

## F. BEST MANAGEMENT PRACTICES

1. Each **Permittee** shall implement the following programs and **BMPs** to the **MEP** as described in the **SWMP** and this **MS4 Permit**. These programs and **BMPs** include the following:

- a. **IC/ID, Litter, Debris, and Trash Control Program:**

- i. The **Permittees** shall continue to reduce the discharge of **Pollutants**, including trash and debris, from their respective **MS4s** to **Receiving Waters** to the **MEP**.
- ii. The **Permittees** shall document the observations of field personnel of unauthorized dumping or spills so that the information can be used to help locate the source of **Pollutants**. The **Permittees** shall continue to utilize standardized **IC/ID** reporting forms to document, track and report **IC/ID** incidents.
- iii. The **Permittees** shall maintain a database of **IC/ID** investigations. The database shall track case specifics, including description, cause, duration, the outcome of the case (spill/connection was terminated and cleaned up, source owner/operator educational visit, warning letter, referral to an enforcement agency, etc.), and the enforcement actions issued/taken (e.g., notice of non-compliance, notice of violation and order to comply, referral to District Attorney for prosecution).
- iv. The **Permittees** shall continue to provide, collect, and maintain litter receptacles in strategic public areas and during public events.
- v. The **Permittees** shall assess and modify, if necessary, existing field programs to detect and prevent dumping or routine discharge of **Pollutants** into **MS4** facilities.
- vi. The **Permittees** shall continue to implement and enforce leash laws and other pet laws (i.e., pet waste clean-up, no pets in public areas) in selected public-use areas.

### **Field Screening/System Surveillance**

- vii. The **Permittees** shall continue to implement routine field inspections for their **MS4** facilities, and the **Dry Weather** monitoring and reporting program (as detailed in Section L.10.A. of this **MS4 Permit**), to assist with identification and elimination of **IC/IDs**.
- viii. **Permittees** may utilize existing **MS4** maintenance programs, business/construction inspection programs and/or complaint reports to facilitate field screening. **Permittee** field staff shall utilize visual or olfactory indicators for determining **IC/IDs** during field screening.
- ix. If routine field inspections or the **Dry Weather** monitoring and reporting program indicate **IC/IDs**, they shall be investigated and

## F. BEST MANAGEMENT PRACTICES

## a. IC/ID, Litter, Debris, and Trash Control Program

7. A summary of **MS4** facilities inspected (by **MS4** facility type) during the reporting year pursuant to Sections F.1.a.vii through F.1.a.ix. (above).
- xix. If the **Permittees** choose to move to an online recordkeeping and reporting tool that provides the **Regional Water Board** with access pursuant to Section F.1.a.xvii.3 (above), the **Annual Report** requirements listed in section F.1.a.xviii (above) are waived.

**Annual Program Evaluation and Assessment**

- xx. Each **Permittee** shall evaluate in its **Annual Report** whether the **IC/ID** program goals listed below have been achieved:
  1. Reduce the discharge of trash and debris from respective **MS4s** to **Receiving Waters**;
  2. Confirm that **IC/ID** reports are reviewed and responded to in a timely manner;
  3. Ensure that confirmed **IC/ID** events are expeditiously eliminated.
- xxi. If a **Permittee** finds that the above stated program goals have not been achieved, that **Permittee** shall review its applicable activities and **BMPs** to identify any modifications which may be needed to improve **IC/ID** program effectiveness, as necessary to comply with this **MS4 Permit**. A work plan and schedule to address program modifications shall be developed and implemented, and provided and/or updated with the applicable **Annual Report**.

**b. Commercial/Industrial Facilities Program****Source Identification, Inspection and Enforcement**

- i. The **Permittees** shall continue to coordinate with **County DEH**, **Regional Water Board** staff, and others as necessary to maintain a commercial and industrial facility database;
- ii. The **Permittees** shall maintain an implementation schedule for conducting inspections of the targeted list of facilities listed in the database, as detailed in Section 3.1 of the **SWMP**;
- iii. The existing Compliance/Assistance Program (**CAP**) described in Section 3 of the **SWMP** meets the intent of this section; however, individual **Permittees** may propose an alternative inspection program for **Regional Water Board** approval as part of their **Annual Reports**;
- iv. Each **Permittee** shall continue to enforce its ordinances, including its **Storm Water Ordinance**, at industrial and commercial facilities as necessary to maintain compliance with this **MS4 Permit**. Where **CAP** Industrial/Commercial surveys indicate that a facility is out of compliance with a **Permittee's Storm Water Ordinance**, **Permittee** staff shall perform a re-inspection. Sanctions for non-compliance may include: verbal or written warnings, issuance of notices of violation or

**F. BEST MANAGEMENT PRACTICES**

## b. Commercial/Industrial Facilities Program

3. Total number and type of enforcement actions issued to commercial and/or industrial facilities during the reporting year.

