presentation ☐ Recorded Videos ☐ Reading Material

☐ Other _____

Training Attendance Log

Name	Title	Signature

Public Reporting of Illicit Discharges and Spills: Instructions

TXR040000, Part IV, Section D.3.c.3

Maintain and Facilitate a Public Reporting Method

The public should have at least one method to report illicit discharges, illegal dumping, or water quality impacts associated with discharges. Maintain the reporting mechanism during the permit term. Examples of public reporting methods include a hotline, online forms, posted signage, pamphlets, etc.

In addition, all MS4s must publicize their reporting method at least twice annually in a way designed to reach the majority of the intended audience. If you have a public website, you are required to continuously maintain and publicize the reporting function on the website. To determine the effectiveness of your publicized BMP, develop and implement a tracking system to estimate what percentage of the intended audience is reached.

Public Reporting of Illicit Discharges and Spills: Worksheet

Year: _____

Dates Available: _____

Identify your MS4's Public Reporting Method(s):

☐ Hotline

_____

☐ Webpage

_____

☐ Posted Sign(s)

_____

☐ Pamphlets

_____

☐ Other

_____

What method(s) did you use to publicize your reporting mechanisms?

_____

_____

What dates did you publicize your reporting mechanisms?

_____

_____

What kind of tracking system will your MS4 use to estimate BMP effectiveness?

_____

_____

IDDE Response Procedure: Instructions

TXR040000, Part IV, Section D.3.c.4

Develop and Maintain IDDE Response Procedures

Describe how your MS4 monitors and responds to IDDE complaints and emergencies.

Procedures may include:

- Emergency response contact information
- How to manage incoming complaints
- Instructions for necessary reports

Review and update the procedures at least once annually to address changes and make improvements to the procedures when necessary.

IDDE Response Procedure: Worksheet

Date last revised: _____

Emergency Response Contact Information

Contact Name	Phone Number

How will your MS4 monitor for complaints regarding illicit discharges?

_____

_____

_____

_____

_____

_____

How will your MS4 respond to illicit discharges, illegal dumping, and spills?

_____

_____

_____

_____

_____

_____

Source Investigation and Elimination: Instructions

TXR040000, Part IV, Section D.3.c.5

Investigate and Eliminate Illicit Discharges and Illegal Dumping

Investigate all reports of illicit discharges and illegal dumping. Prioritize the investigations of discharges and dumping incidents based on their risk of pollution.

- Respond to all high priority discharges **within 24 hours.** An example of a high priority discharge would be a sanitary sewer discharge.
- Complete an investigation worksheet for every source investigation conducted.
- Immediately notify TCEQ of the occurrence of any illicit flows believed to be an immediate threat to human health or the environment.
- Notify the responsible party and require them to perform all necessary corrective actions to eliminate the illicit discharge and illegal dumping.
- For illicit discharges and illegal dumping incidents where your MS4 does not have authority, the adjacent MS4 operator or applicable TCEQ regional office should be notified.

If your program is a Level 2b MS4 who reports events to another agency, specify which agency and their contact information:

Agency Name: _____

Contact Information: _____

Source Investigation and Elimination: Worksheet

Open Investigation Date and Time:	
Initial or Follow-up Investigation:	
Location of Investigation:	
Name(s) of Investigator(s):	
Priority of Illicit Discharge:	☐ Low ☐ Medium ☐ High
Close Investigation Date and Time:	

What was the source of the illicit discharge or illegal dumping?

Did you observe any active discharges during your investigation?

☐ **Yes (describe below)** ☐ **No**

Investigation Findings:

Are any corrective actions needed?

☐ **Yes (describe below)** ☐ **No**

_____

_____

_____

_____

_____

Will any other agency or TCEQ regional office need to be contacted?

☐ **Yes (describe below)** ☐ **No**

_____

_____

Will a follow-up investigation be conducted?

☐ **Yes (describe below)** ☐ **No**

Follow-up Investigation Date: _____

IDDE Inspection: Instructions

TXR040000, Part IV, Section D.3.c.6

Develop and Maintain Inspection Procedures

Develop written procedures describing the basis for conducting inspections in response to complaints and follow-up inspections to ensure corrective measures have been taken. Inspection instructions must be reviewed at least once annually to address changes and make improvements.

