

City of Hanford – Storm Water Guidance Document

July 1, 2013

Corresponding Permit Section										
A.1.b.4.a: Overall Planning										
See Attachment										
A.1.b.4.b										
A.1.b.4.c and d (Required for Renewal Permittees only)										
PERMIT SECTION AND ELEMENT	Permit Compliance Year (June 30th unless otherwise noted)	Permit Year	Responsible Implementing Party	Minimum Requirement Best Management Practices per MS4 Permit	Status	Additional implementation notes (i.e., goals, milestones, etc.)	A: Is/are existing locally specific SWMP BMP(s) more protective of water quality than minimum requirements of this order? [Y/N] If yes, complete column B.	B: If Column A is "Yes", indicate if you will Maintain, Reduce or Cease BMP(s) and complete Column C. If Reduce or Cease, also complete column D.	C: Provide brief description of locally specific SWMP BMP(s) that is more protective of water quality, including measurable goal(s). Include specific reference to location in existing SWMP.	D: Demonstrate that Reduction or Cessation of more protective BMP(s) is in compliance with this Order and the maximum extent practicable standard, and will not result in increased pollutant discharges (Justification for Reduction or Cessation of BMP(s))
E.6	PROGRAM MANAGEMENT ELEMENT			Have an overarching Program Management element in the storm water management program to include the following:						
E.6.a	Legal Authority (update or create ordinance)	2015	2	PW	Review ordinances and tiered enforcement to determine adequate authority to enforce permit.		N			
E.6.b	Certification	2015	2	PW	Submit with second year Annual Report, a "Certification Statement" certifying that the City has adequate legal authority to implement and enforce to comply with all Order requirements.		N			
E.6.c	Enforcement Response Plan	2016	3	PW	Develop and Implement ERP containing enforcement procedures and actions and identify City responses to violations and how city will address repeat and continuing violations.		N			
E.7	EDUCATION AND OUTREACH PROGRAM			Fulfill outreach and education requirements of permit as follows:						
E.7.a	Public Outreach and Education									
	Select outreach option. If regional program, develop agreements	2014	1	PW	Select outreach program: 1- contribute to a countywide storm water program; 2-contribute to Regional Outreach and Education Collaborative Effort; 3- Fulfill outreach on our own; 4-or a combination of above to fulfill requirement.		N			
	(a) Develop and implement comprehensive education and outreach program	2015	2	PW	Develop strategy to establish education tasks based on water quality problems. Determine target audience.		N			
	(b)Conduct surveys 2x during permit term (1)	2016	3	PW	Implement surveys to gauge the level of awareness in target audiences and effectiveness of education tasks.		N			
	(b)Conduct surveys 2x during permit term (2)	2018	5	WP	Implement surveys to gauge the level of awareness in target audiences and effectiveness of education tasks.		N			
	(d)Disseminate education materials to target audiences and translate as appropriate	2015	2	PW	Material can include printed materials, billboards, bus advertisement, signs, stenciling at storm drain inlets, radio advertisements, TV, and website.		N			
	(e)Utilize public input in developing outreach program	2015	2	PW	Provide opportunities for public to comment thru meetings and other media.		N			
	(g)Provide water efficient/ stormwater friendly landscaping information	2015	2	PW	Develop brochure for landscaping information		N			
	(h)Promote reporting of illicit discharges	2015	2	PW	Develop message promoting the public reporting process on website.		N			
	(i)Provide pesticide/fertilizer application information		2	PW	Develop message promoting proper application of pesticides, herbicides, and fertilizers.		N			
	(j)Provide materials to school children	2015	2	PW	Provide schools with materials to educate school age children about storm water runoff		N			
	(k,l,m)Develop messaging to reduce discharges from organized car washes, mobile cleaning and pressure washing	2015	2		Develop and promote message to reducing discharges into MS4. (Include organized car washes, mobile cleaning, pressure washing operations, landscape irrigation,		N			
E.7.b.	Staff and Site Operator Training									
E.7.b.1	Illicit Discharge Detection and Elimination Training									
		2016	3	PW	Provide training to all staff who may come into contact with an illicit discharge during a work day		N			
E.7.b.2	Construction Outreach and Education									
	(a) Annual Permittee Staff Training	2015	2	PW	Ensure that all staff implementing the construction site storm water runoff control program are adequately trained. (Plan Reviewers and Permitting Staff- Inspectors)		N			
	(b) Construction Site Operator Education	2016	3	PW	Develop and distribute educational material to construction site operators to include training opportunities.		N			
E.7.b.3	Pollution Prevention and Good Housekeeping Staff Training									
	Biennial employee training	2015	2	PW	Train employees on how to incorporate pollution prevention/good housekeeping techniques into city operations.		N			
E.8	PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM			Develop program to encourage volunteerism, public comment and input on policy, and activism on the community.						