- ix. If the **Permittees** choose to move to an online recordkeeping and reporting tool that provides the **Regional Water Board** with access pursuant to Section F.1.b.vii.2. (above), the **Annual Report** requirements listed in Section F.1.b.viii (above) are waived.

**Annual Program Evaluation and Assessment**

- x. Each **Permittee** shall evaluate in its **Annual Report** whether the following commercial and industrial facilities program goals have been achieved:
1. Maintain an updated database of commercial and industrial facilities;
  2. Confirm that industrial and commercial facilities described in Section F.1.b.ii (above) have implemented **BMPs** that comply with **Permittee Stormwater Ordinances**; and
  3. Implement enforcement measures as necessary to reduce the occurrence and recurrence of violations of **Permittee Stormwater Ordinances** from industrial and commercial facilities.
- xi. If a **Permittee** finds that the above stated program goals have not been achieved, that **Permittee** shall review its applicable activities and **BMPs** to identify any modifications which may be needed to improve commercial/industrial program effectiveness as necessary to comply with this **MS4 Permit**. A work plan and schedule to address program modifications shall be developed and implemented, and will be provided and/or updated with the applicable **Annual Report**.

**c. New Development/Redevelopment Program**

**Permittees** shall:

- i. Make information available to architects, engineers, building department personnel, and local government officials on water quality problems associated with **Urban Runoff** and the requirements for meeting **NPDES** regulatory requirements and program goals for properly managing the quality of **Urban Runoff**.

Provide information on upcoming training workshops and distribute educational materials as appropriate;

- ii. The **Permittees** shall continue to implement the existing development and approval review procedures outlined in the **SWMP**. The **Permittees** must:

1. Implement and enforce a program to address **Urban Runoff** from **New Development** and **Redevelopment Projects** that disturb areas equal to or greater than 1 acre, including projects less than 1 acre that are part of a larger common plan of development or sale, that discharge into the **MS4** (herein

F. BEST MANAGEMENT PRACTICES

## c. New Development/Redevelopment Program

**Program Data Tracking**

- vii. The **Permittees** shall keep the following records:
1. An up-to-date **WQMP** tracking database, including information specified in Attachment B of this **MS4 Permit**;
  2. If the **Permittees** choose to move to an online recordkeeping and reporting tool that provides the **Regional Water Board** with access to similar trackable data, such a system may be used in lieu of the **WQMP** tracking database requirements in Attachment B of this **MS4 Permit**.

**Annual Reporting**

- viii. In its **Annual Report**, each **Permittee** shall include the following information:
1. Number of projects conditioned for **WQMPs** during the reporting year;
  2. A summary of **Other Development Projects** conditioned to require implementation of **Source Control BMPs** during the reporting year;
  3. Percent of projects requiring **WQMPs** which met the goal of achieving the **Treatment Control BMP** requirement through the use of **LID Site Design BMPs** during the reporting year.
- ix. If the **Permittees** choose to move to an online recordkeeping and reporting tool that provides the **Regional Water Board** with access pursuant to Section F.1.c.vi.2. (above), the **Annual Report** requirements listed in Section F.1.c.vii. (above) are waived.

**Annual Program Evaluation and Assessment**

- x. Each **Permittee** shall evaluate in its **Annual Report** whether the following **New Development/Redevelopment** program goals have been achieved:
1. Confirm that **WQMPs** are in place at **Priority Development/Redevelopment Projects**, to prevent or minimize water quality impacts to the **MEP**;
  2. Encourage the use of **LID Site Design BMPs** to address the **Treatment Control BMP** requirement for **Priority Development/Redevelopment Projects**; and
  3. Confirm that **Other Development Projects** are conditioned to require implementation of **Source Control BMPs**.
- xi. If a **Permittee** finds that the above stated program goals have not been achieved, that **Permittee** shall **review its applicable activities**

## F. BEST MANAGEMENT PRACTICES

and **BMPs** to identify any modifications which may be needed to improve **New Development/Redevelopment** program effectiveness, as necessary to comply with this **MS4 Permit**. A work plan and schedule to address program modifications shall be developed and implemented, and provided and/or updated with the applicable **Annual Report**.

d. **Private Construction Activities Program**

The **Permittees** shall:

- i. Make information available to developers, contractors, operators, and agency staff about upcoming educational and training workshops on construction site **Erosion** and **Sediment** control and construction materials management sponsored by industry groups, professional organizations and public agencies.