Keep Records of Inspections in Response to Complaints

Complete an IDDE Inspection Worksheet for every inspection conducted. Be sure to clearly note:

- The date that the complaint was received.
- The date and time that the inspection started.
- If this was an initial or follow-up inspection.
- The location of the inspection.

Provide information on the original complaint, if any active discharges were observed during the inspection, and if any corrective action or follow-up inspections are needed.

IDDE Inspection Procedures: Worksheet

Date Last Revised: _____

How will your MS4 conduct IDDE inspections in response to complaints?

How will your MS4 prioritize inspections?

What are the criteria that initiate a follow-up inspection?

How will your MS4 ensure that corrective action has been taken?

IDDE Inspection: Worksheet

Date Complaint Received:	
Open Inspection Date and Time:	
Initial or Follow-up Investigation:	
Location of Inspection:	
Name(s) of Inspector(s):	
Priority of Illicit Discharge:	☐ Low ☐ Medium ☐ High
Close Inspection Date and Time:	

Complaint Information:

Complainant Name: _____

Complainant Contact Information: _____

Additional Notes:

_____

_____

_____

_____

Did you observe any active discharges during your inspection?

☐ **Yes (describe below)** ☐ **No**

_____

_____

_____

_____

Inspection Findings:

Are any corrective actions needed?

☐ **Yes (describe below)** ☐ **No**

Will a follow-up inspection be conducted?

☐ **Yes (describe below)** ☐ **No**

Follow-up Investigation Date: _____

On-Site Sewage Facilities (OSSF) Procedures: Instructions

TXR040000, Part III.A.5.(b) and Part IV, Section D.3.a.1.h

Develop Procedures to Prevent and Correct Any Leaking OSSFs

For Level 2 MS4s, identify all OSSFs in the MS4 area and keep track of their status each year. Develop procedures to address failing and poorly maintained systems. Investigate and address 100% of all OSSF complaints reported through the MS4's public reporting mechanisms.

Review and update the inventory of all identified OSSFs and their status at least once annually to address changes or additions by your MS4.

If your MS4 discharges bacteria to impaired water bodies with a TCEQ and EPA approved TMDL, your BMPs should:

- Identify and address failing systems
- Address poor maintenance of OSSFs

On-Site Sewage Facilities (OSSFs) Procedures: Worksheet

How will OSSFs in your MS4 area be identified and tracked?

How will your MS4 address failing OSSFs?

MCM 4: Construction Site Stormwater Runoff Control

TXR040000, Part IV, Section D.4

Includes:

- Stormwater Control Program Information (see page 41)
- Construction Site Plan Review Procedures (see page 42)
- Construction Site Inspections and Enforcement Procedures (see page 44)
- Construction Site Inspections and Enforcement Reports (see page 46)
- Information Submitted by the Public (see page 50)
- MS4 Staff Training (see page 52)

Instructions

Develop, implement, and enforce a program for operators of all construction activities to select, install, implement, and maintain stormwater control measures that prevent illicit discharges to the MEP. The program must include:

- The development and implementation of an ordinance or another regulatory mechanism.
- Procedures for processing information submitted by the public.
- MS4 staff.

Updates and Recordkeeping

Review and update applicable city ordinances and other regulatory mechanisms at least once during the permit term to address changes and make improvements. Review and update procedures at least once annually to address changes and make improvements. Print out additional worksheets as needed.

Resources

Find additional resources on the Assistance Tools for Construction Stormwater General Permits webpage.[10]

10. www.tceq.texas.gov/assistance/water/stormwater/sw-construction.html

Stormwater Control Program

TXR040000, Part IV, Section D.4.b.1-2

Develop and Maintain City Ordinances

Require all construction site operators to implement appropriate erosion and sediment control BMPs. The stormwater control program should ensure erosion and sediment controls, soil stabilization, and BMP requirements are effectively implemented for all construction activities discharging stormwater into your regulated area consistent with the TPDES CGP, TXR150000.[11]

Maintain an ordinance or other regulatory mechanism to prohibit the below discharges:

- Wastewater from the washout of concrete and wastewater from water well drilling operations, unless managed by an appropriate control.
- Wastewater from the washout and cleanout of stucco and paint from releases of oils and other construction materials.
- Fuels, oils, and other pollutants used in vehicle and equipment operation and maintenance.
- Soaps and solvents used in vehicle and equipment washing.
- Discharges from dewatering activities, including discharges from dewatering trenches and excavations, unless managed by appropriate BMPs.

