

STORMWATER ANNUAL REPORT

Municipal Separate Storm Sewer Systems (MS4s) Permit, COR-080000 and 090000 - Renewal Permittees

COLORADO DEPT. OF PUBLIC HEALTH & ENVIRONMENT

Water Quality Control Division
Attn: QCD-P-B2
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530

IMPORTANT CHANGES TO THE REPORT FORM AND REPORTING REQUIREMENTS:

This annual report form includes requests for additional information and clarifies information required under the previous annual report form. The changes are described below:

- Part 1
 - To document new permit areas through annexation or other means, the permittee may choose to provide a link to an online map of permit boundaries instead of submitting a map with the report.
- Part 2
 - A line was added to provide the title for the person signing the certification.
 - The permit requires that all reports for municipal, state, or other public facilities be signed by either a principal executive officer, ranking elected official, or other duly authorized employee. Clarification was added citing this requirement.
- Part 3
 - Program Areas 3, 4, and 5
 - Clarification was added to the instructions to define the information requested in reporting inspection and enforcement actions as follows:
 - The actual number of actions is required for all items (except for Reduced Level Inspections for construction sites, an estimate of the number of inspections performed is acceptable). Do not list “multiple” or “continuous” as responses to the questions.
 - List the number of actions under each category. Do not include the amount of any monetary penalties or costs of clean up.
 - Program Area 5
 - For permanent water quality BMPs, the permittee must now report numbers for both **new** BMPs and **all** BMPs per the following:
 - **New** BMPs: Those implemented during the reporting year.
 - **All** BMPs: Those that have been implemented in accordance with the permittee’s Post-Construction Program. This is the total number of permanent water quality control BMPs the permittee is ensuring long-term operation and maintenance and includes BMPs installed during both the current and previous permit terms; since the time of full program implementation.
- Part 4
 - Reporting for Measurable Goals has been broken into two sections, including Measurable Goals due in the Reporting Year and Measurable Goals due in future Reporting Years.
 - Measurable Goals due in the Reporting Year: Provide information on the measureable goals met during the annual report period. Provide further information on any measureable goals not met and submit a Notification of Noncompliance in accordance with Part II.B.1 of the permit.
 - Measurable Goals due in future Reporting Years. Provide information on all measureable goals remaining in the permit term.

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Municipal Separate Storm Sewer Systems (MS4s) Permit, COR-080000 and 090000 - Renewal Permittees

COLORADO DEPT. OF PUBLIC HEALTH & ENVIRONMENT

Water Quality Control Division
Attn: WQCD-P-B2
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530

Each part of this form (1 through 7) must be completed and the certification in Part 2 must be signed by the legally responsible person. One original copy (no faxes or e-mails) of the completed Annual Report Form, including attachments if required, shall be submitted by March 10th of each year covering January 1 through December 31 of the previous year.

Part I.E.4 of the MS4 permit requires that an Annual Program Review be conducted by the permittee as necessary for the preparation of the Annual Report. The review for each reporting year must be completed prior to the submittal of this form. The annual review shall include:

- a) A review of the CDPS Stormwater Management Program compliance status with any schedules and other Measurable Goals established under the Program;
- b) An assessment of the effectiveness of controls established by the Program; and
- c) An assessment of any program modifications needed.

Part 2 of this form includes a certification by the permittee that their CDPS Stormwater Management Program is being implemented in compliance with the conditions of the permit, which includes completing all program implementation commitments provided in submittals to the Water Quality Control Division to meet permit conditions. If the permittee is not in compliance with the conditions of the permit, a Notification of Noncompliance must be provided in accordance with Part II.B.1 of the permit at the time of, or prior to, the submittal of this form.

