



# Annual Report Form For Individual NPDES Permits For Municipal Separate Storm Sewer Systems (RULE 62-624.600(2), F.A.C.)

- This Annual Report Form must be completed and submitted to the Department to satisfy the annual reporting requirements established in Rule 62-621.600, F.A.C.
- Submit this fully completed and signed form and any REQUIRED attachments by email to the NPDES Stormwater Program Administrator or to the MS4 coordinator (<http://www.dep.state.fl.us/water/stormwater/npdes/contacts.htm>). Files larger than 10MB may be placed on the FTP site at: [ftp://ftp.dep.state.fl.us/pub/NPDES\\_Stormwater/](ftp://ftp.dep.state.fl.us/pub/NPDES_Stormwater/). After uploading files, email the MS4 coordinator or NPDES Program Administrator to notify them the report is ready for downloading; or by mail to the address in the box at right.
- Refer to the Form Instructions for guidance on completing each section.
- **Please print or type information in the appropriate areas below.**

**Submit the form and attachments to:**  
 Florida Department of Environmental Protection  
 Mail Station 3585  
 2600 Blair Stone Road  
 Tallahassee, Florida 32399-2400

**SECTION I. BACKGROUND INFORMATION**

<b>A.</b>	Permittee Name: City of West Palm Beach		
<b>B.</b>	Permit Name: Palm Beach County MS4		
<b>C.</b>	Permit Number: FLS000018-004		
<b>D.</b>	Annual Report Year: <input checked="" type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input type="checkbox"/> Other, specify Year:		
<b>E.</b>	Reporting Time Period (month/year): 10 / 2016 through 09 / 2017		
<b>F.</b>	Name of the Responsible Authority: Poonam Kalkat		
	Title: : Director of Public Utilities		
	Mailing Address: P.O Box 3368		
	City: West Palm Beach	Zip Code: 33402	County: Palm Beach
	Telephone Number: 561-822-2200		Fax Number: 561-822-2193
E-mail Address: pkalkat@wpb.org			
<b>G.</b>	Name of the Designated Stormwater Management Program Contact (if different from Section I.F above): Stephon Harris		
	Title: Utilities Operations & Maintenance Superintendent		
	Department: Public Utilities		
	Mailing Address: P.O Box 3368		
	City: West Palm Beach	Zip Code: 33402	County: Palm Beach
	Telephone Number: 561.822.2168		Fax Number: 561-822-2193
E-mail Address: harrisS@wpb.org			

**SECTION II. MS4 MAJOR OUTFALL INVENTORY (Not Applicable in Year 1)**

<b>A.</b>	Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
<b>B.</b>	Number of outfalls REMOVED from the outfall inventory in the current reporting year (insert "0" if none): 0 (Does this number include non-major outfalls? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable)
<b>C.</b>	Is the change in the total number of outfalls due to lands annexed or vacated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

**SECTION III. PART V.B. ASSESSMENT PROGRAM**

<b>A.</b>	<p>Provide a brief statement as to the status of water quality monitoring plan implementation. Status may include sampling frequency changes, monitoring location changes, or sampling waiver conditions. <i>DEP Note: If permittee participates in a collaborative monitoring plan, permittee may refer to a joint response as defined by the interlocal agreement.</i></p> <p>Name and date of the approved plan: Current approved plan for the Group Monitoring Plan is September 8, 2016 Status: <i>The Group Monitoring Report is included in the Cycle 4, Year 1 Joint Annual Report. The newly-developed, individual Assessment Plan is awaiting approval by FDEP</i></p>
<b>B.</b>	<p>Provide a brief discussion of the monitoring and loading results to date, which includes a summary of the water quality monitoring data and / or stormwater pollutant loading changes from the reporting year. <i>DEP Note: Results must be specific to the permittee's SWMP.</i></p> <p><i>Please refer to the Cycle 4, Year 1 Joint Annual Report for a summary of the Group's water quality monitoring results for the reporting period. Refer to the Cycle 3, Year 6 Joint Annual Report for proposed pollutant loading analysis changes. The best available information on existing pollutant loading estimates is documented in the Cycle 3, Year 3 Joint Annual Report.</i></p> <p><i>The newly-developed, individual Assessment Plan is under review by FDEP once approved, will be implemented during Year 2 of the permit cycle. Note that in any future reporting year, the Group's water quality monitoring data for the reporting period may not be available for 4 to 6 months after the reporting period has ended. Consequently, any water quality data from the Group Program that is used as part of an individual permittee's Assessment Plan for the reporting period, will be based on the previous year's data.</i></p>
<b>C.</b>	<p>Attach a monitoring data summary as required by the permit. An analysis of the data discussing changes in water quality and/or stormwater pollutant loading from previous reporting years. <i>DEP Note: Analysis must be specific to the permittee's SWMP.</i></p> <p><b>See response for Section III B, above</b></p>

**SECTION IV. FISCAL ANALYSIS**

<b>A.</b>	Total expenditures for the NPDES stormwater management program for the current reporting year: \$11,315,255
<b>B.</b>	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$12,827,455
<b>C.</b>	<p>Did the current reporting year resources decrease from the previous year? Y <input type="checkbox"/> / N <input checked="" type="checkbox"/></p> <p>If program resources decreased, provide a discussion of the impacts on the implementation of the SWMP.</p> <p>N/A</p>

**SECTION V. MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM**

Only the following materials are to be submitted to the Department along with this fully completed and signed Annual Report Form (check the appropriate box to indicate whether the item is attached or is not applicable):