City Ordinance Number: _____

11. www.tceq.texas.gov/goto/cgp

Construction Site Plan Review Procedure: Instructions

TXR040000, Part IV, Section D.4.b.3

Implement Site Plan Review Procedures

Develop and maintain procedures for reviewing construction site plans. Describe which plans will need review and when an operator can begin construction. Non-traditional MS4s must conduct inspections of sites operated by the MS4 or contractors that are located in the MS4's regulated area

Site plan review procedures should include:

- Consideration of potential water quality impacts.
- Site-specific construction site control measures that meet the requirements of TPDES CGP TXR150000.

Note: You may require and accept plans, such as a stormwater pollution prevention plans, for review as part of your site plan review.

Implement site plan review procedures for all new construction projects each year. Review and update the procedures for your site plan review at least once annually to address changes and make improvements to the procedures if necessary.

Construction Site Plan Review Procedure: Worksheet

Date Last Revised: _____

How will your MS4 review construction site plans?

_____

_____

_____

Who will review construction site plans?

_____

What is your MS4's criteria for approving a construction site plan?

_____

_____

_____

_____

_____

_____

How will your MS4 decide when an operator can begin construction?

_____

_____

_____

Construction Site Inspections and Enforcement Procedure: Instructions

TXR040000, Part IV, Section D.4.b.4

Implement Site Inspection Procedures

Develop and maintain procedures for inspecting active construction projects. Non-traditional MS4s must conduct inspections of sites operated by the MS4 or contractors that are located in the MS4's regulated area.

Conduct inspections of at least 80% of active construction sites annually. Inspect site factors that may impact water quality, such as:

- Site slope and soil erosion potential.
- Project size and type.
- Proximity to and the sensitivity of receiving water bodies.
- Non-stormwater discharges.
- Past record of non-compliance by construction site operators.

Inspections of construction sites should evaluate the following:

- Site CGP TXR150000 coverage.
- Stormwater control measures implementation and maintenance.
- Compliance with MS4 ordinance(s) and other regulations.

Review and update inspection procedures at least once annually to address changes and make improvements to the procedures if necessary.

Construction Site Inspections and Enforcement Procedure: Worksheet

Date Last Revised: _____

What causes a construction site inspection?

_____

_____

_____

What does your MS4 need to do before an inspection occurs?

_____

_____

_____

What criteria are inspected during construction site inspections?

_____

_____

_____

What leads to enforcement from an inspection?

_____

_____

_____

What does your MS4 do for post-inspection follow-ups?

_____

_____

Construction Site Inspections and Enforcement Reports: Instructions

TXR040000, Part IV, Section D.4.b.4

Complete Site Inspection Reports

Conduct inspections of at least 80% of active construction sites annually. Following a construction site inspection, inspector(s) must provide a written or electronic inspection report to the site operator(s).

Based on inspection findings, you should take all necessary follow-up actions to ensure compliance with permit requirements and the SWMP. Follow-up inspections and enforcement actions must be tracked, and records must be maintained for review by TCEQ when requested.

Note: Some Level 2b MS4s do not have the authority to investigate construction sites. Those Level 2b MS4s must notify the local authority with the jurisdiction to investigate. Provide their contact information below.

Local Authority Name: _____

Contact Information: _____

Construction Site Inspection Report: Worksheet

Inspection Date:	
Name(s) of Inspector(s):	
Site Name:	
TPDES Permit #:	
Site Contact Name:	
Site Contact Information:	

Does the site have active CGP TXR150000 coverage?

☐ **Yes** ☐ **No**

If no, were site operator(s) notified that they need to obtain CGP TXR150000 coverage?

☐ **Yes** ☐ **No**

Have stormwater control measures been properly implemented and maintained?

☐ **Yes** ☐ **No (describe below)**

Does the site comply with MS4 ordinances and other applicable regulations?