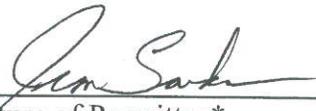
PART 1: PERMITTEE INFORMATION

Permittee (Agency name): City of Greenwood Village	Reporting Year (check one) <input checked="" type="checkbox"/> Jan 1, 2009 to Dec 31, 2009 (The annual report is due by March 10, 2010) *Permittees must submit a one-time report for the Municipal Operations Program by March 10, 2010 as required by Part I.F.8 of the permit. The Water Quality Control Division will provide separate guidance for this report.
Mailing Address (<input type="checkbox"/> check if new): 6060 S. Quebec Street	
City, State and Zip Code (<input type="checkbox"/> check if new): Greenwood Village, CO 80111	
Contact Person (<input checked="" type="checkbox"/> check if new) Name: Wanda W. DeVargas, Project Manager II Phone Number: 303-708-6140	
Permit Certification No: COR - 080004	
Have any areas been added to the MS4 due to annexation or other legal means? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, include updated map OR provide the web address for an online map.	
If permit boundary maps are online, please provide the web site address: 	

PART 2: ANNUAL REPORT 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 gather and evaluate 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.”

“I certify that to the best of my knowledge and belief the CDPS Stormwater Management Program is being implemented in accordance with the requirements of COR-090000 OR that a notice addressing the failure to implement the CDPS Stormwater Management Program has been provided in accordance with Part II.B.1 of the permit.”

X  3/4/10
 Signature of Permittee* Date Signed

City Manager
 Title of Signatory

*In accordance with the permit, this report shall be signed and certified for accuracy by either a principal executive officer, ranking elected official or other duly authorized employee.

PART 3: INSPECTION AND ENFORCEMENT

In the tables below, provide the number of inspections and actions performed for the following programs for the reporting year.

Program Area 3: Illicit Discharge Detection and Elimination	
Enforcement: Provide the number of enforcement actions performed to address violations of the permittee’s Illicit Discharge Detection and Elimination program, by category. If multiple distinct actions were taken as part of an escalation process, count each action separately. Actual numbers must be provided. Do not list “multiple” or “continuous.”	Number of Actions
Monetary Penalty/Fine (include the number of enforcement actions, not a dollar amount)	0
Written Notification of Violation	0
Verbal Notification of Violation	1
Charge for Cleanup/Remediation (include the number of enforcement actions, not a dollar amount)	0
Other (If a predefined category is not included above for enforcement tool(s) used, provide a description of the tool(s) and associated number(s) of actions below.)	
1. Report of code violation regarding non permitted storage shed constructed at Sleep Inn, 9257 E. Costilla Ave., Greenwood Village, CO 80112, with open drain to storm sewer. The storage shed was never occupied and required to be removed by Community Development, which prevented a potential illicit discharge to the MS4. Education and communication was the enforcement tool utilized to inform the management of the	1. 1

potential illicit discharge and impacts to water quality.	
<p>2. December 14, 2009, CDPHE received an illicit discharge call from the public about “<i>City Employees appear to be draining water from a pond and sending the very green water to a storm sewer that likely leads to Cherry Creek</i>” (CDPHE Case Number 2009-0535). Village staff responded and came to find Goldsmith Metropolitan District staff draining a utility vault into the MS4 located at the northeast corner of Belleview Avenue and Syracuse Street.</p> <p>Although this MS4 is located outside the Village’s MS4 permit area and jurisdictional boundary, communication was the enforcement tool utilized to notify the District of the situation. The Village spoke to the District staff onsite regarding the CDPHE report, notified the District Management, and followed up with CDPHE to provide clarification. The District Management also followed up with CDPHE.</p> <p>(add rows as needed)</p>	2. 1

