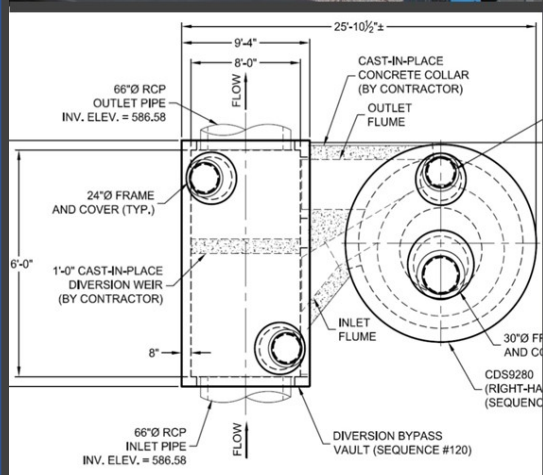


CITY OF MANSFIELD

STORMWATER

MANAGEMENT PROGRAM



In compliance with the requirements of the
Texas Pollutant Discharge Elimination System (TPDES) General Permit TXR040000

Permittee Authorization No. TXR040207

Permit Term: January 2019 – January 2024

Prepared by



1601 E. Lamar Blvd, Suite 205

Arlington, Texas 76011

Westra Project No. MAN19017

Table of Contents

COMMONLY USED ACRONYMS	iii
DEFINITIONS.....	iii
I. Introduction	1
A. Permit Background	1
B. Permit Requirements.....	2
II. Program Rationale	3
A. City of Mansfield Background.....	3
B. Allowable Non-Stormwater Discharges	5
C. Waterbodies Receiving Discharges from the City of Mansfield.....	6
D. Stormwater Management Program Development.....	9
E. BMP Selection Process.....	9
F. Selection of Measurable Goals	9
G. Implementation Plan	9
H. Annual Reporting and Tracking.....	10
I. Recordkeeping	10
III. Minimum Control Measures (MCMs)	11
A. MCM 1 – Public Education, Outreach and Involvement.....	11
1. TCEQ Permit Requirements	11
2. Goals and Objectives.....	11
3. Best Management Practices	11
B. MCM 2 – Illicit Discharge Detection and Elimination (IDDE)	14
1. TCEQ Permit Requirements	14
2. Best Management Practices	14
C. MCM 3 – Construction Site Stormwater Runoff Control	15
1. TCEQ Permit Requirements	15
2. Best Management Practices	16
D. MCM 4 – Post-Construction Stormwater Management in New Development & Redevelopment	17
1. TCEQ Permit Requirements	17
2. Best Management Practices	17
E. MCM 5 – Pollution Prevention and Good Housekeeping for Municipal Operations.....	17
1. TCEQ Permit Requirements	17
2. Best Management Practices	18

F.	MCM 7 - Authorization for Construction Activities where the Small MS4 is the Site Operator.....	19
1.	TCEQ Permit Requirements	19
2.	Best Management Practices	19
IV.	Implementation Schedule.....	20
APPENDIX A – City of Manfield Notice of Intent.....		
APPENDIX B – MS4 General Permit TXR040000		
APPENDIX C – Annual Report Template.....		

COMMONLY USED ACRONYMS

BMP	Best Management Practice
CFR	Code of Federal Regulations
CGP	Construction General Permit, TXR150000
CWA	Clean Water Act
ECP	Erosion Control Plan
EPA	Environmental Protection Agency
FR	Federal Register
KMBC	Keep Mansfield Beautiful Commission
O&M	Operation and Maintenance
OSSF	On-Site Sewage Facilities
MCM	Minimum Control Measure
MEP	Maximum Extent Practicable
MSGP	Multi-Sector General Permit, TXR050000
MS4	Municipal Separate Storm Sewer System
NOC	Notice of Change
NOI	Notice of Intent
NOT	Notice of Termination
NPDES	National Pollutant Discharge Elimination System
SOP	Standard Operating Practices
SSO	Sanitary Sewer Overflows
SWMP	Stormwater Management Program
SWP3, SWPPP	Stormwater Pollution Prevention Plan
SWQM	Surface Water Quality Monitoring
TAC	Texas Administrative Code
TCEQ	Texas Commission on Environmental Quality
TMDL	Total Maximum Daily Load
TPDES	Texas Pollutant Discharge Elimination System
TWC	Texas Water Code

DEFINITIONS

Refer to the MS4 General Permit, Part I ([Appendix B](#), pages 6-12).