☐ **Yes** ☐ **No (describe below)**

General Site Notes:

Is a follow-up inspection required?

☐ **Yes (describe below)** ☐ **No**

Is enforcement required?

☐ **Yes (describe below)** ☐ **No**

Information Submitted by the Public: Instructions

TXR040000, Part IV, Section D.4.b.5

Create Procedures for Processing Public Comments

Develop, implement, and maintain procedures for receiving and considering information submitted by the public. Throughout the permit term, maintain one webpage, hotline, email, or a similar method for receiving information submitted by the public.

Review and update procedures at least once annually to address changes and make improvements to the procedures if necessary.

Information Submitted by the Public Procedure: Worksheet

Date Last Revised: _____

How will your MS4 receive information submitted by the public?

☐ Hotline:

_____

☐ Webpage:

_____

☐ Posted Sign(s):

_____

☐ Pamphlets:

_____

☐ Other:

_____

How will your MS4 review information submitted by the public?

_____

_____

_____

_____

_____

MS4 Staff Training: Instructions

TXR040000, Part IV, Section D.4.b.6

Educate and Train Employees

Ensure that all staff whose primary job duties are related to implementing the construction stormwater program (including permitting, plan review, construction site inspections, and enforcement) are informed or trained to conduct these activities. The training may be conducted by MS4 staff or by outside trainers.

Conduct at least one training annually for 100% of all MS4 staff whose primary job duties are related to implementing the construction stormwater program. Training may be conducted in person or using self-paced training materials, such as videos or reading materials.

Document Training Activities

Use this log to document any training activities. Record the training date, topics covered, and note whether the training is:

- An in-person presentation,
- A training video,
- Training material to read, or
- Some other type of training.

Have attendees print their name, title, and signature on the attendance log sheet. Keep records of attendance for review by TCEQ when requested.

MS4 Staff Training: Log Sheet

Employee Training Date: _____

Training Topics	Covered?
MS4 Permit Requirements	☐ Yes ☐ No
Construction Stormwater Program	☐ Yes ☐ No

How was training provided?

☐ **Live Presentation** ☐ **Recorded Videos** ☐ **Reading Material**

☐ **Other** _____

Training Attendance Log

Name	Title	Signature

MCM 5: Post Construction Stormwater Management in New Development and Redevelopment

TXR040000, Part IV, Section D.5

Includes:

- Post-Construction Stormwater Management Program (see page 55)
- Enforcement Records (see page 56)
- Long-Term Maintenance of Post-Construction Stormwater Control Measures (see page 57)

Instructions

Develop, implement, and enforce a program to control stormwater discharges from new development and redeveloped sites discharging into your MS4 if these projects disturb one acre or more. This includes projects that disturb less than one acre that are part of a larger common plan of development.

The program must be established for private and public development sites. The program may utilize an offsite mitigation and payment plan in lieu of necessitating components to address this requirement.

Updates and Recordkeeping

Review each MCM 5 section for updates as stated in the permit. Print out additional worksheets as needed.

Post-Construction Stormwater Management Program

TXR040000, Part IV, Section D.5.a.2

Develop and Maintain City Ordinances

You must use an ordinance or another regulatory mechanism to address post-construction runoff from new development and redevelopment projects. Establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites must design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and protective of water quality.

If the construction of permanent structures is not feasible due to space limitations, health and safety concerns, cost effectiveness, or highway construction codes, your MS4 may propose an alternative approach to TCEQ.

Review and update ordinances or other regulatory mechanisms at least once during the permit term to address changes and make improvements to ordinances if necessary.

City Ordinance Number(s): _____

Enforcement Records

TXR040000, Part IV, Section D.5.b.1

Follow recordkeeping requirements

You will need to document and maintain records of enforcement actions and make them available for review by TCEQ when requested.

Maintain records of 100% of enforcement actions taken each year and make the records available to TCEQ for review within 24 hours of a request.