Program Area 4: Construction Site Runoff Control	
Actual numbers must be provided. Do not list “multiple” or “continuous.”	Number of Sites
Total number of construction sites covered by inspection program during the year. Include each site that was active at any time during the reporting year.	119
Inspections: Provide the number of inspections to assess and enforce compliance with the requirements of the permittee’s Construction Site Runoff Control program. Inspections must be divided into the following two categories.	Number of Inspections
I Level Inspections conducted to assess the adequacy of BMPs and overall site management, performed by an inspector adequately trained to determine compliance with the requirements of the permittee’s CDPS Stormwater Management Program.	153
-AND- Reconnaissance/Indicator Inspections conducted to only assess sites for indicators of noncompliance. Reduced Level Inspections do not fully assess the adequacy of BMPs and overall site management and/or are not performed by an inspector adequately trained to determine compliance with the requirements of the permittee’s CDPS Stormwater Management Program (for Reduced Level Inspections, an estimate of the number of inspections performed is acceptable).	5881
Enforcement: Provide the number of enforcement actions performed to address violations of the permittee’s Construction Sites Program, by category. If multiple distinct actions were taken as part of an escalation process, count each action separately.	Number of Actions
Monetary Penalty/Fine (include the number of enforcement actions, not a dollar amount)	0
Stop Work Order	1
Written Notification of Violation	62
Verbal Notification of Violation	109
Withholding of Permits (e.g., building permits, tap permits, etc.)	0
Work Performed by Permittee or Permittee’s Contractor and Responsible Party Charged/Bond Withheld (include the number of enforcement actions, not a dollar amount)	0
Other (If a predefined category is not included above for enforcement tool(s) used, provide a description of the tool(s) and associated number(s) of actions below.)	
1. Sites where inspections were withheld.(add rows as needed)	2

Program Area 5: Post-Construction Stormwater Management	
Actual numbers must be provided. Do not list "multiple" or "continuous."	
NEW BMPS/SITES - Summary Information for the Year: Provide information for one of the following two rows (<i>Number of Sites</i> or <i>Number of BMPs</i>). Note: Responses for both rows will be required in the 2010 through 2012 Annual Reports)	Number of Sites/BMPs
Number of Sites: Total number of sites for which permanent water quality control BMPs were implemented during the reporting period , in accordance with permittee's Post-Construction Program. Note, this may include sites with multiple individual BMPs.	12
-OR- Number of BMPs: Total number of individual permanent water quality BMPs implemented during the reporting period in accordance with permittee's Post-Construction Program.	
ALL EXISTING BMPS/SITES - Summary Information for all BMPs: Provide information for one of the following two rows (<i>Number of Sites</i> or <i>Number of BMPs</i>).	Number of Sites/BMPs
Number of Sites: Total number of sites for which permanent water quality control BMPs have been implemented in accordance with permittee's Post-Construction Program since the full implementation of this program area (implemented no later than March 9, 2008) . Note, this may include sites with multiple individual BMPs.	191
-OR- Number of BMPs: Total number of specific permanent water quality BMPs implemented in accordance with permittee's Post-Construction Program since the full implementation of this program area (implemented no later than March 9, 2008) . Note, this may include sites with multiple individual BMPs.	
Inspections: Provide information for only one of the following two rows (either <i>Number of Sites Inspected</i> or <i>Number of BMPs Inspected</i>).	Number of Inspections
Number of Site Inspections: Total number of inspections performed of sites with permanent water quality control BMPs to ensure compliance with long term operation and maintenance requirements of the permittee's Post-Construction Program. Note, this may include sites with multiple individual BMPs.	238
-OR- Number of BMP Inspections: Total number of inspections performed of individual permanent water quality BMPs to ensure compliance with long term operation and maintenance requirements of the permittee's Post-Construction Program.	
Enforcement: Provide the number of enforcement actions performed to address violations of the permittee's Post-Construction Management program, by category. If multiple distinct actions were taken as part of an escalation process, count each action separately. Include actions associated with installation AND long term operation.	Number of Actions
Monetary Penalty/Fine (include the number of enforcement actions, not a dollar amount)	0
Stop Work Order	0
Written Notification of Violation	0
Verbal Notification of Violation	0
Withholding of Permits (e.g., building, tap, occupancy, etc.)	0
Work Performed by Permittee or Permittee's Contractor and Responsible Party/Bond Withheld (include the number of enforcement actions, not a dollar amount)	0
Other (If a category is not included above for enforcement tool(s) used, provide a description of the tool(s) and associated number(s) of actions below). N/A (add rows as needed)	N/A

PART 4. MEASURABLE GOALS

The permittee must report on all Measurable Goals due in accordance with the due dates provided by the permittee in the previously submitted CDPS Stormwater Management Program Description or subsequent approved program modifications. Measurable Goal due dates cannot be changed below; they must be made in accordance with the permit Part I.E.2.a.

4.A) Measurable Goals due during the Reporting Year: Has the permittee completed all measurable goals due during the Reporting Year?

