MS4 Self-Assessment

Municipal Pollution Prevention and Good Housekeeping Practices Program

Module 3

Name of the Permittee: City Of San Antonio	MS4 Permit Number: WQ0004284000
Assessment Period:	

Permittee Instructions: Please complete the worksheet below. Please note that upon opening this Module, some content may be disabled such as the capacity to check inside the "boxes." The content can usually be activated by pressing "Enable Content" which will appear below the Toolbar in "MS Office."

Not Required on Existing Permit But the City and it's Co-Permittee's are working to begin this program

ATTACHMENTS REQUESTED	Document attached
1. Attach photos of two municipal owned service centers *(e.g., storage areas, vehicle maintenance and wash area, fueling area, waste disposal area),* that show the front view, back view, and operational areas on the surface level, exposed to storm water.	☐ YES ☐ NO
2. Attach an inspection report for each facility that the permittee owns and operates and inspected within the reporting period, to determine compliance with its MS4 permit. Submit with each report, a photo of the each facility and any violations that were found.	☐ YES ☑ NO
3. Attach a list of all municipal owned facilities, including industrial facilities and their address.	☑ YES ☐ NO
4. Attach an organizational chart.	☐ YES ☑ NO
5. Attach a copy of a checklist used to inspect municipal owned facilities.	☑ YES ☐ NO

MUNICIPAL POLLUTION PREVENTION AND GOOD HOUSEKEEPING PRACTICES	
Control Measure that:1)prevents or reduces the amount of storm water pollution generated by municipal operations and conveyed into receiving waters; 2) trains employees on how to incorporate pollution prevention/good housekeeping techniques into municipal operations; and, 3) identifies appropriate control measures and measurable goals for preventing or reducing the amount of storm water pollution generated by municipal operations. The program also includes identifying and controlling pollutants in storm water discharges to the MS4 from municipal landfills; other treatment, storage, or disposal facilities for municipal waste *(e.g. transfer stations, incinerators, etc.)*; hazardous waste treatment, disposal and recovery facilities.	
1. In accordance with 40 CFR §122.26 [Phase I] and 40 CFR §122.34(a) and 40 CFR § 122.34(b)(6) [Phase II], has the permittee developed a *Storm Water Management Program (SWMP),* that describes how the **Municipal Pollution Prevention and Good Housekeeping Practices** Control Measure will be implemented?	☐ YES ☑ NO
2. What pollutants of concern are targeted for reduction through the implementation of the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	

Response	
ORGANIZATIONAL STRUCTURE	
1. Is there a storm water team in place to ensure that the **Municipal Pollution Prevention and Good Housekeeping Practices** program is properly implemented?	☐ YES ☐ NO
2. Describe the organizational structure and staff responsibilities necessary to implement the **Municipal Pollution Prevention and Good Housekeeping Practices** program. Include the name, title, contact information, department name and key responsibilities of each team member.	
Response	
3. What co-permittee (s) and or interagency departments will participate in the implementation of the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	
Response	
4. Describe any formal agreements and key areas of responsibility shared by the permittee, co-permittee(s) and or interagency departments in the implementation of the **Municipal Pollution Prevention and Good Housekeeping Practices** program.	
Response	
5. Do program participants *(e.g., Permittee, co-permittee(s), and other departments)* meet regularly to discuss the progress of the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	☐ YES ☐ NO
6. Describe the frequency of these meetings.	
Response	
LEGAL AUTHORITY	
1. Does the permittee have legal authority to implement the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	☐ YES ☐ NO
2. What ordinances, codes, or policies provide this legal authority?	
Response	
3. Does the legal authority grant authority to inspect municipal operations and take enforcement action for pollutant discharges associated with municipal operations?	☐ YES ☐ NO
4. Who *(e.g., specific staff, department, etc.)* has the authority to enforce this legal authority?	
Response	

FISCAL RESOURCES		
1. What is the budget for the implementation of the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	**REPORTING PERIOD**	**NEXT REPORTING PERIOD**
	Response	**Response**

SECTION I: MEASURABLE GOALS	
1. What are the Measurable Goals for the **Municipal Pollution Prevention and Good Housekeeping Practices** program? Include expected quantifiable results.	
Measurable Goal 1	

Expected Quantifiable Results	
Measurable Goal 2	
Expected Quantifiable Results	
Measurable Goal 3	
Expected Quantifiable Results	
Measurable Goal 4	
Expected Quantifiable Results	