Long-Term Maintenance of Post-Construction Stormwater Control Measures: Instructions

TXR040000, Part IV, Section D.5.b.2

Create a Maintenance Plan for Structural Stormwater Control Measures

Long-term operation and maintenance of structural stormwater control measures should be addressed in one or both of the following ways:

- Maintenance performed by the MS4 (see Part IV.D.6[12] of the permit and MCM 6).
- Maintenance performed by the owner or operator of a new development or redeveloped site under a maintenance plan.

If maintenance is performed by the owner or operator of a construction site, they must develop and implement a plan to address maintenance requirements for any structural control measures installed on-site.

All maintenance performed should be documented and retained on-site (e.g., the offices of the site owner or operator) and be made available for review by your operator or TCEQ within 24 hours of a request.

[12] www.tceq.texas.gov/downloads/permitting/stormwater/general/ms4/2024-txr040000-general-permit-signed.pdf#page=55

Long-Term Maintenance of Post-Construction Stormwater Control Measures: Worksheet

Site Name:	
Site Address:	
Site Contact:	
Site Contact Information:	

Will post-construction stormwater control measures be maintained by your MS4 or by the site's owners or operators?

☐ MS4 operators

☐ Construction site operators

☐ Combination of both

If maintenance is performed by the construction site owner or operator:

Has a maintenance plan been developed and implemented?

☐ **Yes** ☐ **No**

Is the maintenance plan filed in the real property records of the proper county?

☐ **Yes** ☐ **No**

Are maintenance operations documented and retained on-site for review by the MS4?

☐ **Yes** ☐ **No**

MCM 6: Pollution Prevention and Good Housekeeping for Municipal Operations

TXR040000, Part IV, Section D.6

Operation and Maintenance (O&M) Program Includes:

- MS4-owned Facilities and Control Inventory (see page 60)
- MS4 Training and Education (see page 62)
- Contractor Oversight Procedures (see page 64)
- O&M Evaluation (see page 66)
- O&M Pollution Prevention Measures (see page 68)
- O&M Pollution Prevention Inspection (see page 70)
- Structural Control Maintenance Procedures (see page 73)

Instructions

Develop and implement an O&M program, including an employee training component designed to prevent or reduce pollutant runoff from municipal activities and municipally-owned areas including but not limited to:

- Park and open-space maintenance
- Stormwater system maintenance
- New construction and land disturbances
- Municipal parking lots
- Maintenance and storage yards for vehicles and equipment
- Waste transfer stations
- Salt and sand storage locations

Updates and Recordkeeping

Review each MCM 6 section for updates as stated in the permit. Print out additional worksheets as needed.

MS4-Owned Facilities and Control Inventory: Instructions

TXR040000, Part IV, Section D.6.b.1

Create an Inventory of Facilities and Stormwater Controls

Develop and maintain an inventory of facilities and stormwater controls you own and operate in your MS4's regulated area. The inventory must include all permit numbers, registration numbers, and authorizations for each facility or stormwater control. You can search the Central Registry database[13] for this information.

The inventory may include but is not limited to the following:

- Recycling and composting facilities
- Equipment storage and maintenance facilities
- Fuel and material storage sites
- Golf courses and swimming pools
- Landfills and hazardous waste disposal facilities
- Buildings such as schools, libraries, police stations, fire stations, and office buildings
- Public works yards

Review and update the inventory at least once annually to address changes or additions to the facilities and stormwater controls.

13. www15.tceq.texas.gov/crpub/

MS4-Owned Facilities and Control Inventory: Worksheet

Facility name:	
TPDES Permit #:	
Registration #:	
Authorization:	
Facility address:	
Stormwater controls:	

Facility name:	
TPDES Permit #:	
Registration #:	
Authorization:	
Facility address:	
Stormwater controls:	

Facility name:	
TPDES Permit #:	
Registration #:	
Authorization:	
Facility address:	
Stormwater controls:	

Facility name:	
TPDES Permit #:	
Registration #:	
Authorization:	
Facility address:	
Stormwater controls:	

Facility name:	
TPDES Permit #:	
Registration #:	
Authorization:	
Facility address:	
Stormwater controls:	

MS4 Training and Education: Instructions

TXR040000, Part IV, Section D.6.b.2

Train MS4 Employees

Train all employees and contractors involved in implementing pollution prevention and good housekeeping practices. Conduct this training at least once annually.