- No, one or more Measurable Goals were due, but not completed
(A notice addressing the failure to implement the CDPS Stormwater Management Program must be provided in accordance with Part II.B.1 of the permit)
- N/A, no Measurable Goals were due this Reporting Year
- Yes, one or more Measurable Goals were due this Reporting Year and completed.
A List of completed measurable goal(s) must be provided below.

List all measurable goals that were completed during the Reporting Year:

Completed Measurable Goal
<p>Illicit Discharge Detection and Elimination – Per the Illicit Discharge Detection and Elimination Section C., Program Element 4. Staff Education, the Village stated it is currently working with a consultant to inventory available spill response materials and provide training for response and information and such training would be provided to staff in the upcoming permit cycle.</p> <p>Recognizing the need for immediate response to spills, the Village purchased a large spill kit that includes absorbent materials and booms for Environmental Service Area staff’s use. Environmental Service Area staff is familiar with the usage of these materials per manufacturer’s guidelines. These materials are placed in the staff’s pool vehicles and have been used in response as appropriate and are replenished as appropriate.</p>
<p>Construction Sites Runoff Control – Fully Implement procedures to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators of control measures by December 31, 2009.</p> <p>During 2009, Community Development and Environmental Service Area staff evaluated procedures between both departments. Upon review, a training session was provided to Community Development and Engineering Inspection staff to provide direction and to help clarify procedures for chronic and recalcitrant violators with the goal to provide consistent response on situations which include private and/or public projects.</p>
<p>Pollution Prevention/Good Housekeeping for Municipal Operations - Review existing documented procedures, and develop new written procedures, as necessary, for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee’s municipal operations. The documentation must specifically list the municipal operations (i.e., activities and facilities) that are impacted by this operation and maintenance program. The documentation must also include a list of the industrial facilities the permittee owns or operates that are subject to separate coverage under the State’s general stormwater permits for discharges of stormwater associated with industrial activity by December 31, 2009.</p>

Environmental Service Area staff met with public works supervisors to evaluate existing procedures and review draft copies of standard operating procedures. Upon review and comment, the standard operating procedures were finalized and electronic copies of these are posted to the Village intranet for staff to reference. A hard copy is located at the front desk of the Public Works Maintenance Facility for staff that does not have access to a computer.

4.B) Future Measurable Goals: Does the permittee have one or more measurable goals due in future years of the remaining permit term?

- No, measurable goals are not due in future years of the remaining permit term.
- Yes, one or more measurable goals are due in future years of the remaining permit term. A summary of the measurable goal(s) must be provided below.**

Future Measurable Goal	Due Date	Status
Public Education and Outreach - A GIS map will be developed that indicated which inlets that convey water quality information (storm sewer inlet marker).	December 31, 2010	Staff has been assigned to complete this project as part of an annual performance goal and to begin project in the 2 nd quarter of 2010.
Public Education and Outreach - The Village will inspect and maintain storm sewer inlet markers/storm sewer information installed since the first permit cycle.	December 31, 2010	This will be completed at the same time the GIS map is developed.
Public Education and Outreach – The Village will install educational trail signage in parks such as the Marjorie Perry Nature Preserve.	December 31, 2013	Educational trail signage has been generated for Cottonwood Creek and will be installed by December 31, 2010. Parks, Trails and Recreation staff is evaluating signage placement at the Marjorie Perry Nature Preserve with review and approval from City Council.
Pollution Prevention/Good Housekeeping for Municipal Operations - Develop and implement procedures to provide training to municipal employees as necessary to implement the (SOP) program under Item 3.a.	December 31, 2010	Environmental Service Area staff has met with Public Works Management staff to generate a training schedule for quarterly training sessions and includes training for new employees. Pending approval of this schedule, training sessions will be held throughout the year and as appropriate for new hires and job transferees as appropriate.

PART 5. INFORMATION COLLECTED AND ANALYZED (attachment)

Did the permittee collect and analyze any information during the reporting period, including any water quality monitoring, to assess the success of the program at reducing the discharge of pollutants to the MEP?

No

Yes

If you answer yes, a summary of the information collected and analyzed must be attached.