Make associated public education materials available to the public;

- ii. Continue to implement and enforce a program to reduce **Pollutants** in **Urban Runoff** to the **MS4** from construction activities that result in a **Land Disturbance** of greater than or equal to one acre. Reduction of **Pollutants** in **Urban Runoff** discharges to the **MS4** from construction activity disturbing less than one acre must be included in a program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. The program must continue to include implementation of, at a minimum:
  1. Ordinances or other regulatory mechanisms to require **Erosion** and **Sediment** controls, as well as sanctions, or other effective mechanisms, to ensure compliance, to the extent allowable under State or local law;
  2. Requirements for construction site operators to control **Waste** such as discarded building materials, concrete truck wash-out, chemicals, litter, and sanitary **Waste** at the construction site that may cause adverse impacts to water quality;
  3. Procedures for site plan review which incorporate consideration of potential water quality impacts; and
  4. Procedures for site inspection and enforcement control measures. Each **Permittee** shall continue to conduct construction site inspections for compliance with its ordinances, including its **Stormwater Ordinance**, codes and the **WQMP**. Sanctions for non-compliance may include: verbal and/or written warnings, issuance of notices of violation or non-compliance, obtaining an administrative compliance, stop work or cease and desist order, a civil citation or injunction, the imposition of monetary penalties or criminal prosecution (infraction or misdemeanor). Construction site inspections shall at a minimum:

F. BEST MANAGEMENT PRACTICES

## d. Private Construction Activities Program

**Permit.** Each **Permittee** shall continue to take appropriate action to bring a construction site into compliance with its local ordinances, rules, and regulations;

- vi. Prior to the issuance of a building, **Grading** or other construction project permit, the **Permittees** shall require proof that the applicant has filed a **NOI** for the **Construction General Permit**, if such coverage is required.

**Program Data Tracking**

- vii. The **Permittees** shall keep the following records:

1. An up-to-date construction site inspection database, including information specified in Attachment B of this **MS4 Permit**;
2. If the **Permittees** choose to move to an online recordkeeping and reporting tool that provides the **Regional Water Board** with access to similar trackable data, such a system may be used in lieu of the construction site inspection database required in Attachment B of this **MS4 Permit**.

**Annual Reporting**

- viii. In its **Annual Report**, each **Permittee** shall include the following information:
  1. Total number of construction site inspections conducted, pursuant to Section F.1.d.ii.4 (above), during the reporting year;
  2. Total number and type of enforcement action(s), including referrals to the **Regional Water Board**, issued on construction sites during the reporting year; and
  3. Provide confirmation that the construction site inspection database (Attachment B of this **MS4 Permit**) has been implemented to track inspection activities during the reporting year.
- ix. If the **Permittees** choose to move to an online recordkeeping and reporting tool that provides the **Regional Water Board** with access pursuant to Section F.1.d.vii.2. (above), the **Annual Report** requirements listed in Section F.1.d.viii. (above) are waived.

**Annual Program Evaluation and Assessment**

- x. Each **Permittee** shall evaluate in its **Annual Report** whether the following Private Construction Activities program goals have been achieved:
  1. Maintain an updated database of active construction sites which includes categorization of sites by priority;

## F. BEST MANAGEMENT PRACTICES

2. Perform inspections to confirm construction site compliance with **Permittee Stormwater Ordinance**; and
  3. Implement enforcement measures as necessary to reduce the occurrence and recurrence of violations of **Permittee Stormwater Ordinances**.
- xi. If a **Permittee** finds that the above stated program goals have not been achieved, that **Permittee** shall review its applicable activities and **BMPs** to identify any modifications which may be needed to improve Private Construction Activities program effectiveness, as necessary to comply with this **MS4 Permit**. A work plan and schedule to address program modifications shall be developed and implemented, and provided and/or updated with the applicable **Annual Report**.

e. **Permittee Activities Program**

i. Sewage Systems

1. **Permittees** shall provide Sanitary Sewer Operators access to their **MS4** facilities for the purposes of allowing control of **SSOs**, or for the purpose of limiting the impacts to **Receiving Waters** once a spill has entered the **MS4**. **Permittees** subject to **State Board** Water Quality Order No. 2006-0003 (**Sanitary Sewer Order**) shall obtain coverage under that Order.

