

**APPENDIX A
PHASE II MS4 STORMWATER MANAGEMENT PROGRAM (SWMP) ELEMENTS FORM**

SECTION A.I. MINIMUM CONTROL MEASURE (check only one)

<input checked="" type="checkbox"/> 1. Public Education and Outreach	<input type="checkbox"/> 3. Illicit Discharge Detection/Elimination	<input type="checkbox"/> 5. Post-construction Stormwater Management (optional)
<input type="checkbox"/> 2. Public Involvement/Participation	<input type="checkbox"/> 4. Construction Site Stormwater Runoff Control	<input type="checkbox"/> 6. Pollution Prevention/Good Housekeeping

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form					
Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
1a	01	Campus-wide mailout Through campus mail, send customized EPA brochure "After the Storm" to all students and staff at UWF.	1. Customize and print brochures	1. Permit Year 1	UWF, Department of Environmental Health and Safety
			2. Mail to students and staff	2. Permit Years 2 and 4	
			3. Post on UWF, EH&S website	3. Permit Years 1-5	
			4. Track and report number of brochures sent	4.	
1a	02	Use of UWF campus-wide electronic mail Use electronic news format to inform public of program and direct them to website information	1. Develop website area with information	1. Permit Year 1	UWF, Department of Environmental Health and Safety
			2. Develop news brief language	2. Permit Year 1	
			3. Insert news brief into e-mail	3. Permit Year 2	
			4. Track and report number of e-mails sent and received as part of this BMP	4.	
1a	03	Public Service Radio Announcement Create a Public Service announcement to be aired on WUWF public radio station to make the public aware of the effects of Illicit discharges and illegal disposal of waste	1. Develop script	1. Permit Year 1	UWF, Department of Environmental Health and Safety and WUWF Public Radio
			2. Periodic broadcast of PSA	2. Permit Years 2-5	
			3. Track and report number of PSAs broadcast annually	3.	
			4.	4.	
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			3.	3.	
			4.	4.	
—	—	—	1.	1.	—
			2.	2.	
			3.	3.	

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Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
2a	01	Public Input After initial SWMP is drafted, the University community will be provided the opportunity to provide input in the final development process	1. Draft SWMP, Post on EH&S Website	1. Permit Year 1	UWF, Department of Environmental Health and Safety
			2. Advertise for input from the campus and track number of comments received	2. Permit Year 1	
			3. Revise draft to incorporate comments	3. Permit Year 2	
			4. Repeat comment period as needed and continue to track number of comments received	4. Permit Year 2	
2a	02	Student Organization Input The UWF Environmental Club will be contacted and asked for assistance in communicating the importance of storm water management to the student population.	1. Open dialogue with Environmental Club	1. Permit Year 1	UWF, Department of Environmental Health and Safety
			2. Assist students with project selection and implementation	2. Permit Year 2-3	
			3. All comments arising from this project will be tracked and reported	3.	
			4.	4.	
—	—	—	1.	1.	—
			2.	2.	
			3.	3.	
			4.	4.	
—	—	—	1.	1.	—
			2.	2.	
			3.	3.	
			4.	4.	

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Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
3a	01	Complete Mapping of Stormwater Drainage System Complete and implement a set of SOPs for preparing and updating a map of the UWF Storm Sewer System	1. Develop SOPs & complete mapping	1. Permit Year 1	UWF Architectural & Engineering Services
			2. Update map as necessary	2. Permit Years 2-5	
			3.	3.	
			4.	4.	
3b	02	The University of West Florida will define and prohibit illicit discharge by way of Presidential Policy directive. The University will be responsible for upholding the policy directive	1. Develop policy directive	1. Permit Year 1	UWF, Office of General Counsel, Department of Environmental Health and Safety
			2. Adopt and Implement policy directive	2. Permit Year 2	
			3.	3.	
			4.	4.	
3c	03	Illicit Discharge Screening Screening will be performed by surveying the system in dry weather. Suspicious flows will be investigated. A reporting mechanism will be established and SOPs for investigations. In wet weather suspicious outflows will be investigated.	1. Dedicate staff, develop SOPs	1. Permit Year 1	UWF, Department of Environmental Health and Safety
			2. Survey system outfalls during dry weather	2. Permit Years 2-5	
			3. Reports of Illicit discharges will be responded to within 48 hours.	3.	
			4.	4.	
3d	04	Inform Resident Students of availability of EH&S Hazardous Waste Pick up Program to prevent illicit disposal of household waste	1. Develop informational brochures for students	1. Permit Year 1	UWF, Department of Environmental Health and Safety
			2. Distribute brochures each semester	2. Permit Years 2-5	
			3. Track and report the number of brochures distributed	3.	
			1.	1.	
			2.	2.	
			3.	3.	