PART 6. PROPOSED CHANGES TO CDPS STORMWATER MANAGEMENT PROGRAM (attachment)

Is the permittee proposing any changes and/or additions to the CDPS Stormwater Management Program, including changes to any BMPs or any identified Measurable Goals that apply to the program elements?

No

Yes

If you answer yes, a summary of the change/addition must be attached in accordance with the guidance provided below. For significant changes that involve replacing or deleting an ineffective or infeasible BMP, the summary must include the information required in A through E below, and Part I.E.2.a.2 of the permit.

For the BMPs/Measurable Goals that were previously described in reports or the permit application, provide a summary of any proposed changes and/or additions. BMPs include all program elements implemented to meet the requirements of the permittee's CDPS Stormwater Management Program.

Significant changes that involve replacing or deleting an ineffective or infeasible BMP may require Division review, as outlined in **Part I.E.2.a.2** of the permit. For each change proposed, you must provide:

- A) The applicable Program Area;
- B) The BMP/Measurable Goal for which a change is being proposed;
- C) Any proposed changes to the BMP description;
- D) Any proposed changes to the Measurable Goals (including specific dates and numeric measures); and
- E) The rationale for the proposed changes.

Note that submittal of a request to change BMPs and/or Measurable Goals must be made prior to the implementation of the change and/or the deadline in the Measurable Goal. If the deadline is before the due date for the Annual Report, the change must be requested independent of the Annual Report submittal.

PART 7. NOTICE OF NEW PROGRAM ELEMENT OPERATION BY A SECOND PARTY

(attachment)

Has the permittee's program changed to rely on another government entity to satisfy some of their permit obligations? Answer "yes" only if not included in the **permittee's Program Description Template or previous report submitted to the Division,**

No

Yes

If you answer yes, a summary statement must be provided. Example statement: "As of (date) (entity) is performing the construction site plan reviews for the City in accordance with the procedures in the City's original application."

Greenwood Village

PUBLIC WORKS DEPARTMENT

10001 EAST COSTILLA AVENUE • GREENWOOD VILLAGE, COLORADO 80112-3730 • MAIN: (303) 708-6100 • FAX: (303) 706-1976

March 2, 2010

Mr. Nathan Moore
Colorado Department of Public Health and Environment
Water Quality Control Division WQCD- Permits
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530

RE: COR -08-004 Phase II MS4 Municipal Permit Proposed Revision to Public Participation and Involvement Requirements

Dear Nathan,

This letter is to provide a proposed change to the City of Greenwood Village's MS4 permit COR 08-004, regarding Program Area II, Public Participation and Involvement. Per item 2, Mechanism and Processes for Public Involvement and Feedback, the Village states in the upcoming permit term, the Village will add water quality questions to its 2010 Greenwood Village Quality of Life Citizen Survey.

Due to budgetary constraints, the Village will not conduct the 2010 Greenwood Village Quality of Life Citizen Survey. By December 31, 2010, the Village would like to substitute conducting a water quality survey either via a randomly selected set of residents or at a community festival as an acceptable alternative in lieu of the Quality of Life Citizen Survey. If this is not acceptable, please contact me at your earliest convenience. I can be reached at 303-708-6142. Thank you for your consideration with this revision.

Sincerely,



Suzanne F. Moore, P.E.
Public Works Manager - Environment

C: Permit File



ONE-TIME OPERATING PROCEDURES REPORT – Due March 10, 2010
Municipal Separate Storm Sewer Systems (MS4s) Permits, COR-070000, COR-080000 and COR-090000

COLORADO DEPT. OF PUBLIC HEALTH & ENVIRONMENT
Water Quality Control Division
WQCD-P-B2
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530

This form is intended to be filled out electronically and then printed for submittal; however, the information required for Parts 3 and 4 may instead be included in a separate attachment. One original copy (no faxes or e-mails) of the completed One-Time Operating Procedures Report Form, including attachments as appropriate, must be submitted to the Water Quality Control Division by March 10, 2010.

Each part of this form (1 through 4) must be completed, and the certification in Part 2 must be signed by the permittee (legally responsible person). Additional instructions for completing Part 3 of the form are included at the beginning of that section.