	Develop program with input of the public and implement	2015	2	PW	Involve public in program to encourage volunteerism, public comment on policy, and community activism..		N			
	(a) Develop Public Involvement strategy	2015	2	PW	Develop strategy that identifies goals and who is responsible for tasks		N			
	(b) Consider Citizen Advisory Group	2015	2	PW	Consider developing a Citizen Advisory group to include residents, businesses, environmental organizations.		N			
	(c) Create Involvement Opportunities	2015	2	PW	Create opportunities for citizens to participate through cleanups, storm drain stenciling, volunteering for educational activities.		N			
	(d) Ensure public can access info about program	2015	2	PW	Ensure that information is easy to find and is accessible to public.		N			

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(f) Engage in IRWMP or equivalent	2015	2	PW	Be involved in City's IRWMP or other watershed level planning effort.			N			
E.9	ILLICIT DISCHARGE DETECTION AND ELIMINATION			PW	Develop an Illicit Discharge Detection and Elimination program to detect, investigate, and eliminate illicit discharges, including illegal dumping, into the storm drainage system to the extent allowable under law.					
E.9.a	Outfall Mapping									
	Create and maintain accurate outfall map including a site visit to each outfall	2015 (Summer 2014)	2	PW	Create and maintain an up-to-date and accurate outfall map and inventory.		N			
E.9.b	Illicit Discharge Source/Facility Inventory									
	Create inventory of all industrial/commercial facilities and update annually	2015	2	PW	Maintain an inventory of all industrial and commercial facilities and sources within the city limits that could discharge pollutants in storm water to the MS4		N			
	Assess priority areas once during permit term	2017	4	PW	Use map and inventory to determine priority areas for field observations, screening, inspections, and other appropriate survey methods		N			
E.9.c	Field Sampling to Detect Illicit Discharges									
	Sample any flowing outfalls while conducting E.9.a	2015 (Summer 2014)	2	PW	Sample any outfalls that are flowing or ponding more than 72 hours after the last rain event.		N			
	Annually sample priority area outfalls determined in E.9.a.	Summer 2015	3	PW	Conduct dry weather sampling of priority area outfalls annually		N			
	Conduct follow up investigation within 72 hours if action levels exceeded	2015 (Summer 2014)	2	PW	Conduct follow up actions as required to sample after 72 hours if illicit discharge exceeded.		N			
E.9.d	Illicit Discharge Detection and Elimination Source Investigations and Corrective Actions			PW	Develop procedures for conducting investigations for illicit discharges					
	Develop written procedures for investigations and corrective actions	2015 (Summer 2014)	2	PW	Develop written procedures for investigations and corrective actions.		N			
	Once source of discharge is identified, require responsible party to correct within 72 hours of notification and verify with follow-up investigation	2015 (Summer 2014)	2	PW	Require responsible party to make corrections.		N			
	Conduct follow up investigation within 72 hours if action levels exceeded	2015 (Summer 2014)	2	PW	Perform followup inspections for corrective actions.		N			
E.9.e	Spill Response Plan			PW	Implement and develop a spill response plan					
	Develop plan	2014	1	PW	Plan to include Agency role, procedures to respond, investigation procedures, cleanup, and reporting.		N			
E.10	CONSTRUCTION SITE STORM WATER RUNOFF CONTROL PROGRAM			PW	Develop, implement, and enforce a program to prevent construction site discharges of pollutants and impacts on beneficial uses of receiving waters.					