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		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
4a	01	Presidential Policy Statement for Sediment Controls and Pollutants Reduction A policy will be written to specifically address regulation of stormwater in terms of sediment & erosion control for construction sites that are 1 acre or larger and will be incorporated into UWF's Building Code permitting process.	1. Develop language for policy statement	1. Permit Year 1	Office of General Counsel and Department of Environmental Health and Safety
			2. Make policy statement available for review by campus community using ThEnews	2. Permit Year 2	
			3. Adopt policy	3. Permit Year 2	
			4.	4.	
4b	02	Signed Stormwater Statement – ESC Develop and require a signed statement to be submitted with site plan which indicates erosion and sediment control (ESC) procedures to be implemented by the construction site operator during construction	1. Develop template for signed statement that binds the construction site operator's commitment to ESC throughout construction project.	1. Permit Year 1	Office of General Counsel, Purchasing Department, and Department of Environmental Health and Safety
			2. Perform outreach, using handouts, to advise construction site operators that they will soon have to submit signed statements that will include ESC	2. Permit Years 1-2	
			3. Require statement to be submitted with site plans	3. Permit Years 3-5	
			4.	4.	
4c	03	Signed Stormwater Statement – Waste Control Included in the signed ESC statement will also be language addressing commitment to controlling waste on a construction site by limiting exposure of litter and hazardous materials to stormwater.	1. Develop hand-outs, in conjunction with ESC hand-outs, to advise construction site operators of the benefits of waste control	1. Permit Year 1	Office of General Counsel, Purchasing Department, Department of Environmental Health and Safety
			2. Perform outreach, using the handouts, to advise construction site operators that they will soon have to submit signed statements w/ site plan that will include waste control provisions	2. Permit Years 1-2	
			3. Require statement to be submitted with site plans	3. Permit Years 3-5	
			4.	4.	

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		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
4d	04	<p>Signed Stormwater Statement – Site Plan Review Process</p> <p>The UWF Building Code Official is responsible for reviewing construction documents prior to issuing construction permits. The permitting process will be suspended in cases where the Signed Stormwater Statement for Construction Projects 1 Acre or Larger is found to be inadequate</p>	<p>1. Develop and distribute handouts advising applicants of forthcoming requirements to submit Stormwater Statement</p> <p>2. Develop Procedures for Issuance/Denial of permits based on Stormwater Statement</p> <p>3. Require Signed Stormwater Statement for sites >1 acre</p>	<p>1. Permit Years 1-2</p> <p>2. Permit Years 1-2</p> <p>3. Permit Year 3-5</p>	UWF, Office of General Counsel and Department of Environmental Health and Safety
4e	05	<p>Provide Point of Contact for Campus Community</p> <p>The campus community will be provided with the EH&S phone number to call should they observe potential violations of Stormwater regulations.</p>	<p>1. Implementation of Element 1a, BMPs 1,2 & 3</p> <p>2.</p> <p>3.</p>	<p>1. Permit Year 1</p>	UWF, Department of Environmental Health and Safety
4f	06	<p>Compliance and Enforcement SOPs</p> <p>Upon arrival of UWF Inspection staff to each site, regardless of type of inspection to be performed (electrical, plumbing, structural, etc.), Stormwater Controls will be considered first since they are visible and obvious. If violations are observed, the contractor will be issued a written notice of non-compliance and will be required to resolve the stormwater problems immediately.</p>	<p>1. Develop inspection SOPs and train inspection staff to note potential or existing stormwater problems upon arrival at the site.</p> <p>2. Place Stormwater Check List at top of inspection forms</p> <p>3. Develop enforcement SOPs that specifically address ESC and Waste Control on construction sites and set timelines for compliance.</p> <p>4. Adjust permit tracking system to include Stormwater compliance including Point of Contact comments.</p>	<p>1. Permit Years 3-5</p> <p>2. Permit Years 3-5</p> <p>3. Permit Years 4-5</p> <p>4. Permit Year 3</p>	UWF, Department of Environmental Health and Safety