Document Training Activities

Use this log to document any training activities. Record the training dates and topics covered, and note whether the training was:

- An in-person presentation,
- A training video,
- Training material to read, or
- Some other type of training.

Have attendees provide their name, title, and signature on the attendance log sheet. Keep records of attendance for review by TCEQ when requested.

MS4 Staff Training: Log Sheet

Employee Training Date: _____

Training Topics	Covered?
MS4 Permit Requirements	☐ Yes ☐ No
Construction Stormwater Program	☐ Yes ☐ No

How was training provided?

☐ **Live Presentation** ☐ **Recorded Videos** ☐ **Reading Material**

☐ **Other** _____

Training Attendance Log

Name	Title	Signature

Contractor Oversight Procedures: Instructions

TXR040000, Part IV, Section D.6.b.4

Develop Contractor Oversight Procedures

Any contractors hired to perform maintenance activities on an MS4's facilities must be contractually required to comply with all stormwater control measures, good housekeeping practices, and facility-specific stormwater management operating procedures.

Develop oversight procedures to ensure contractors are using appropriate control measures and standard operating procedures. Maintain these records on-site so they're available for review when requested by TCEQ.

Contractor Oversight Procedures: Worksheet

Date Last Revised: _____

How will you ensure that contractors are using appropriate stormwater control measures?

How will you ensure that contractors are using appropriate standard operating procedures?

O&M Evaluation: Instructions

TXR040000, Part IV, Section D.6.b.5.a-b

Identify Potential Pollutants

Evaluate O&M activities and identify their potential to discharge pollutants in stormwater, including but not limited to the examples listed in Table 6.

Table 6. Examples of Potential Pollutants and Pollutant Sources

Potential Pollutants	Potential Pollutant Sources
Paint, paving materials, sediment	Road and parking lot maintenance
Herbicides, pesticides, trash	Right-of-way maintenance
Deicing and anti-icing compounds	Cold weather operations

Review and update the pollutants of concern list at least once annually to address changes or additions to O&M activities.

O&M Evaluation: Worksheet

Date Last Revised: _____

Potential Pollutants	Potential Pollutant Sources

O&M Pollution Prevention Measures: Instructions

TXR040000, Part IV, Section D.6.b.5.c

Implement Pollution Prevention Measures

Develop a set of pollution prevention measures to reduce the discharge of pollutants listed in the O&M Evaluation Worksheet.

O&M Pollution Prevention Measures: Worksheet

Identify which pollution prevention measures are being taken.

Select at least two of the following:

☐ Replacing at least 50% of the MS4's materials and chemicals with more environmentally friendly materials or methods by the end of the permit term.

☐ Tracking 100% of the application of deicing and anti-icing compounds and recording the amount of compound used for each application annually.

☐ Using suspended tarps, booms, or vacuums to capture paint, solvents, rust, paint chips and other pollutants during at least 80% of regular bridge maintenance each year.

☐ Placing barriers around or conducting runoff away from 100% of deicing chemical storage areas to prevent discharge into surface waters each year.

Are any additional pollution prevention measures being implemented?

O&M Pollution Prevention Inspection Procedures: Instructions

TXR040000, Part IV, Section D.6.b.5.d

Develop Pollution Prevention Inspection Procedures

At least once annually, visually inspect 100% of all pollution prevention measures implemented at MS4-owned facilities to ensure that they are working properly.

Develop written procedures that describe the frequency of inspections and how to conduct them.

Review and update the inspection procedures at least once annually to address changes or additions to the pollution prevention measures.

Maintain Proper Records

Keep a record log of all inspections available for review by TCEQ when requested.

O&M Pollution Prevention Inspection Procedures: Worksheet

How will inspections be conducted?

How frequently will inspections be conducted?

Pollution Prevention Measure	Inspection Frequency	Maintenance Requirements

O&M Pollution Prevention Inspection: Log Sheet

Inspector Name:	
Inspection Date:	
Site Name:	
Site Address:	
Site Contact:	
Site Contact Information:	

Have pollution prevention measures been properly implemented and maintained?

☐ **Yes** ☐ **No (describe below)**

_____

_____

_____

_____

Does the site comply with MS4 ordinances and other applicable regulations?