Attached	N/A	Required Attachments	Permit Citation	Attachment Number/Title
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.	Part III.A	#1.0 & 1.2 revised SOP for Reactive inspection Revised Major outfalls #1.2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	An explanation of why the minimum inspection frequency in Table II.A.1.a. was not met, if applicable.	Part II.A.1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A list of the flood control projects that did not include stormwater treatment and an explanation for each of why it did not (if applicable).	Part III.A.4	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.	Part V.B.3	Refer to joint report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YEAR 1 ONLY: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM) in accordance with Rule 62-624.600(2)(a), F.A.C.	Part III.A.1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 2: A summary review of codes and regulations to reduce the stormwater impact from development.	Part III.A.2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year 3 ONLY: The estimates of pollutant loadings and event mean concentrations for each major outfall or each major watershed in accordance with Rule 62-624.600(2)(b), F.A.C.	Part V.A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 3: Summary of TMDL Monitoring Results (if applicable).	Part VIII.B.2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 3: Bacteria Pollution Control Plan (if applicable).	Part VIII.B.3	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from development.	Part III.A.2	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: A report on any amendments to the applicable legal authority (if applicable).	Part III.A.7.a	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C. <ul style="list-style-type: none"> <li>The monitoring plan (with revisions, if applicable).</li> <li>If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.</li> </ul>	Part V.B.3 Part V.A.3	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YEAR 4: TMDL Supplemental SWMP (if applicable).	Part VIII.B.3	

**DO NOT SUBMIT ANY OTHER MATERIALS**  
(such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

**SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE**

The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C.:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon 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.

Name of Responsible Authority (type or print): Poonam Kalkat

Title: Public Utilities Director

Signature:  Date: 02/20/18

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.					C.		D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity					Number of Activities Performed		Documentation / Record	Entity Performing the Activity	Comments
Part III.A.1	<b>Structural Controls and Stormwater Collection Systems Operation</b>									
<p>Report the current known inventory.</p> <p>Report the number of inspection and maintenance activities conducted for each applicable type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained.</p> <p><i>Note: Delete structures that are not in your MS4's inventory. The permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.</i></p>										
<b>Type of Structure</b>		<b>Number of Structures</b>	<b>Number of Inspections</b>	<b>Percent Inspected</b>	<b>Number of Maintenance Activities</b>	<b>Percent Maintained</b>				
<b>Dry retention systems</b>		3	3	100	5	100	Hiperweb /workorders	Wpb stormwater / total maintenance	Grant St Complex Andrews Rd	
<b>Exfiltration trench / French drains (lf)</b>		7325	1	100	1	100	Hiperweb /workorders	Wpb stormwater		
<b>Grass treatment swales (miles)</b>		1	1	100	1	100	Hiperweb /workorder	Wpb stormwater		
<b>Dry detention systems</b>		3	3	100	3	100	Hiperweb /workorder	Wpb stormwater		
<b>Wet detention systems</b>		4	4	100	4	100	Hiperweb /workorder	Wpb stormwater		
<b>Alum Injection systems</b>		1	144	100	18	100	CMMS,PMC Tools	WTP staff		
<b>Pollution control boxes</b>		13	13	100	13	100	Hiperweb /workorders	Wpb stormwater		
<b>Pump stations</b>		7	81	100	14	100	CMMS,PMC Tools	WTP staff		
<b>Major outfalls</b>		47	47	100	47	100	Hiperweb /workorders	Wpb stormwater	updated	
<b>Weirs or other control structures</b>		3	3	100	3	100	Control structure inspection sheet /	Wpb stormwater		
<b>pipes / culverts (miles)</b>		160	40	30	40	26	Hiperweb /workorders	Wpb stormwater	New GIS update	
<b>Canals</b>		7	7	100	7	100	Hiperweb /workorders	Wpb stormwater	Sequoia,Carver,Stubb,Ware, Golf,Gaines & C-17	
<b>Inlets / catch basins / grates</b>		5681	5681	100	26	100	Hiperweb	Wpb stormwater	New GIS update	
<b>Ditches / conveyance swales (miles)</b>		5	5	100	5	100	Hiperweb /workorders	Wpb stormwater		
If the minimum inspection frequencies set forth in Table II.A.1.a. were not met, provide as an attachment an		<input type="checkbox"/>								

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	explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.				

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
Part III.A.1 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	<b>Strengths: Inspections help identify any areas that may be developing a problem with sedimentation or failure of the structure. Maintenance of the system has allowed for the reduction of pollutant loading into the waterways.</b>				
	<b>Limitations: None</b>				
	<b>SWMP revisions implemented to address limitations: None</b>				
Part III.A.2	<b>Areas of New Development and Significant Redevelopment</b>				
	Report the number of significant development projects, including new and redevelopment, reviewed and approved by the permittee for post-development stormwater considerations.				
	<b>Number of significant development projects reviewed</b>	47	Engineering permit	Engineering Services dept.	
	<b>Number of significant development projects approved</b>	38	Engineering permit	Engineering Services dept.	8 of the projects are still in the design phase
	Provide in the Year 2 Annual Report the summary report of the review activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation.				
	<b>Year 2 ONLY: Attach the summary report of the review activity</b>	<input type="checkbox"/>			
	<b>Year 4 ONLY: Attach the follow-up report on plan implementation</b>	<input type="checkbox"/>			
Part III.A.2 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	<b>Strengths: works in conjunction with S. Florida Water Management District requirements. Redevelopment allows for the stormwater system to be upgraded</b>				
	<b>Limitations: none</b>				
	<b>SWMP revisions implemented to address limitations: none</b>				
Part III.A.3	<b>Roadways</b>				
	Report on the litter control program, including the frequency of litter collection, an estimate of the total number of road miles cleaned or amount of area covered by the activities, and an estimate of the quantity of litter collected. <i>Note: If the permittee does not contract activities, delete CONTRACTOR activities.</i>				
	<b>PERMITTEE Litter Control: Frequency of litter collection</b>	weekly	Daily Work Sheets	Parks maintenance	
	<b>PERMITTEE Litter Control: Estimated amount of area maintained (acres)</b>	600	Daily Work Sheets	Parks maintenance	
	<b>PERMITTEE Litter Control: Estimated amount of litter collected (tons)</b>	750	Daily Work Sheets	Parks maintenance	