This form is used to report compliance with Part I.B.6 of the above referenced MS4 permits, which requires permittees to “develop and maintain written procedures for the implementation of an operation and maintenance program to prevent or reduce pollutants in runoff from the permittee’s municipal operations. The program must specifically list the municipal operations (i.e., activities and facilities) that are impacted by this operation and maintenance program. The program must also include a list of industrial facilities the permittee owns or operates that are subject to separate coverage under the State’s general stormwater permits for discharges of stormwater associated with industrial activity”. All MS4 permittees covered under the above referenced general permits must comply with this requirement no later than **December 31, 2009**, and report it by **March 10, 2010**.

PART 1: PERMITTEE INFORMATION

Permittee (Agency name): City of Greenwood Village
Mailing Address: 6060 S. Quebec Street
City and Zip Code: Greenwood Village, CO 80111
Permit Certification No.: COR – 080004

PART 2: 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 gather and evaluate 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."

X 

Signature of Permittee (legally responsible person)

3/4/10

Date Signed

PART FACILITIES COVERED BY INDUSTRIAL STORMWATER PERMITS

The permittee must provide a list of industrial facilities it owns or operates that are subject to separate coverage under any State of Colorado CDPS general stormwater permit, or the No Exposure Exclusion for discharges of stormwater associated with industrial activity.

INSTRUCTIONS:

Please read the instructions in their entirety before completing the table below.

1. It is **not** necessary to list sites/facilities with permit coverage under the Stormwater Construction General Permit (COR-030000). It is also **not** necessary to list permits that are for discharges other than stormwater.
2. **List all facilities with industrial general stormwater permit coverage or No Exposure Exclusions for which the MS4 owns the permitted operation, even if a contractor or separate operator is the permittee.** It is not required to list facilities if the MS4 owns only the land and leases it to the operating entity, but has no association with the operations of that facility.
3. **List all applicable facilities with industrial general stormwater permit coverage or No Exposure Exclusions, per the above criteria, including facilities located outside of the MS4 permit boundary or municipal boundary.**
4. For each listed facility, indicate the facility name, permittee, address, permit certification number, and the applicable CDPS general stormwater permit using the following categories:
 - a. Light – COR-010000;
 - b. Heavy – COR-020000;
 - c. Metal Mining – COR-040000;
 - d. Sand & Gravel (and other nonmetallic minerals) – COR-340000;
 - e. Recycling – COR-060000; or
 - f. No Exposure Exclusion – NOX-000000.

Name of Facility (with industrial general stormwater permit coverage or No Exposure Exclusions, per the above criteria)	Facility Permittee (if other than the MS4)	Address (street, city, and zip code)	CDPS Permit Certification Number	Stormwater Permit Type
N/A				

PART 4: INVENTORY OF WRITTEN PROCEDURES

The permittee must submit a one-time inventory of the written procedures developed for the Pollution Prevention/Good Housekeeping for Municipal Operations program, as described in Part I.B.6 of the permit. The inventory must address all municipal operations (activities/facilities) listed in Part I.B.6(a) of the permit, and any other activities or facilities the permittee addressed in their Pollution Prevention/Good Housekeeping for Municipal Operations program. It is not necessary to list the specific locations of municipal facilities. The permit also states that the Division may specifically request additional types of activities or facilities be included in the inventory by providing such a list at least 6 months prior to the above applicable due date. The following table includes those additional activities and facilities.

INSTRUCTIONS:

Please read the instructions in their entirety before completing the table below:

General Instruction:

1. Column I lists activities and facilities, by category, that must be addressed. It is likely that the permittee will not have all municipal operations divided into the categories of activities and facilities provided. The permittee should do its best to address its activities and facilities using the provided list. A permittee should list an activity/facility in Row I.1 (Other) if it does not fit into one of the provided categories.