☐ **Yes** ☐ **No (describe below)**

_____

_____

_____

Is any additional action needed? ☐ **Yes (describe below)** ☐ **No**

_____

Structural Control Maintenance Procedures: Instructions

TXR040000, Part IV, Section D.6.b.6

Develop Structural Control Maintenance Procedures

At least once annually, perform necessary maintenance on stormwater structural controls.

Develop written procedures that describe the frequency of inspections and how to conduct them .

Review and update the maintenance procedures at least once annually to address changes or additions to the pollution prevention measures.

Structural Control Maintenance Procedures: Worksheet

How frequently will structural controls be inspected?

How will structural controls be maintained?

Structural Control	Inspection Frequency	Maintenance Requirements

Impaired Water Bodies and Total Maximum Daily Load (TMDL) Requirements

TXR040000, Part III

Includes

- Pollutant of Concern Benchmarks (see page 76)
- Monitoring/Assessment Plan (see page 77)

Instructions

If your MS4 discharges to an impaired water body with an approved TMDL, and stormwater has the potential to cause or contribute to the impairment, then you will need to:

- Identify controls used on-site to target POCs.
- Set benchmarks and measurable goals.
- Develop a monitoring and assessment plan.

Updates and Recordkeeping

Your annual reports will need to include:

- An analysis of how the selected activities and BMPs will be effective in achieving the benchmark value.
- Information on compliance with Part III, Section B[14] of the general permit (Discharges Directly to Water Quality Impaired Water Bodies Without an Approved TMDL), including the results of any sampling you conduct.

[14] www.tceq.texas.gov/downloads/permitting/stormwater/general/ms4/2024-txr040000-general-permit-signed.pdf#page=30

POC Benchmarks

TXR040000, Part III, Section A.3

Identify benchmarks for your MS4's POCs

Benchmarks should be designed to determine if the established BMPs are effective in addressing the POCs in stormwater discharge(s) from the MS4 to the MEP. Refer to TCEQ Water Quality Management Plans[15] for updated TMDLs and Waste Load Allocations (WLA). If your small MS4 is subject to a TMDL that identifies a WLA for permitted MS4 stormwater sources, then identify this as your benchmark.

Identify your POC benchmarks in one of the following ways:

Year(s): _____

☐ **Single MS4 Benchmark -**

WLA: _____

Aggregate WLA: _____

☐ **Multiple MS4 Benchmark -**

Aggregate WLA: _____

Sub-benchmark value: _____

15. www.tceq.texas.gov/permitting/wqmp/WQmanagement_updates.html

Monitoring and Assessment Plan: Instructions

TXR040000, Part III, Section A.6-7

Develop a Monitoring and Assessment Plan

Assess progress meeting benchmarks and determine the effectiveness of your MS4's BMPs. Review whether the identified BMPs and measurable goals are appropriate.

You can assess progress towards set benchmarks by using program implementation indicators, such as:

- The number of sources identified or eliminated.
- A decrease in illegal dumping.
- An increase in illegal dumping reporting.
- The number of educational opportunities conducted.
- A reduction in sanitary sewer overflows.
- An increase in illegal discharges detected through dry screening.

You can assess improvements in water quality by:

- Using available data for segment and assessment units of water bodies from other reliable sources.
- Proposing and justifying a different approach such as collecting additional instream or outfall monitoring data, etc.
- Acquiring data from TCEQ, local river authorities, partnerships, and other local efforts as appropriate.

Identify alternative BMPs as needed

If you observe no progress toward the benchmark from either SWMP implementation or water quality assessments by the end of the permit's third year, you will need to do one of the following:

- Identify alternative, focused BMPs that address new or increased efforts towards the benchmark.
- Develop a new approach to identify the most significant sources of the POC and develop alternative, focused BMPs for those sources.

Monitoring/Assessment Plan: Worksheet

How will your MS4 assess progress towards set benchmarks? Choose one of the below options, then provide the requested information.

☐ **Evaluate Program Implementation Measures:**

What are your program implementation indicators?

_____

_____

_____

☐ **Assess Improvements in Water Quality:**

What are your water quality indicators?

_____

_____

_____

What is the source of your data?

_____

_____

_____