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	CONTRACTOR Litter Control: Frequency of litter collection	N/A			
	CONTRACTOR Litter Control: Estimated amount of area maintained (lf)	N/A			
	CONTRACTOR Litter Control: Estimated amount of litter collected (cy)	N/A			
OPTIONAL: If an Adopt-A-Road or similar program is implemented, report the total number of road miles cleaned and an estimate of the quantity of litter collected. If you do not participate in an Adopt-A-Road program, report "0".					
	Trash Pick-up Events: Total miles cleaned	1	Special events	Sanitation- public works	
	Trash Pick-up Events: Estimated amount of litter collected (cy)	90	Debris special project	Sanitation- public works	
	Adopt-A-Road: Total miles cleaned	0	N/A	Sanitation- public works	
	Adopt-A-Road: Estimated amount of litter collected (cy)	0	N/A	Sanitation- public works	
Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen and total phosphorus loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in column F.					
	Frequency of street sweeping	weekly	MS4 Load Reduction Tool Spread sheet	Public Works Streets maintenance Sweeper division	
	Total miles swept	30,179	MS4 Load Reduction Tool Spread sheet	Public Works Streets maintenance Sweeper division	
	Estimated quantity of sweeping material collected ( tons)	1,606	MS4 Load Reduction Tool Spread sheet	Public Works Streets maintenance Sweeper division	
	Total phosphorous loadings removed (pounds)	1,160	MS4 Load Reduction Tool Spread sheet	Public Works Streets maintenance Sweeper division	
	Total nitrogen loadings removed (pounds)	1,809	MS4 Load Reduction Tool Spread sheet	Public Works Streets maintenance Sweeper division	
Report the equipment yards and maintenances shops that support road maintenance activities, and the number of inspections conducted for each facility.					
	<b>Name of Facility</b>	<b>Number of Inspections</b>			
	CWPB Municipal Complex Fleet Management	12	Documentation on file at Fleet	ECO Advisors	Inspections performed



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A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	Area		Management office		monthly
Part III.A.3 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	<b>Strengths: Street sweeping helps with the reduction of pollutants going into the storm drain, canals and lakes</b>				
	<b>Limitations: Pollutants have to be disposed of properly. Maintenance of Street Sweeper trucks are costly. Cars parked on the side of the road make it hard to clean all roadways.</b>				
	<b>SWMP revisions implemented to address limitations: Pollutants have to be hauled away</b>				
Part III.A.4	<b>Flood Control Projects</b>				
	Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not.				
	Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.				
	<b>Flood control projects completed during the reporting period</b>	0	N/A	N/A	
	<b>Flood control projects completed that did <u>not</u> include stormwater treatment</b>	0	N/A	N/A	
	<b>Stormwater retrofit projects planned/under construction</b>	16	SWWMP/ budget	Public Utilities dept/ Engineering Service dept.	6 under construction
	<b>Stormwater retrofit projects completed</b>	0	N/A	N/A	
	If there were projects that did not include stormwater treatment, provide as an attachment a list of the projects and an explanation for each of why it did not.	<input type="checkbox"/>			
Part III.A.4 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	<b>Strengths: maintaining SWWMP. Outfall inventory report helps to identify issues with flooding throughout the city. We have installed exfiltration systems to help capture water during heavy rain events and allow infiltration back to the aquifer.</b>				
	<b>Limitations: None</b>				
	<b>SWMP revisions implemented to address limitations: none</b>				



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<b>Permit Citation/SWMP Element</b>	<b>Permit Requirement/Quantifiable SWMP Activity</b>	<b>Number of Activities Performed</b>	<b>Documentation / Record</b>	<b>Entity Performing the Activity</b>	<b>Comments</b>
<b>Part III.A.5</b>	<b>Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit</b>				
	Report the applicable facilities and the number of the inspections conducted for each facility.				
	<b>Name of Facility</b>	<b>Number of Inspections</b>			
	<b>City of West Palm Beach Complex</b>	26	Hiperweb	Storm water	
	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
<b>Part III.A.5 Summary</b>	<b>Strengths: Waste TSD facility helps control any potential pollution of storm water</b>				
	<b>Limitations: None</b>				
	<b>SWMP revisions implemented to address limitations: none</b>				
<b>Part III.A.6</b>	<b>Pesticides, Herbicides, and Fertilizer Application</b>				
	Report the number of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified / licensed.				
	Report the number of permittee personnel who have been trained through the Green Industry BMP Program and the number of contracted commercial applicators of fertilizer who are FDACS certified / licensed.				
	<b>PERSONNEL: FDACS public applicators of pesticides/herbicides</b>	11	State certification Fla dept of Agriculture & Consumer Services	Parks Maintenance(2) Watershed division(9)	
	<b>CONTRACTORS: FDACS commercial applicators of pesticides/ herbicides</b>	4	Fla dept of Agriculture & Consumer Services	Aquatic Plant Management & Aquatic Vegetation Control Inc. Tru-Green Limited partnership /Gulfstream Termite & Environmental JCD Sports Group(1)	Pesticides, herbicides, granular fertilizer  Staff from previous year no longer employed
	<b>PERSONNEL: Green Industry BMP Program training completed</b>	4	State certificates GI-BMP/DEP	Watershed division	
	<b>CONTRACTORS: FDACS certified / licensed applicators of fertilizer</b>	2	State certificates GI-BMP/DEP	Tru-Green Limited partnership JCD Sports Group(1)	
	Provide a copy of the adopted ordinance with the Year 2 Annual Report. If this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, indicate that in Column F.				