Instructions for Each Column:

2. Column II – Owned or Operated by the MS4?
Does the permittee own or operate the activity/facility within its permitted area? Enter either “Yes” or “No.” Enter “Yes” if the permittee owns or operates one or more activities/facilities fitting into the applicable category. Enter “No” if the MS4 owns only the land that is leased to the operating entity, but has no association with the activities at that facility.
3. Column III – Contractor Operated?
Is the activity/facility operated by contractors? Enter either “Yes” or “No.” Enter “Yes” if contractors operate any activity/facility associated with the applicable category. Therefore, the permittee should enter “Yes” if the activity or facility is operated by both permittee staff and contractors. If a “Yes” is entered for a category, the written procedures listed in Column V must address the contractors, as applicable, including training, contractor procedures, etc. If separate procedures are in place for staff and contractors, indicate this in Column V.
4. Column IV – Are Written Procedures in Place?
Are written procedures for pollution prevention and good housekeeping in place for the activity/facility, as required by Part I.B.6 of the permit? Enter either “Yes” or “No.” These procedures are required for all activities and facilities for which the answer in Column II is “Yes.” If a “No” is provided in this column for any activity/facility the permittee owns or operates within its permitted area, the permittee is out of compliance with the permit, and a noncompliance notification must be provided to the Division in accordance with Part II.B.1 of the permit.
5. Column V – How and Where are Procedures Maintained?
Procedures must be documented for all activities/facilities listed in Column I that a permittee owns or operates (i.e., all activities/facilities for which the answer in Column II was “Yes”). Use the following guidance to determine how to list a written procedure:

- a. **Procedures contained within documents: provide the name other identifier for the document.** Documentation can take a variety of forms, including but not limited to, procedural manuals, stormwater quality guides/manuals, internal or external web pages, facility operations manuals, ordinances, regulations, laws, employee handbooks, contracts, etc. **If the procedures are part of a large document** that addresses multiple subjects, include the section in which the applicable procedures are included.
- b. **Multiple documents can be listed in a single row.** If procedures to cover a single category are included in multiple documents, list all of the documents. For example, a Training Plan may address comprehensive employee training, while a Facility Operations Manual addresses facility specific practices – both documents need to be listed.
- c. **List documents separately for each applicable row.** If the same document addresses activities/facilities listed in separate rows, list it in each applicable row. For example the same procedural manual may cover A.3 (snow & ice control) and A.4 (snow storage).

I Operations Activity/Facility	II Does the permittee own or operate the activity/facility within its permitted area? ("Yes" or "No")	III Is the activity/facility operated by contractors? ("Yes" or "No")	IV Are written procedures in place for the activity/facility? ("Yes" or "No")	V How and where are the written procedures maintained? If the procedures are contained within a larger manual, regulation, etc, provide the name and section of that document (List all Applicable)
A. Streets/Roads/Highways (i.e., Lane Miles) and Municipal Parking Lots				
A.1 Sweeping	Yes	No	Yes	Street Sweeping and Street Sweeper Cleaning SOP located in SOP Binder and internal website/shared folder. . .
A.2 Power Washing	Yes	Yes	Yes	Power Washing SOP, located in SOP Binder and internal website/shared folder.
A.3 Snow & Ice Control (Including application of deicers/anti-icers)	Yes	No	Yes	Snow and Ice Control SOP located in SOP Binder and internal website/shared folder, Draft City of Greenwood Village Snow and Ice Management Plan, Winter, 2009. Typically, Snow and Ice Control operations are performed by Village staff, however in case of emergency, the SOP includes language regarding if services are contracted, this written procedure should be provided to the contractor so they have the proper operational procedures.
Snow Storage	Yes	No	Yes	Snow Storage SOP located in SOP Binder and internal website/shared folder, Draft City of Greenwood Village Snow and Ice Management Plan, Winter, 2009. Typically, snow storage operations are performed by Village staff. However in case of emergency, the SOP includes language regarding if services are contracted, this written procedure should be provided to the contractor so
A.4				

					they have the proper operational procedure.
A.5	Street, Curb, and Gutter Maintenance (E.g., patching, sealing, etc.)	Yes	Yes	Yes	Street Curb and Gutter Maintenance SOP for Water Quality located in SOP Binder and internal website/shared folder.
A.6	Large Outdoor Festivals/Events	Yes	Yes	Yes	Large Outdoor Festivals and Events SOP, located in SOP Binder and internal website/shared folder
A.7	Replacement/Construction	Yes	Yes	Yes	Street Curb and Gutter Replacement and Construction SOP for water quality, located in SOP Binder and internal website/shared folder