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5a	01	Policy Statement to address post-construction run-off from new and redevelopment projects that disturb greater than or equal to one acre including projects less than one acre that are part of a larger development that discharges into the Phase II MS4.	1. Develop Language for policy statement	1. Permit Years 1-2	UWF, Office of General Counsel and the Department of Environmental Health and Safety
			2. Make policy statement available for review by campus community	2. Permit Years 2-3	
			3. Adopt policy	3. Permit Year 3	
			4.	4.	
5b	01	Develop and implement strategies which create best management practices which are appropriate for the community	1. Develop strategies	1. Permit Year 1-2	UWF, Department of Environmental Health and Safety
			2. Allow campus review of strategies and BMPs	2. Permit Years 3	
			3. Implement strategies and BMPs	3. Permit Years 4-5	
5c	01	Require long-term operation and maintenance of BMPs	1. Annual evaluation of BMPs	1. Permit Year 3-5	UWF, Department of Environmental Health and Safety
			2. Make changes to BMPs as necessary based on annual evaluations	2. Permit Years 3-5	
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Page # 6 of 7 total pages of SWMP Elements Forms attached to the NOI

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6a	01	<p>Fleet Maintenance</p> <p>Manage Fleet Maintenance Areas by requiring proper management of waste fluids and chemicals and by maintaining vehicles to avoid leaks.</p> <p>Inspections will be performed to ensure area is clean, materials are not exposed and good housekeeping measures are being taken. Inspection results are reported to the Assistant Director of Facilities Management for reaction and response to problems, which is required by UWF Policy</p>	<p>1. All Fleet Maintenance areas inspected quarterly</p> <p>2. Automobile Maintenance Logs will also be reviewed upon quarterly inspection</p> <p>3. EH&S expects Action/Response from Facilities Maintenance within 10 days of reporting problems (UWF Policy)</p>	<p>1. Permit Years 1-5</p> <p>2. Permit Years 1-5</p> <p>3. Permit Years 1-5</p>	UWF, Facilities Management,
6a	02	<p>Open Space Maintenance</p> <p>Litter Control is performed on the UWF Campus by Landscape Services. Records for scheduled maintenance will reside with Landscape Services. Records will be periodically inspected and site visits made.</p>	<p>1. Create a formalized maintenance schedule for documentation of Open Space Maintenance, i.e. Track field, Intramural field, Soccer field, etc.</p> <p>2. EH&S will check these records for adherence to scheduled activities every 6 months. Site visits will also be conducted.</p> <p>3. EH&S expects Action/ Response from Landscape Services within 7 days of reporting problems (per UWF Policy)</p>	<p>1. Permit Year 1</p> <p>2. Permit Years 2-5</p> <p>3. Permit Years 1-5</p>	UWF, Department of Environmental Health and Safety, Facilities Management
6b	01	<p>Develop Training Programs</p> <p>Develop and conduct training, which will incorporate guidance from EPA's "Strom Water Management Fact Sheet, September 1999". Specific topics addressed will include spill prevention and response, good housekeeping/BMP maintenance, material management, stormwater pond maintenance, street sweeping, and swale maintenance</p>	<p>1. Design Training appropriate to BMPs in place</p> <p>2. Conduct training annually and track number of employees trained</p> <p>3. Evaluate training adequacy, document results and adjust training as necessary</p>	<p>1. Permit Year 1-2</p> <p>2. Permit Years 2-5</p> <p>3. Permit Years 3-5</p>	UWF, Department of Environmental Health and Safety, Facilities Management