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Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	<b>Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance</b>	<input type="checkbox"/>			N/A
	Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage citizens to reduce their use of pesticides, herbicides and fertilizers including the type and number of activities conducted, the type and number of materials distributed, and the number of Web site visits (if applicable).				
<b>Part III.A.6 Summary</b>	Provide an evaluation of the Stormwater Management Program according to Part VI.B.3 of the permit.				
	<b>Strengths: some staff trained in the green industry BMP program and certified applicators of pesticide and herbicide from FDAC. Private contractor also FDAC certified</b>				
	<b>Limitations: none</b>				
	<b>SWMP revisions implemented to address limitations: none</b>				
<b>Part III.A.7.a</b>	<b>Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures</b>				
	Report amendments in Year 4.				
	<b>Year 4 ONLY: Attach a report on amendments to applicable legal authority</b>	<input type="checkbox"/>			
<b>Part III.A.7.c</b>	<b>Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal</b>				
	Report on the proactive inspection program, including the number of inspections conducted by the permittee, the number of illicit activities found, and the number and type of enforcement actions taken.				
	<b>Proactive inspections for suspected illicit discharges</b>	820	Inspection sheets and Community plus	Code/ Stormwater Drainage	4 zones are Inspected ~ once a week. X 52
	<b>Illicit discharges found during a proactive inspection</b>	4	Inspection sheets and Community plus	Code/ Stormwater Drainage	
	<b>NOV/WL/citation/fines issued for illicit discharges found during proactive inspection</b>	4	Inspection sheets and Community plus	Code/ Stormwater Drainage	Mitigated by customer
	Report on the reactive investigation program as it relates to responding to reports of suspected illicit discharges, including the number of reports received, the number of investigations conducted, the number of illicit activities found, and the number and type of enforcement actions taken.				
	<b>Reports of suspected illicit discharges received</b>	7	Inspection sheets and Community plus	Code/ Stormwater Drainage	magistrate
	<b>Reactive investigations of reports of suspected illicit discharges etc.</b>	7	Inspection sheets and Community plus	Code/ Stormwater Drainage	
	<b>Illicit discharges etc. found during reactive</b>	7	Inspection sheets	Stormwater	

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	investigation		and Community plus	Drainage	
	NOV/WL/citation/fines issued for illicit discharges etc. found during reactive investigation	7	Inspection sheets and Community plus	Stormwater Drainage	
	Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training) within the reporting year.				
	Personnel trained	17	Sign in sheet dvd	Code/ Stormwater Drainage	
	Contractors trained	0		N/A	
Part III.A.7.d	<b>Illicit Discharges and Improper Disposal — Spill Prevention and Response</b>				
	Report on the spill prevention and response activities, including the number of spills addressed.				
	Hazardous and non-hazardous material spills responded to	132	Target solutions	WPB Fire Dept	
	Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training) within the reporting year.				
	Personnel trained	104	Sign in sheets	WPB Fire Dept	
Contractors trained	0		Regional Hazmat teams have a list of approved hazardous material clean-up companies	No contractors used	

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<b>Permit Citation/ SWMP Element</b>	<b>Permit Requirement/Quantifiable SWMP Activity</b>	<b>Number of Activities Performed</b>	<b>Documentation / Record</b>	<b>Entity Performing the Activity</b>	<b>Comments</b>
<b>Part III.A.7.e</b>	<b>Illicit Discharges and Improper Disposal — Public Reporting</b>				
	The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.				
<b>Part III.A.7.f</b>	<b>Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control</b>				
	Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee's jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, and the number of Web site visits (if applicable).				
		The public outreach and education plan is carried out as a joint effort by the Palm Beach County Co-permittees. Please see the Palm Beach County Joint Annual Report for the public education and outreach information.			
<b>Part III.A.7.g</b>	<b>Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage</b>				
	Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow/ infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction. Report only the SSOs and inflow / infiltration incidents into the MS4.				
	<b>Owner of the sanitary sewer system</b>	City of West Palm Beach			
	<b>Activity to reduce/eliminate SSOs and I&amp;I: (Repair)</b>	2,472	PO/reacquisition log	Lanzo	
	<b>SSO incidents discovered</b>	4	SSO logbook	Sanitary Collection	

**SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE**

A.	B.	C.	D.	E.	F.	
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments	
	<b>SSO incidents resolved</b>	4	SSO logbook	Sanitary Collection		
	<b>Inflow / infiltration incidents discovered</b>	1	Inflow incidents spreadsheets/smoke testing SSO Logbook	Sanitary Collection		
	<b>Inflow / infiltration incidents resolved</b>	1	Inflow incidents spreadsheets/smoke testing SSO Logbook	Sanitary Collection		
<b>Part III.A.7 Summary</b>	For activities required by Part III.A.7: Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.					
	<b>Strengths: We are able to detect various pollutants that might be discharged into drainage system and we are in process of implementing a more stringent program . Educate and enforce compliance</b>					
	<b>Limitations: None</b>					
	<b>SWMP Revisions implemented to address limitations: none</b>					
<b>Part III.A.8.a</b>	<b>Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections</b>					
	Report on the high-risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year.					
	Report on the high-risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.					
	<b>Type of Facility</b>	<b>Number of Facilities</b>	<b>Number of Inspections</b>	<b>Enforcement Actions</b>		
	<b>Operating municipal landfills</b>	173				Scheduled to be inspected within 2 years
	<b>Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities</b>	171	0	0		These facilities were inspected in Cycle 3 permit
	<b>EPCRA Title III, Section 313 facilities (TRI)</b>	2	0	0		Scheduled to be inspected within 2 years
<b>Facilities determined as high risk by the permittee</b>	0	0	0			
<b>Part III.A.8.b</b>	<b>Industrial and High-Risk Runoff — Monitoring for High Risk Industries</b>					
	Report the number of high risk facilities sampled.					
	<b>High risk facilities sampled</b>	0				