I. Introduction

The City of Mansfield (City) is subject to the requirements of the Texas Commission on Environmental Quality (TCEQ) Texas Pollutant Discharge Elimination System (TPDES) General Permit No. TXR040000. The renewal of the stormwater permit requires the City of Mansfield to review and assess their existing Stormwater Management Program (SWMP) and develop a new program implementing best management practices which comply with the permit requirements. A copy of the TCEQ MS4 General Permit TXR040000 can be found in [Appendix B](#).

The program documents the best management practices chosen by the City of Mansfield to address community-wide stormwater quality issues, including target audiences and a schedule for implementation over the five-year permit term. The intent of the program is to identify and implement City-wide measures to reduce the discharge of pollutants into the Municipal Separate Storm Sewer System (MS4) which includes streets, storm drain systems, road side ditches, streams, rivers and other water bodies.

A. Permit Background

Under the Clean Water Act of 1972 (CWA), the National Pollutant Discharge Elimination System (NPDES) was established in an effort to protect the waters of the United States. The U.S. Environmental Protection Agency (EPA) was appointed to govern the rules on how the program will be implemented. The NPDES program then established the MS4 program in two phases. Phase I, promulgated in 1990, required the municipalities serving a population of 100,000 or more to acquire the NPDES permit by submitting a Stormwater Management Program (SWMP) that addresses how the municipality would reduce pollutant discharges, protect water quality, and satisfy the water quality requirements of the CWA. In 1998, the EPA and Texas Commission on Environmental Quality (TCEQ) signed an agreement for the EPA to transfer the regulatory authority over to TCEQ as the law applies in the State of Texas. Thus, the NPDES became Texas Pollutant Discharge Elimination System (TPDES) under TCEQ's authority. Based on the Stormwater Phase II Final Rule issued by the EPA in 1999, The TCEQ then wrote and issued the General Permit TXR040000, generally called the MS4 general permit, for other small municipalities serving a population of less than 100,000 and being part of urbanized areas, as listed by the U.S. Census Bureau. The MS4 permit identified seven minimum control measures, which must be addressed by the permit holders in their SWMP. Each term of the MS4 permit lasts for five years. The current TCEQ permit is now in its third term with an effective date of January 24, 2019.

The permit categorizes MS4 permittees into four levels based on the population served within the 2010 urbanized areas. The MS4 area may change during the permit term if the permittee acquires or gives up regulated area, such as the annexing of land or if land is annexed away. However, the level will not change based on population fluctuation. The anticipated 2020 U.S. Census will take place during this permit term. Nevertheless, it will not affect the permittee's level until the permit renews for its fourth term in 2024. The levels are defined by TCEQ as follows:

- a. Level 1: Traditional MS4s with a population less than 10,000
- b. Level 2: Traditional MS4s with a population between 10,000 and 39,999. Level 2 also includes non-traditional MS4s like universities or prison systems.
- c. Level 3: Traditional MS4s with a population between 40,000 and 99,999
- d. Level 4: Traditional MS4s with a population over 100,000

B. Permit Requirements

The permit establishes seven minimum control measures (MCM) to reduce the discharge of pollutants to the maximum extent practicable. MS4 permittees are required to address all of the following MCMs in their SWMP:

MCM 1 – Public Education, Outreach, and Involvement

MCM 2 – Illicit Discharge Detection and Elimination (IDDE)

MCM 3 – Construction Site Stormwater Runoff Control

MCM 4 – Post-Construction Stormwater Management in New Development and Redevelopment

MCM 5 – Pollution Prevention and Good Housekeeping for Municipal Operations

MCM 6 – Industrial Stormwater Sources (Only applicable to Level 4 MS4s)

MCM 7 – Authorization for Construction Activities where the Small MS4 is the Site Operator (Optional)

The application for coverage includes a Notice of Intent (NOI) and a SWMP. The NOI for the City of Mansfield can be found in [Appendix A](#). The permit requires MS4 permittees to include the following items in the SWMP at a minimum:

1. A list of best management practices (BMPs) and measurable goals which meets the intent of each MCM.
2. An implementation schedule showing the year and frequency of required actions over the five-year period of the program, such that the program is fully implemented by the end of the permit term.
3. A rationale statement that addresses the overall program and how the BMPs and measurable goals were selected.
4. A summary of how the permittee will execute the SWMP and a list of any entities assisting with developing and implementing the program.
5. A description of how the SWMP complies with the requirements related to impaired water bodies and any total maximum daily load (TMDL) requirements, and identification of any impaired waters that the permittee discharges into.