E.10.a	Construction Site Inventory									
	Create inventory of all projects subject to local stormwater ordinance	2014	1	PW	Create inventory spreadsheet of all sites under 1 acre covered by City Ordinance, and those over 1 acre covered by the CGP (Ordinance required with E6.a.)		N			
E.10.b	Construction Plan Review and Approval Procedures									
	Develop procedures to review and approve construction plan documents (i.e., erosion and sediment control plans)	2014	1	PW	Develop plan review procedures to include erosion and sediment control plans required prior to starting grading. Site must meet local ordinance requirements or CGP. Plan must include rationale for BMP selections, develop plan review checklist.		N			
E.10.c	Construction Site Inspection and Enforcement			PW	Use legal authority to implement procedures for inspecting public and private construction projects and conduct enforcement if necessary					
	Inspect construction sites	2015	2	PW	Perform Inspections of Construction Sites. Verify compliance with local ordinance. City MUST conduct inspections during rain season, BEFORE disturbance, DURING construction, AFTER active construction		N			
E.11	POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR PERMITTEE OPERATIONS PROGRAM			PW	Develop and implement a program to prevent or reduce the amount of pollutant runoff from City operations. Implement BMP's for City operations					
E.11.a	Inventory of Permittee-Owned and Operated Facilities									
	Develop and maintain inventory of all permittee owned or operated facilities that are a potential threat to water quality	2015	2	PW	Prepare Inventory of all city facilities		N			
E.11.b	Map of Permittee-owned or Operated Facilities									
	Develop a map of inventoried facilities	2015	2	PW	Prepare Site Maps of all city facilities		N			
E.11.c	Facility Assessment									
	Conduct comprehensive annual assessment and identify subset of facilities that could be considered hotspots	2016	3	PW	Conduct inspections of city facilities for pollutant discharge potential and identify Pollutant Hot Spots		N			
	Document comprehensive assessment procedures and results	2016	3	PW	Document procedures used for conducting assessment		N			
E.11.d	Stormwater Pollution Prevention Plans									
	Develop SWPPP for hotspots	2017	4	PW	Prepare SWPPP for identified Hot Spots		N			

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E.11.e	Inspections, Visual Monitoring and Remedial Action		PW	Conduct regular inspections of City Facilities			N				
	Quarterly visual inspection of hotspots	2018	5	PW	Perform Quarterly Visual inspections		N				
	Annual comprehensive hotspot inspection	2018	5	PW	Conduct comprehensive inspection of each hot spot facility, including BMP's once per year		N				
	Quarterly hotspot visual observation of storm water and non-stormwater discharges	2018	5	PW	Once per quarter, visually observe discharge locations from hotspot facilities.		N				
	Non-Hotspots - Inspect each inventoried facility that is not a hotspot once during permit	2018	5	PW	At minimum, inspect each inventoried city facility that is not a hot spot, once per permit term.		N				
E.11.f	Storm Drain System Assessment and Prioritization		PW	Develop and implement procedures to assess and prioritize MS4 storm drain maintenance, including catch basins, pipe and pump infrastructure, above ground conveyances, receiving waters, detention basins			N				
	Implement procedures to assess and prioritize maintenance of storm drain system infrastructure. Assign a priority to each facility based on accumulation of sediment, trash and/or debris	2015	2	PW	Assess and prioritize the storm drain system facilities for cleanout. Assign a priority to storm drain facilities based on accumulation of sediment, trash, and debris.		N				
E.11.g	Maintenance of Storm Drain System		PW	Begin maintenance of all high priority storm drain systems on an ongoing schedule.			N				
	Inspect storm drain systems based on assigned priorities. Inspect high priority catch basins annually	2016	3	PW	Develop schedule to inspect high priority facilities		N				
	Clean high priority storm drains	2016	3	PW	Develop schedule to clean high priority facilities		N				