<b>SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE</b>						
<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	<b>E.</b>	<b>F.</b>	
<b>Permit Citation/ SWMP Element</b>	<b>Permit Requirement/Quantifiable SWMP Activity</b>	<b>Number of Activities Performed</b>	<b>Documentation / Record</b>	<b>Entity Performing the Activity</b>	<b>Comments</b>	
<b>Part III.A.8 Summary</b>	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.					
	<b>Strengths: None</b> 173 high risk facilities					
	<b>Limitations: None</b>					
	<b>SWMP revisions implemented to address limitations: None</b>					
<b>Part III.A.9.a</b>	<b>Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices</b>					
	Report the number of permittee and private pre-construction site plans reviewed for stormwater, erosion, and sedimentation controls, and the number approved.					
	<b>PERMITTEE SITES: Construction site plans reviewed</b>	3	Engineering permit	Engineering Service dept		
	<b>PERMITTEE SITES: Construction site plans approved</b>	3	Engineering permit	Engineering Service dept		
	<b>PRIVATE SITES: Construction site plans reviewed</b>	44	Engineering permit	Engineering Service dept		
	<b>PRIVATE SITES: Construction site plans approved</b>	36	Engineering permit	Engineering Service dept		
	Report the number of development permit applicants notified of the ERP and CGP, and the number of applicants who confirmed ERP and CGP coverage.					
	<b>Notified of ERP stormwater permit requirements</b>	47	Engineering permit application	Engineering Service dept		
	<b>Confirmed ERP coverage</b>	21	SFWMD/FDEP website	Engineering Service dept		
	<b>Notified of CGP stormwater permit requirements</b>	47	Engineering permit application	Engineering Service dept		
	<b>Confirmed CGP coverage</b>	19	FDEP website	Engineering Service dept		
	<b>Part III.A.9.b</b>	<b>Construction Site Runoff — Inspection and Enforcement</b>				
		Report on the inspection program for privately-operated and permittee-operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.				
<b>PERMITTEE SITES: Active construction sites</b>		6	Daily Reports	Engineering Service dept Construction coord.		
<b>PERMITTEE SITES: Pre-, During, and Post inspections of active construction sites for E&amp;S and waste control BMPs</b>		540	Daily Reports	Engineering Service dept Construction coord.		
<b>PERMITTEE SITES: Percentage of active construction sites inspected</b>		100	N/A	N/A		

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE					
A.	B.	C.	D.	E.	F.
Permit Citation/ SWMP Element	Permit Requirement/Quantifiable SWMP Activity	Number of Activities Performed	Documentation / Record	Entity Performing the Activity	Comments
	PRIVATE SITES: Active construction sites	31	Daily Reports	Engineering Service dept Construction coord.	
	PRIVATE SITES: Pre-, During, and Post inspections of active construction sites for E&S and waste control BMPs	1080	Daily Reports	Engineering Service dept Construction coord.	
	PRIVATE SITES: Percentage of active construction sites inspected	40	N/A	N/A	
	Enforcement Action	0	N/A	N/A	
Part III.A.9.c	Construction Site Runoff — Site Operator Training				
	Report the type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training).				
		DEP Certification	Annual Training		
	Permittee construction site inspectors	6	2	certificates	FSA
	Permittee construction site plan reviewers		1 	certificates	FSA
	Permittee construction site operators		0		
Part III.A.9 Summary	Provide an evaluation of the Stormwater Management Program according to Part VI.B.2 of the permit.				
	<b>Strengths: Training, dvds, and education . We are trying to make employees and contractors more aware of sediment and other pollutants that can be controlled through proper preparation and use of BMPs</b>				
	<b>Limitations: NONE</b>				
	<b>SWMP revisions implemented to address limitations:</b>				