Upon receiving a preliminary decision from the Executive Director of the TCEQ, permittees must provide public involvement in the process of adopting the new SWMP by publishing a public notice and offering a public comment period. After the new SWMP is approved by TCEQ, permittees must annually review the SWMP and submit an annual report on the previous year's activities to the TCEQ.

Impaired Water Bodies and Total Maximum Daily Load (TMDL) Requirements

A water body is considered impaired for purposes of the permit if it has been identified on the latest TCEQ- and EPA-approved Clean Water Act (CWA) 303(d) list or within the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d), which lists the category 4 and 5 water bodies. These lists identify water bodies that do not meet the Texas Surface Water Quality Standards (SWQS). Discharges of any pollutant(s) of concern to impaired water bodies for which there is a TCEQ and EPA approved TMDL are not eligible under this permit unless they are consistent with the approved TMDL.

Permittees are required to annually check if any stream segments or water bodies that the MS4 discharges into have been added to the EPA-approved Texas Integrated Report of Surface Water Quality Sections 305(b) and 303(d). The newly listed segment or water bodies must be included in the annual report and addressed for potential sources of pollutants from the MS4 within two years of the new 305(b) and 303(d) lists' approval date.

At the time of this plan's creation, the most current EPA approved list is the 2014 Texas 303(d) list, which was approved on November 19, 2015. The TCEQ has adopted the Draft 2016 Texas 303(d) list on October 17, 2018, but it has not been approved by the EPA.

Permittees can find latest updates to the Texas 303(d) list and the EPA approved 2014 Texas 303(d) list on the following website: <https://www.tceq.texas.gov/waterquality/assessment>

Detailed requirements for impaired water bodies and TMDL can be found in the MS4 General Permit Part II.D.4 ([Appendix B](#), pages 17-21).