	Label catch basins	2016	3	PW	Ensure each catch basin has the Rain in the Drain stencil		N				
	Maintain surface drainage structures	2016	3	PW	Review and maintain high priority facilities. Remove trash and debris prior to rainy season.		N				
	Develop procedure to dispose of waste materials removed from catch basins	2016	3	PW	Develop procedure to dewater and dispose of materials extracted from catch basins. Ensure water removed during cleaning does not enter storm drain system		N				
E.11.h	Permittee Operations and Maintenance Activities (O&M)		PW	Assess the Operations and Maintenance activities for potential to discharge pollutants in storm water, and inspect all BMP's on a quarterly basis.			N				
	Develop program to assess O&M activities for potential to discharge pollutants and inspect all O&M BMPs quarterly	2016	3	PW	Assess operation and maintenance activities and develop applicable BMP's		N				
E.11.i	Incorporation of Water Quality and Habitat Enhancement Features in Flood Management Facilities										
	Develop and implement process for incorporating water quality and habitat enhancement into new and rehabilitated flood management projects	2016	3	PW	Develop and implement a process to incorporating water quality and habitat enhancement features into the design of new and rehabilitated flood management projects in the City.		N				
E.11.j	Landscape Design and Maintenance										
	Implement a landscape design and maintenance program to reduce the amount of water, pesticides and fertilizers used by Permittees	2015	2	PW	Implement program to reduce the amount of water, pesticides, herbicides, and fertilizers used by City operations.		N				
	Evaluate use of pesticides, herbicides and fertilizers	2015	2	PW	Evaluate pesticides, herbicides and fertilizers used and application activities performed, and identify pollution prevention and source control opportunities.		N				
	Implement best practices to reduce pesticides and fertilizers	2015	2	PW	Implement educational activities for staff, implement landscape measures that rely on non-chemical solutions.		N				
	Proper disposal of unused chemicals	2015	2	PW	Dispose of unused chemicals		N				
	Evapo-based irrigation and rain sensors	2015	2	PW	Minimize irrigation runoff by using scheduled run times and rain sensors.		N				
	Record amount of chemical usage	2015	2	PW	Record the types and amounts of pesticides, herbicides, and fertilizers that are used.		N				
E.12	POST CONSTRUCTION STORMWATER MANAGEMENT PROGRAM										
E.12.a	Post-Construction Treatment Measures										
	Regulate development to comply with the following sections, E.12.b through E.12.l	2015	2	PW	All development must comply with the Post Construction measures stated here.		N				
E.12.b	Site Design Measures										
	Require implementation of site design measures on projects that create or replace 2,500-5,000 SF impervious area (incl single family homes) (Regulated projects are those > 5,000 SF)	2015	2	PW	Require site design measures for non-regulated projects creating or replacing impervious area. Measures include: stream setbacks, soil amendments, tree planting, roof drains to pervious area, porous pavement, green roofs, vegetated swales, rain barrels.		N				
E.12.c	Regulated Projects										
	Implement standards on projects that create or replace >5,000 SF impervious area, aka Regulated Projects	2015	2	PW	Regulated Projects = those creating or replacing 5,000+ sf of impervious area. (Includes Redevelopment with increase impervious area, Road Projects, LUP projects)		N				
	Road and Utility Projects creating 5,000 sf or more that are public or fall under planning authority of a city shall comply with LID except 85th % can follow EPA Guidance on green infrastructure	2015	2	PW	Require Regulated Projects to implement LID measures for Site Design, Source Control, Runoff Reduction, Storm Water Treatment, and Baseline Hydromodification management		N				
E.12.d.	Source Control Measures - Regulated Projects shall implement source control measures	2015	2	PW	Use CASQA BMP's to implement source control measures		N				