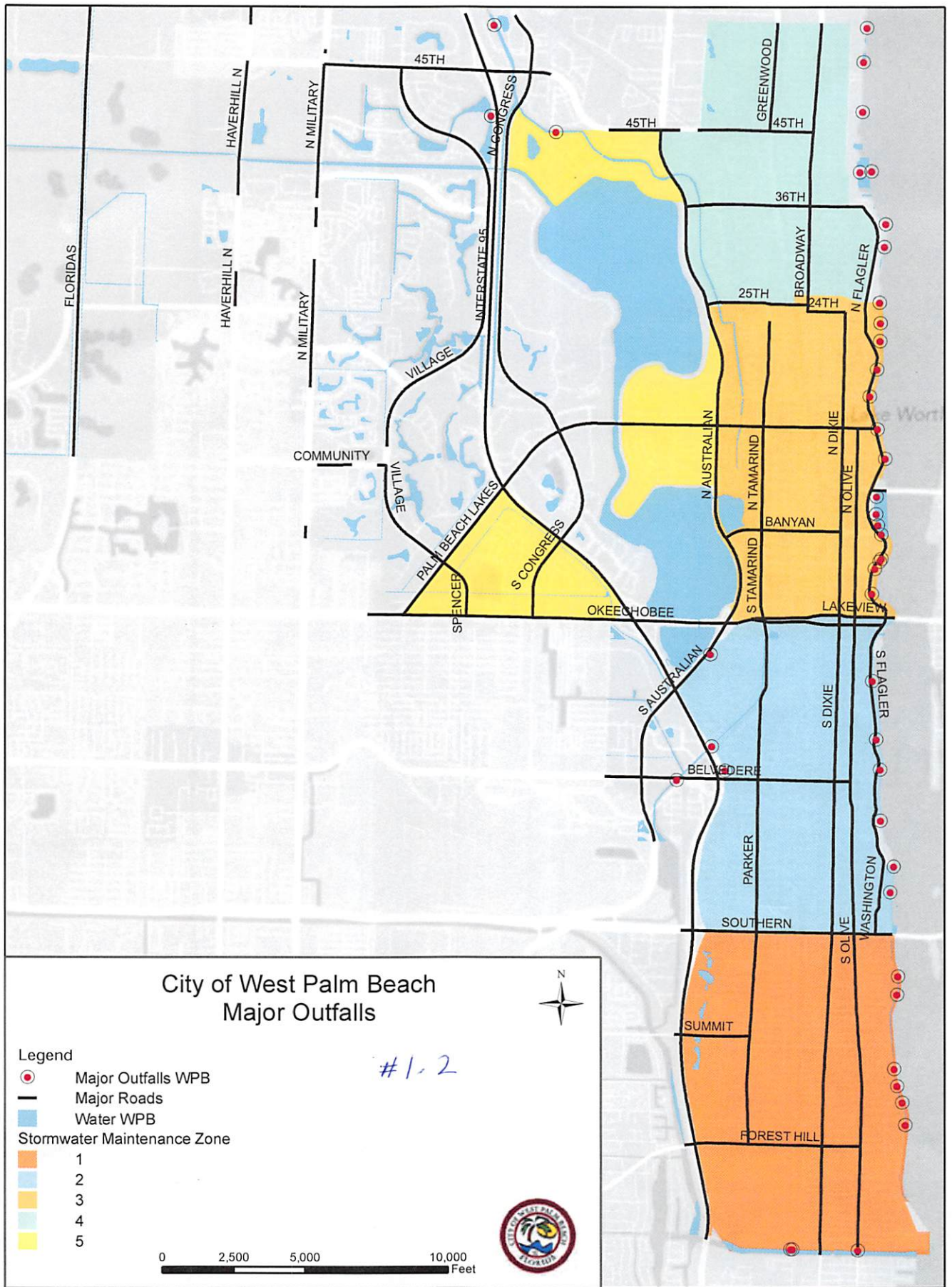


**SECTION VIII. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable in Year 4)**

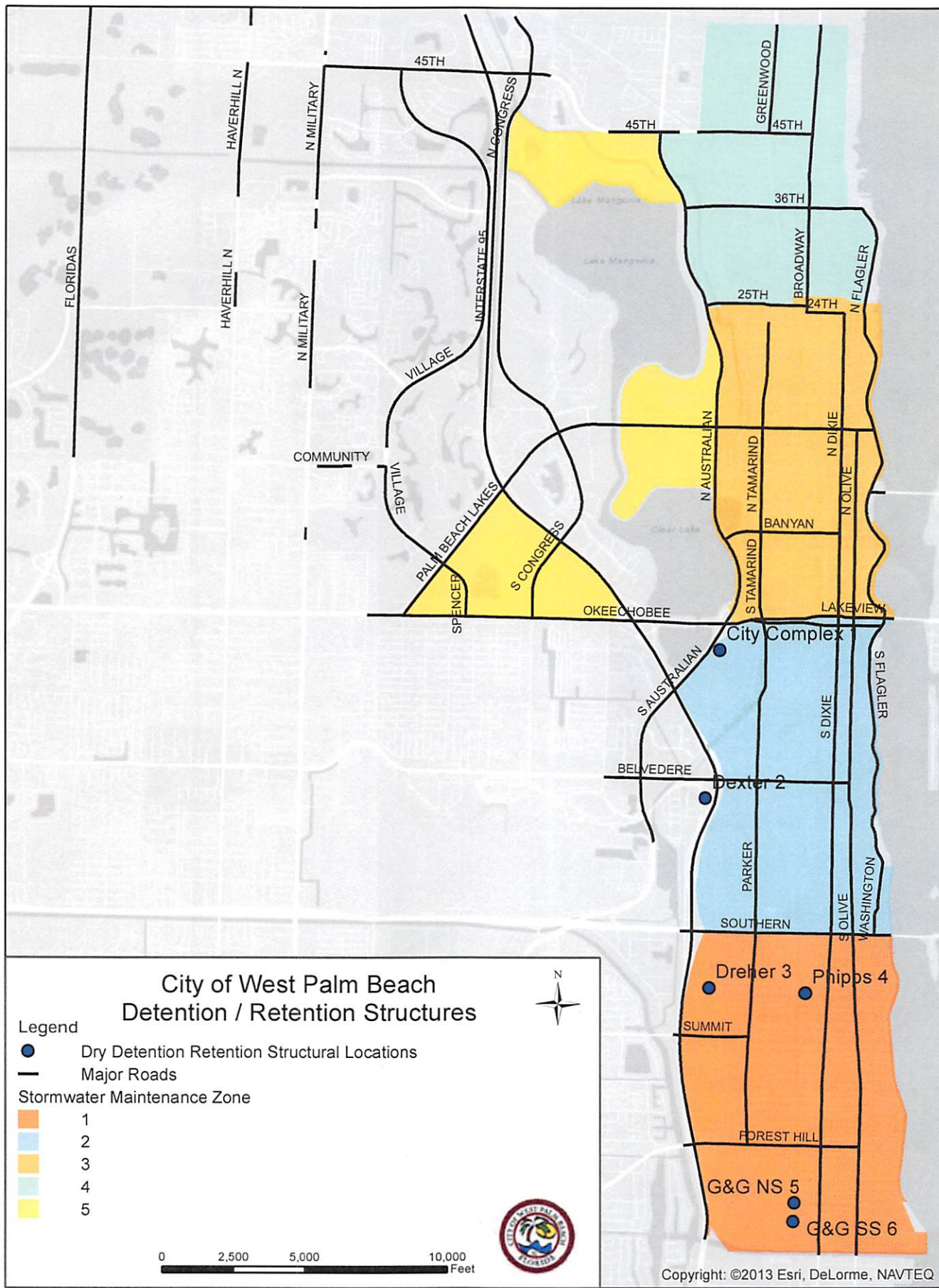
<b>A.</b>	<b>Permit Citation/ SWMP Element</b>	<b>Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) — REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY.</b>
		N/A
		N/A
		N/A
<b>B.</b>	<b>Permit Citation/ SWMP Element</b>	<b>Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change)</b>
		N/A
		N/A
		N/A