B. Outdoor Storage and Activities at Municipal Yards

B.1	Salt & Sand Storage	Yes	No	Yes	Deicer Storage SOP located in SOP Binder and internal website/shared folder.
B.2	Material Storage	Yes	No	Yes	Outdoor Material Storage SOP located in SOP Binder and internal website/shared folder.
B.3	Heavy Equipment/Vehicle Maintenance	Yes	No	Yes	Heavy Equipment and Vehicle Maintenance SOP Vehicle and Equipment Washing SOP located in SOP Binder and internal website/shared folder.
B.4	Fueling	Yes	No	Yes	Vehicle Fueling SOP located in SOP Binder and internal website/shared folder.
B.5	Street Sweeper Cleaning and Waste	Yes	No	Yes	Street Sweeping and Street Sweeper Cleaning SOP located in SOP Binder and internal website/shared folder.
B.6	Waste Management	Yes	Yes	Yes	Waste Management SOP, located in SOP Binder and internal website/shared folder
B.7	Spill Prevention and Response	Yes	Yes	Yes	Spill Prevention and Response SOP, located in SOP Binder and internal website/shared folder

C. Facilities with Fleet Maintenance

C.1	Outdoor Material Storage	Yes	No	Yes	Outdoor Material Storage SOP located in SOP Binder and internal website/shared folder.
C.2	Outdoor Fleet Maintenance	Yes	No	Yes	Heavy Equipment and Vehicle Maintenance SOP Vehicle and Equipment Washing SOP located in SOP Binder and internal website/shared folder.
C.3	Waste Management	Yes	Yes	Yes	Waste Management SOP, located in SOP Binder and internal website/shared folder

D. Waste/Recyclable

D.1	Waste/Recyclable Transfer Stations (residential drop-off collection sites)	N/A			There are no waste/recyclable transfer stations in the Village and household hazardous waste is handled via Contractor Curbside pickup. However the Village maintains a large item pickup and phone book /recycling dumpsters at the maintenance facility which are referenced in the Waste Management SOP.
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E. Buil Maintenance		Yes	Yes	Yes	Building Maintenance SOP located in SOP Binder and internal website/shared folder.
E.1	Waste Management	Yes		Yes	
E.2	Power Washing	Yes		Yes	Power Washing SOP, located in SOP Binder and internal website/shared folder.
F. New Municipal Buildings, Yards, Facilities, Parks, etc					
F.1	New Construction not covered under Sections A or H. This includes construction under one acre not subject to a CDPS Construction Permit.	Yes		Yes	New Construction Activities for Municipalities SOP located in SOP Binder and internal website/shared folder.
G. Parks & Open Space					
G.1	Maintenance	Yes		Yes	Parks and Open Space Maintenance SOP located in SOP Binder and internal website/shared folder.
G.2	Outdoor Material Storage	Yes	No	Yes	Outdoor Material Storage SOP located in SOP Binder and internal website/shared folder.
G.3	Waste Management	Yes		Yes	Waste Management SOP, located in SOP Binder and internal website/shared folder
G.4	Large outdoor festivals/events	Yes		Yes	Large Outdoor Festivals and Events SOP, located in SOP Binder and internal website/shared folder
G.5	Fertilizer, Herbicide and Pesticide Application	Yes		Yes	Fertilizer Herbicide and Pesticide Application SOP located in SOP Binder and internal website/shared folder.
H. Utilities (linear projects) and Storm System					
H.1	Maintenance	Yes		Yes	Utility and Storm Sewer Maintenance SOP, located in SOP Binder and internal website/shared folder
H.2	Replacement/Construction	Yes		Yes	Utility and Storm Sewer Replacement/Construction SOP, located in SOP Binder and internal website/shared folder
I. Other (only required if applicable)					
I.1	Vehicle and Equipment Washing	Yes	No	Yes	Vehicle and Equipment Washing SOP located in SOP Binder and internal website/shared folder.