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E.12.e	LID Standards - all Regulated Projects shall implement LID standards to treat storm water and provide baseline hydromod mgmt to meet numeric sizing criteria under F.12.e(i)(c)	2015	2	PW	Adopt and implement requirements and standards to ensure design and construction of development projects achieve LID design standards.		N			
E.12.f	Storm Water Treatment Measures, and Baseline Hydromodification Management Measures	2016	3	PW	Develop and implement hydromodification management procedures. (Post project runoff shall not exceed pre project flow for a 2 year storm.)		N			
E.12.g	Enforceable Mechanisms									
	Develop or modify enforceable mechanisms to implement E.12.b - E.12.f	2016	3	PW	Develop enforcement through municipal codes, regulations, standards, and specifications that will implement the Post Construction Stormwater Management requirements		N			
E.12.h	Operation and Maintenance of Post-Construction Stormwater Management Measures									
	Implement an O&M verification program for stormwater treatment and baseline hydromod (defined in E.12.e.ii.f) on all regulated projects	2015	2	PW	Develop and implement an Operations and Maintenance Program to cover storm water treatment and baseline hydromodification		N			
E.12.i	Post-Construction BMP Condition Assessment									
	Inventory and assess the maintenance condition of structural post-construction BMPs within permittees jurisdiction	2016	3	PW	Create inventory and map structural Post construction BMP's. Require annual report from parties that demonstrates the BMP's have been maintained and functioning.		N			
E.12.j	Planning and Development Review Process									
	Conduct review using an existing guide such as Municipal Regulatory Update Assistance Program	2016	1-3	PW	Review the planning and permitting processes to assess any gaps or impediments impacting effective implementation of the post-construction requirements.		N			
	Conduct an analysis of the landscape code to correct gaps hindering post construction requirements	2014	1	PW	Develop Landscape code - analyse for post construction requirements		N			
	Complete any changes to landscape code to administer post-construction req	2015	2	PW	complete changes to the Landscape code.		N			
E.12.k	Post Construction Storm Water Management Requirements Based on Assessment and Maintenance of Watershed Processes	TBD								
	Option: City can prepare an Assessment and Maintenance of dominant Watershed processes affected by storm water in place of comply with Post Construction requirements in E-12			PW			N			
E.12.l	Alternative Post-Construction Storm Water Management Program									
	For multiple benefit projects a permittee may propose alternative Post Const. Requirements (address water quality, supply, flood control, habitat enhancement, open space preserv, recreation, climate change)	No date provided - permittee may propose if desired			Does City have any additional post construction required measures to include that are not stated in the permit?		N			
E.13	WATER QUALITY MONITORING									
E.13.a.	ASBS Monitoring - MS4s that discharge to ASBS and are covered by an Ocean Plan exception comply with Attachment C	2014	1	PW	No storm waters from City are discharged into Areas of Special Biological Significance.		N			
E.13.b.	TMDL Monitoring - MS4s w TMDLs must comply with Attachment G and consult with Regional Board within 1 year of effective date to determine monitoring requirements and schedule. And shall implement TMDL monitoring as specified by RB Executive Officer	2014	1	PW	City is not assigned a wasteload allocation nor is identified as a party in a Total Maximum Daily Loads.		N			
E.13.c.	303(d) Monitoring - MS4s discharging to 303(d) listed waterbodies shall consult with Regional Board within 1 year of effective date to determine whether monitoring is necessary.	2014	1	PW	City does not discharge into any 303d impaired waters		N			
E.13.d.	Receiving Water Monitoring and Special Studies (Select either Receiving Water Monitoring or Special Studies, if not already conducting E.13.a, b or c monitoring)									
	Option 1 - Develop and implement a receiving water monitoring program.	2014	1	PW	Since city does not require monitoring of ASBS, TMDL, or into 303d State Waters, the city shall participate in a monitoring program. 1)Receiving Water Monitoring, or 2) Special Studies.		N			