**SECTION IX. TMDL Status Report**

<b>A.</b>	YEAR 1 Provide a table summarizing the status of the TMDL process. Include a list of prioritized TMDLs and their monitoring and implementation schedule; and include the Identification number of the outfall prioritized for TMDL monitoring.								
	WBID Number	Segment/ Waterbody/ Basin	Pollutant of Concern	TMDL DEP / EPA	Percent Reduction (WLA)	Priority Rank	Priority Outfall	Monitoring Summary / BPCP Due Date	Supplemental SWMP Due Date
	N/A			<input type="checkbox"/> / <input type="checkbox"/>		1		(Year 3 AR)	(Year 4 AR; N/A) if BPCP)
	N/A N/A			<input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/>					
<b>B.</b>	YEAR 3 and annually thereafter, provide a summary of the estimated load reductions that have occurred for the pollutant(s) of concern being discharged from the MS4 to the TMDL water body during the reporting period and cumulatively since the date the Supplemental SWMP was implemented.  Year 3: Submit a Monitoring data summary or BPCP (if applicable). Year 4: Submit a Supplemental SWMP (if applicable).								
	WBID Number	Pollutant of Concern	Monitoring Summary / BPCP Submitted	Supplemental SWMP Submitted	Projected load reductions OR Actual load reductions to date				
	N/A		(Year 3 AR)	(Year 4 AR; N/A if BPCP)					
	N/A N/A								
<b>C.</b>	Provide a brief statement as to the status of TMDL implementation according to Part VIII.B of the permit (e.g. status of monitoring to validate WLA):  No discharge to a TMDL WBID at time of permit								







City of West Palm Beach Public Utilities Department Standard Operating Procedure Division: Stomwater Drainage	
Title: Reactive Inspection Customer Service Procedures	Effective Date: 10/1/2017
Prepared By: Joshua Mcdermott /Stephon Harris/ Louise Wardell	Revision Number: 1.0
Approved By: Joshua Mcdermott / Stephon Harris	Revision Date: 11/22/17

### Storm water SOP for Reactive Inspections

Purpose: Identifying different scenarios and dialogue to use for each scenario.

#### Definitions

National Pollution Discharge Elimination System (NPDES): National Pollutant Discharge Elimination System (NPDES) is a provision of the Clean Water Act that prohibits discharge of pollutants into waters of the U.S. unless a special permit is issued by the EPA, a state, or a tribal government.

Best Management Practices (BMPs): methods that have been determined to be the most effective, practical means of preventing or reducing pollution from nonpoint sources

Blatant: Completely obvious, or aware that it is a violation

Intentional: planned or intended

Unknowingly: not aware

Scenario 1: Business owner/resident may have intentionally done something that was in violation, but it was not blatant and they did not know a violation was committed.



Example 1: Resident washing down driveway with bleach. You have not talked to this resident before.

Example 2: New business owner washing mats off in back alley. You have not talked to this business before.

Example 3: Stock person at grocery store sweeping debris into catch basin in parking lot. You have not talked to this business before.

Example: 4: Homeowner draining pool into right of way

Dialogue:

1. Introduce yourself. "My name is \_\_\_\_\_, I am the (state position) for the City of West Palm Beach's, Public Utilities Department. I work in the (state division) (example1). Can you please stop washing for a moment so I can talk to you? " How are you this morning? I noticed that you are using bleach to wash your driveway and while it looks really good, I'm not sure if you understand that this bleach is going right into the storm drain. (show the discharge to the storm drain). The storm drain goes into a receiving body of water which can destroy fish and wildlife (hand them a brochure or door hanger). Besides the impact on the environment this is also considered an illicit discharge and there is a fine attached. ...state the penalties for a 90-203a.

Example 2: Introduce yourself. "Hi My name is \_\_\_\_\_, I am the (state position) for the City of West Palm Beach's, Public Utilities Department. I work in the (state division) Can you please stop washing for a moment so I can talk to you? " How are you? Do you work here? Is the owner available to talk to me? I noticed that you or your staffs are washing your mats into the storm drain, I'm not sure if you understand what a storm drain is? (show the discharge to the storm drain). The storm drain goes into a receiving body of water which can destroy fish and wildlife (hand them a brochure or door hanger). I'm not sure if you understand that this dirty water and debris are going right into the storm drain. (show the discharge to the storm drain). The storm drain goes into a receiving body of water which can destroy fish and wildlife (hand them a brochure or door hanger). Besides the impact on the environment this is

Example 3: Introduce yourself. "My name is\_\_\_\_\_, I am the (state position) for the City of West Palm Beach's, Public Utilities Department. I work in the (state division) Can you please stop sweeping for a moment so I can talk to you? " How are you? Do you work here? Is the owner available to talk to me? Get owners name and phone number. Continue to explain to employee. I'm not sure if you understand what a storm drain is? (show the discharge to the storm drain). The storm drain goes into a receiving body of water untreated, which can destroy fish and wildlife (hand them a brochure or door hanger). I'm not sure if you understand that this dirty water and debris are going right into the storm drain. (show the discharge to the storm drain). The storm drain goes into a receiving body of water which can destroy fish and wildlife (hand them a brochure or door hanger). Besides the impact on the environment this is

Example: 4 Introduce yourself. "My name is\_\_\_\_\_, I am the (state position) for the City of West Palm Beach's, Public Utilities Department. I work in the (state division) Can you please stop the discharge to the street immediately. Do you work for this company? What is the name and the owner? Phone number? Is the owner available to talk to me? Continue to explain to employee that they are not allowed by city ordinance to drain the pool water to the storm drain. The water must be drained on the homeowner's property. I explain nothing is allowed to go in the storm drain but storm water. (show the discharge to the storm drain). The storm drain goes into a receiving body of water which can destroy fish and wildlife (hand them a brochure or door hanger).