ii. **Permittee** Facilities and Operations

The **Permittees** shall continue to maintain an inventory of **Permittee** facilities with outdoor materials storage or maintenance areas. Requirements for all **Permittee** facilities with outdoor materials storage or maintenance areas:

1. Continue to maintain and implement **Permittee Municipal Facility/Activity Pollution Prevention Plans**; and
2. Inspect facilities requiring **Municipal Facility/Activity Pollution Prevention Plans** for appropriate **BMP** implementation once per year, at a minimum. Re-inspections and/or corrective actions shall be taken if deficiencies are found.

iii. Landscape Maintenance

Each **Permittee** shall require that pesticides be applied in conformance with existing state and federal regulations.

iv. **Permittee** Streets and Roads

1. Maintain the model fact sheet of **BMPs** for common road maintenance activities. Each **Permittee** will continue to require road maintenance personnel to review the fact sheet biennially, and implement the **BMPs** specified therein; and

F. BEST MANAGEMENT PRACTICES

## e. Permittee Activities Program

- ix. If the **Permittees** choose to move to an online recordkeeping and reporting tool that provides the **Regional Water Board** with access to the reportable information listed in Section F.1.e.vii. above, the **Annual Report** requirements listed in that Section are waived.

**Annual Program Evaluation and Assessment**

- x. Each **Permittee** shall evaluate in its **Annual Report** whether the following **Permittee** Facilities and Activities program goals have been achieved:
1. Maintain a current map of **MS4 Outfalls, Receiving Waters**, and the **MS4 Permit** boundary;
  2. For facilities with outdoor materials storage or maintenance areas: confirm that **BMPs** described in each facility's **Municipal Facility Pollution Prevention Plans** are implemented; and
  3. Confirm that basins, inlets and open channels that are part of the **Permittee's MS4** are maintained on the schedule developed by the **Permittee**.
- xi. If a **Permittee** finds that the above stated program goals have not been achieved, that **Permittee** shall **review its applicable activities and BMPs to identify any modifications which may be needed to improve Permittee Facilities and Activities program effectiveness**, as necessary to comply with this **MS4 Permit**. A work plan and schedule to address program modifications shall be developed and implemented, and provided and/or updated with the applicable **Annual Report**.

**f. Public Education and Outreach Program**

- i. Illegal Dumping and General Outreach
1. Continue to conduct education/outreach to the general public on impacts to **Receiving Waters** from:
    - a. Littering, illegal dumping and other improper disposal of **Wastes**; and
    - b. Leakage or dumping of gasoline, oil and grease, antifreeze and hydraulic fluid from vehicles into the streets.
  2. Continue to conduct education/outreach to the general public on the impacts of dumping **Pollutants**, including **Pollutants** from landscaping and home maintenance activities, into **MS4** facilities;

**F. BEST MANAGEMENT PRACTICES**



## f. Public Education and Outreach Program

2. The number of public education outreach events conducted during the reporting year, by type (construction, industrial, residential, **New Development**, schools, general public, etc.), including approximate attendance where applicable;
  3. A summary of type(s) and numbers, where feasible, of outreach materials distributed during the reporting year; and
  4. Number of **Permittee** staff trained during the reporting year; including topic (municipal, industrial/commercial, construction, **New Development**) and date.
- ix. If the **Permittees** choose to move to an online recordkeeping and reporting tool that provides the **Regional Water Board** with access to the reportable information listed in Section F.1.f.viii. above, the **Annual Report** requirements listed in that Section are waived.

**Annual Program Evaluation and Assessment**

- x. Each **Permittee** shall evaluate in its **Annual Report** whether the following Public Education and Outreach program goals have been achieved:
1. Conduct education/outreach to the general public on the impacts of improper disposal of pollutants into **MS4s**;
  2. Develop and distribute targeted **BMP** guidance for specific pollutants and residential and business activities; and
  3. Confirm that **Permittee** employees are trained to implement **MS4 Permit** compliance programs.
- xi. If a **Permittee** finds that the above stated program goals have not been achieved, that **Permittee** shall review its applicable activities and **BMPs** to identify any modifications which may be needed to improve Public Education and Outreach program effectiveness, as necessary to comply with this **MS4 Permit**. A work plan and schedule to address program modifications shall be developed and implemented, be provided and/or updated with the applicable **Annual Report**.