2. Are these Measurable Goals described in the SWMP?	☐ YES ☐ NO

SECTION II: TRAINING/EDUCATION

STAFF

1. Does the permittee require staff *(e.g., storm water team, municipal maintenance staff, inspectors, and engineers)* to complete special, continuous, and or annual training or obtain certification or licensing to implement and manage the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	☐ YES ☐ NO
2. If yes, describe the applicable training, certification or licensing and the required frequency for each.	
Response	
3. Is standard operational procedures and Best Management Practice technical guidance on municipal operations provided for its staff? *(Check all that apply)*	☑ YES ☐ NO

• **Catch basin cleaning**	☑ YES ☐ NO	• **Storm drain pipe cleaning**	☑ YES ☐ NO
• **Vehicle maintenance** *(e.g., oil/battery storage)*	☑ YES ☐ NO	• **Street sweeping/vacuuming**	☑ YES ☐ NO
• **Vehicle fueling** *(e.g., shut off, spill kit)*	☑ YES ☐ NO	• **Municipal parking lots**	☑ YES ☐ NO
• **Chemical storage**	☑ YES ☐ NO	• **Material storage**	☑ YES ☐ NO
• **Fertilizer/pesticide/herbicide application**	☑ YES ☐ NO	• **Salt/sand storage**	☑ YES ☐ NO
• **Snow storage**	☑ YES ☐ NO	• **Spill prevention and clean up**	☑ YES ☐ NO

4. Is there a system in place to notify staff when required training is due and does it document the training completion dates?	☑ YES ☐ NO

SECTION III: MAINTENANCE and INSPECTIONS

1. Does the permittee schedule and conduct maintenance activities, inspections of Best Management Practices and/or self-audits for its municipal facilities to determine their compliance with permit requirements and Measurable Goals?	☐ YES ☐ NO
2. Describe the frequency of these activities *(e.g., weekly, monthly or quarterly)*	
Response	
3. Does the permittee use a checklist when conducting these activities?	☐ YES ☐ NO
4. How many municipal facilities *(e.g., fleet service and maintenance areas, wastewater treatment plants, and*	

storage centers) exist?	
Response	
5. Who has key responsibilities for insuring that municipal facilities are inspected and maintained to meet operational and permit compliance?	
Response	
6. Are all municipal facilities required to obtain storm water permit coverage and implement a Storm Water Pollution Prevention Plan *(SWPPP)*, in compliance with these two requirements?	☐ YES ☐ NO
7. Does the permittee update its SWPPP to reflect current change and progress made at permittee municipal facilities?	☐ YES ☐ NO
SECTION V: ENFORCEMENT	
1. Describe enforcement procedures used to address noncompliance at municipal facilities.	
Response	
SECTION VI: RECORDS MANAGEMENT	
1. Does the permittee have a database in place to track activities of the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	☐ YES ☐ NO
2. What information *(e.g., inspections, maintenance, equipment repairs, and training)* is tracked for the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	
Response	
3. Who has access to this database?	
Response	
4. Who is responsible for updating the database?	
Response	
5. Does the permittee update its SWMP to reflect current change and progress made in the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	☐ YES ☐ NO
SECTION VII: ASSESSMENT	
1. Does the permittee assess the effectiveness of the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	☐ YES ☐ NO
2. Based on the results of the effectiveness assessment, describe the positive results of the **Municipal Pollution Prevention and Good Housekeeping Practices** program.	
Response	
3. Based on the results of the effectiveness assessment, what changes are proposed to enhance the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	
Response	
4. Does the permittee have adequate staff and equipment to implement the **Municipal Pollution Prevention and Good Housekeeping Practices** program?	☑ YES ☐ NO
5. Does the permittee assess **the Municipal Pollution Prevention and Good Housekeeping Practices** program to determine if it meets Measurable Goals and other indicators?	☐ YES ☐ NO

6. Does the permittee generate an assessment report of the **Municipal Pollution Prevention and Good Housekeeping Practices** program for its records?	☐ YES ☐ NO
7. What departments are involved in the **Municipal Pollution Prevention and Good Housekeeping Practices** program assessment?	
Response	

Completed by (Print Name): Arthur Reinhardt		
Signature:	**Date:** 7/28/15	
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The City of San Antonio existing permit does not have this requirement. Due to this item being Proposed within the existing draft permit the City received September 28, 2012, we are currently developing a BMP Plan/Program for all of our facilities.