Scenario 2: Contractor blatantly violates NPDES requirements. They are aware of the NPDES requirements.

Example 1: Contractor continues to have NPDES violations on site Contractor continuously tracks dirt onto right of way, no inlet protection, other NPDES violations. Contractor clearly aware of requirements and was warned previously.

Dialogue:



1. Introduce yourself. “My name is\_\_\_\_\_, I am the (state position) for the City of West Palm Beach’s, Public Utilities Department. I work in the (state division)” How are you today? Do you know why I am here? I had asked you to cover the storm inlets with filter cloth and you have not complied. I already warned you about the 90-203a ordinance stating the City has the right to impose fines of \$1,000 per day, per violation fir the first violation, \$5,000 per day, per violation for a repeat violation and up to \$15,000 per violation if the special magistrate finds the violation to be irreparable or irreversible in nature. Because you have not complied, this case will now go before the special magistrate.

Scenario 3: Contractor unknowingly violated NPDES requirements

Example 1: Contractor tracks dirt onto right of way. On and off site there is limited BMPs in place.

Dialogue:

1. Introduce yourself. “My name is\_\_\_\_\_, I am the (state position) for the City of West Palm Beach’s, Public Utilities Department. I work in the (state division)” How are you today? I noticed that there is dirt being tracked into the street and your silt fence has been knocked down. You need to have a track pad in place to stop tracking dirt into the road and please fix the silt fence immediately. Also, can you please have the dirt that was tracked into the street cleaned up? When do you think you have this done so I can come back and re-inspect?

Revision Log

Revision Number	Description of Changes	Date of Changes	Changed by
1.0	Newly added SOP for Reactive Inspection dialogue	11/22/17	S.H.
1.1			
1.2			
1.3			
1.4			
1.5			

City of West Palm Beach Public Utilities Department Standard Operating Procedure Stormwater Drainage Division	
Title: <b>3.3.2 Reactive Inspection (Illicit Discharges) Program</b>	Effective Date: 7/25/17
Prepared By: Stephon Harris	Revision Number: 1.2
Approved By: Stephon Harris	Revision Date: 7/25/2017

#### A. POLICY/PURPOSE:

To cease illicit discharges and improper disposal into the Stormwater system. This procedure details the strategy for inspection and investigation of suspected discharges.

#### B. DEFINITIONS:

- Illicit Discharge: a storm drain that has measurable flow during dry weather containing pollutants and/or pathogens.
- Discharge frequency:
  - Continuous discharges occur most or all of the time, are usually easier to detect, and typically produce the greatest pollutant load.
  - Intermittent discharges occur over a shorter period of time (e.g., a few hours per day or a few days per year). Because they are infrequent, intermittent discharges are hard to detect, but can still represent a serious water quality problem, depending on their flow type.
  - Transitory discharges occur rarely, usually in response to a singular event such as an industrial spill, ruptured tank, sewer break, transport accident or illegal dumping episode.

#### Definitions :

- **"Reactive inspection"** Responding to a suspected illicit discharge, dumping, connection, etc. that has been reported by someone (staff, the public, another agency, etc.).
- **"Proactive inspection"** Actively looking for illicit discharges, dumping, connections, etc.

#### C. PROCEDURE:

\* When Printed: Uncontrolled version of a controlled document

Printed: 1/4/2018

## I. Reactive Investigation Written Program Components

- Environmental Compliance Specialists observes or receives a complaint of an illicit discharge.
- Environmental Compliance Specialists should order the violator to take immediate action to mitigate the consequences of the violation including, but not limited to, containment and cleanup of such discharge (cease and desist).
- Fill out an Illicit Discharge Report and take photos of the violation. Contact Utilities (Storm Water) at (561) 822-2185 or (Central Operations) at (561) 822-2210 to report the violation. Utilities may collect samples and contact other agencies (PBC DOH, FDEP, SFWMD, State Warning Point) if warranted.
- Environmental Compliance Specialists may open a case, through Community Plus software, citing City Code section 90-203a. Schedule the case for a hearing before the Special Magistrate.

### Sec. 90-203a - Prohibited discharges; illicit connections.

- a) *General prohibition.* Except as provided in section 90-205, and except pursuant to a valid NPDES permit, it shall be unlawful for any person to directly or indirectly deposit, discharge, spill, or dump into any of the public waters or municipal separate storm sewer system within the city, any substance other than that composed entirely of stormwater.
- b) *Site of industrial activity.* Except as provided in section 90-205, any direct or indirect discharge from a site of industrial activity to the separate storm sewer system owned by the city which does not comply with, or is not pursuant to, a valid NPDES permit is prohibited.
- c) *Illicit connections.* No person may maintain, use or establish any direct or indirect connection to the stormwater system that results in any discharge in violation of this article. This prohibition is retroactive and applies to connections made in the past, regardless of whether made under a permit, or other authorization, or whether permissible under laws or practices applicable or prevailing at the time the connection was made.

## D. SAFETY / PPE / TRAINING:

- Certified Stormwater Inspector
- F.O.G. Training.
- FWPCOA / FSA Stormwater
- PPE (Hard hat, Gloves, Eye protection, Steel toe shoes & Safety vest)
- CPR, First Aid & AED
- TTC Training
- FEMA Training

Revision Log

Revision Number	Description of Changes	Date of Changes	Changed by
1.0	Added office number	3/1/17	S. Harris
1.1	Changed Code Officer to Environmental Compliance Specialist for all procedures. Added "illicit discharge" to title.	5/15/2017	V. Viale Baird
1.2	Combined " Safety / PPE / Training"	7/25/17	S. Harris
1.3			
1.4			
1.5			