E.13.d.1	1) Receiving Water Monitoring									
	Select one urban/rural site and one urban area site to monitor	2014	1	PW	Option 1 - Develop and implement a receiving water monitoring program. Select 2 monitoring locations: 1) Urban /Rural site - monitor receiving water quality at upstream location in area undergoing development. 2) Urban site - monitor receiving waters at a downstream location in an urban area.		N			
	Monitor urban/rural and urban area sites	2015	2	PW	Monitoring at urban/rural site to address if LID BMP's used in new development will change the receiving water quality.		N			
	Complete and have available a report that includes a summary of baseline data collections and discussion of monitoring program results	2015	2	PW	Prepare a report that summarizes the baseline data collection from the and discussion of the monitoring program results.		N			
	Complete and have available a report that includes a comparison of data collection to baseline data and discussion of monitoring program results	2018	5	PW	Prepare a report that compares baseline data to collected data, evaluate monitoring program results.		N			
E.13.d.2	2) Special Studies									
	Option 2 - develop and implement a special study monitoring program to assess and evaluate the effectiveness of water quality.						N			
	Develop and implement special study monitoring program and submit to Regional Board for review and approval	2014	1	PW	Special Study plan to include the parameters being measured, frequency of measuring, sampling sites, description on how data will be managed and analyzed, and a hypothesis of what to expect.		N			
	Implement approved special study plan	2015	2	PW	collect and analyze data		N			
	Complete and have available a report that includes a summary of baseline data collections and discussion of monitoring program results	2015	2	PW	Prepare a report that summarizes the baseline data collection from the and discussion of the monitoring program results.		N			

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Complete and have available a report that includes a comparison of data collection to baseline data and discussion of monitoring program results.	2018	5	PW	Prepare a report that compares baseline data to collected data, evaluate monitoring program results.			N			
E.14 PROGRAM EFFECTIVENESS ASSESSMENT										
E.14.a	Program Effectiveness Assessment and Improvement Plan (PEAIP)			PW	Prepare a PEAIP report to track annual and long-term effectiveness of the storm water program to make necessary modifications to the program		N			
	Submit PEAIP	2015	2	PW	Submit PEAIP with second Annual Report		N			
E.14.b Storm Water Program Modifications										
	Identify and summarize BMP and/or program modifications identified in priority program areas that will be made in the next permit term	2018	5	PW	Modify BMP's and the program as a whole to improve compliance with the Municipal Permit and improve program effectiveness at reducing pollutants, achieving the MEP standard, and protecting water quality.		N			
E.15 TOTAL MAXIMUM DAILY LOADS COMPLIANCE REQUIREMENTS										
E.15.a	Comply with all approved TMDLs (Attachment G)	2014	1		NONE IN KINGS COUNTY		N			
E.15.b	Waste load allocations are incorporated herein by reference as enforceable parts of this Order	2014	1		NONE IN KINGS COUNTY		N			
E.15.c	Regional Board reviews TMDLs within one year of effective date and may propose modifications to requirements	2014	1		Currently, NONE IN KINGS COUNTY		N			
E.15.d	Report status of implementation via SMARTS	2014	1		NA		N			
E.15.e	Comply with Clean Water Act Sections 303d,306b and 314	2014	1		NONE IN KINGS COUNTY		N			
E.16 ANNUAL REPORTING PROGRAM										
E.16.a	Use SMARTS to report and certify	2014-2018	all years	PW	Annual Report submitted by September 30 th for previous FY. AS/LRP certify.		N			
E.16.b	Complete and retain annual reports and make available to RWQCB during working hours	2014-2018	all years	PW	Keep all Annual Reports on file		N			
E.16.c	Submit detailed written or oral report to RWQCB if directed.	2014-2018	all years	PW	Respond as requested		N			
E.16.d	May coordinate reporting if regional programs	2014-2018	all years	PW						