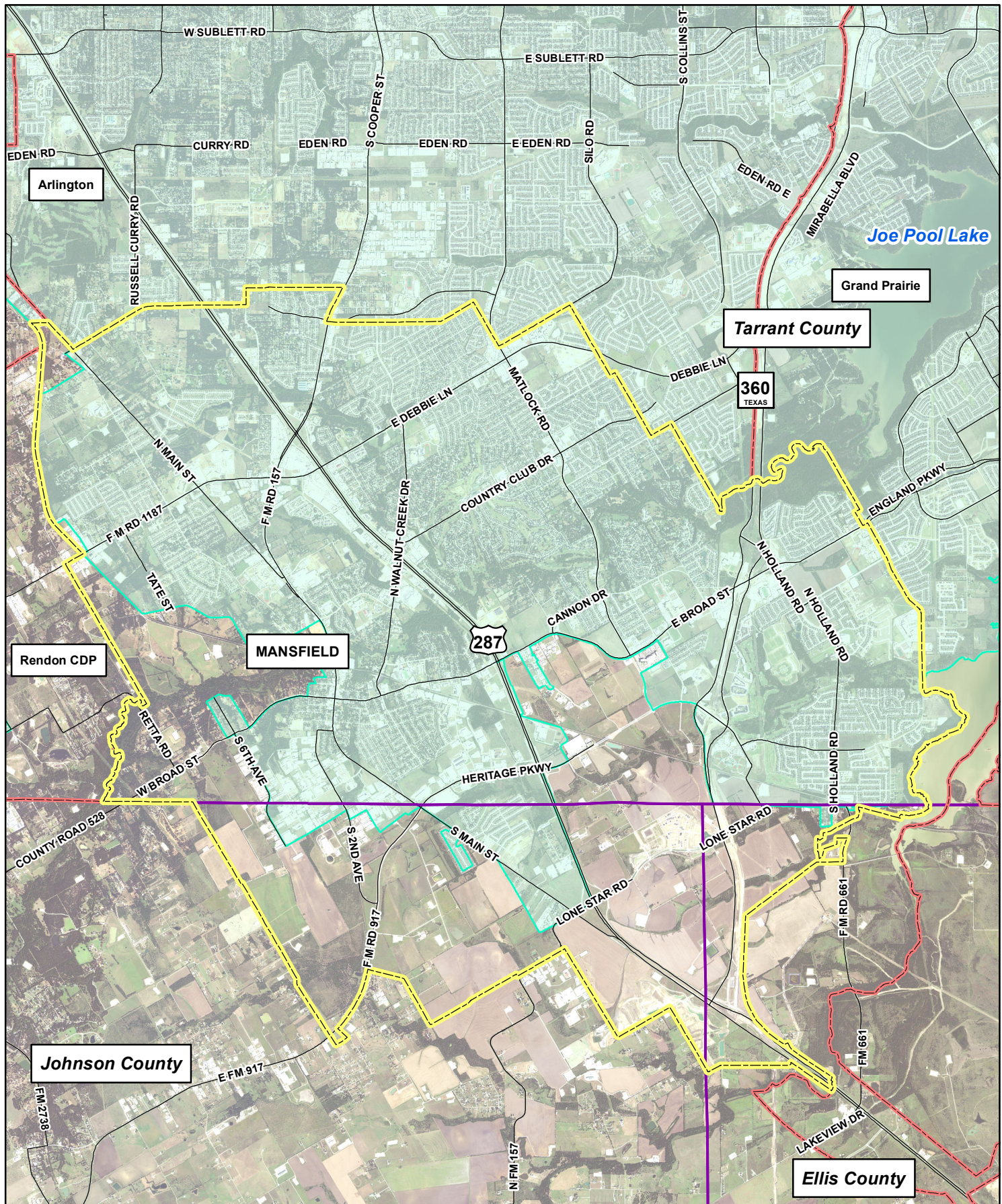
II. Program Rationale






A. City of Mansfield Background

The City of Mansfield is located in north central Texas. The City predominantly lies within the limits of Tarrant County with small areas extending into Ellis and Johnson counties, altogether covering an area of approximately 36 square miles, with an extra-territorial jurisdiction area of approximately 17 square miles. The City of Mansfield is located in the Dallas – Fort Worth – Arlington urbanized area and shares its boundaries with the City of Arlington, City of Grand Prairie, Johnson County, and Rendon Census Designated Place (CDP). A map displaying the City of Mansfield location is shown in [Exhibit 1](#) along with the urbanized area limits per the 2010 Decennial Census.

With a 2010 Census population of 56,368, the City of Mansfield must meet all requirements of a Level 3 MS4. Level 3 MS4s are required to address the requirements of MCM 1 through MCM 5, as well as other requirements in addition to the general requirements for all permittees.

The sixth MCM, Industrial Stormwater Sources, is not a required MCM for a Level 3 MS4. Therefore, Mansfield has excluded MCM 6 from the SWMP. The seventh MCM, Authorization for Construction Activities where the Small MS4 is the Site Operator, is optional, the City of Mansfield has elected to adopt MCM 7. The City is implementing the SWMP for the entire city limits, including MCM 7.



-  City Limit of Mansfield
-  City Limit (Others)
-  County Limit
-  Dallas-Fort Worth-Arlington Urbanized Area
-  Road

6,000 3,000 0 6,000 Feet



City of Mansfield
Stormwater Management Program

EXHIBIT
1

CITY LOCATION MAP

WESTRA NO:
MAN19017

B. Allowable Non-Stormwater Discharges

The following non-stormwater discharges may be discharged from the City of Mansfield and are not required to be addressed in the Illicit Discharge Detection and Elimination or other minimum control measure, unless they are determined by the City of Mansfield or TCEQ to be significant contributors of pollutants:

1. A discharge authorized by, and in full compliance with, an NPDES and/or TPDES permit (other than the NPDES and/or TPDES permit for discharges from the MS4);
2. A discharge or flow resulting from firefighting by the fire department;
3. A discharge or flow of fire protection water that does not contain oil or hazardous substances or materials that the fire code requires to be contained and treated prior to discharge, in which case treatment adequate to remove harmful quantities of pollutants must have occurred prior to discharge;
4. A discharge from a fire hydrant flushing;
5. Incidental discharges from water line pressure release valves;
6. Uncontaminated runoff or return flow from landscape irrigation, lawn irrigation, and other irrigation utilizing potable water, groundwater, or surface water sources;
7. Uncontaminated water used for dust control purposes;
8. A discharge or flow from a diverted stream flow or natural spring;
9. A discharge or flow from uncontaminated pumped groundwater or rising groundwater;
10. Uncontaminated groundwater infiltration (as defined as 40 C.F.R. § 35.2005(20)) to the MS4;
11. Uncontaminated discharge or flow from a foundation drain, crawl space footing drain, or sump;
12. A discharge or flow from a potable water source not containing any harmful substance or material from the cleaning or draining of a storage tank or other container;
13. A discharge or flow from air conditioning condensation that is unmixed with water from a cooling tower, emissions scrubber, emissions filter, or any other source of pollutant;
14. A discharge or flow from a riparian habitat or wetland;
15. A discharge or flow from water used in street washing that is not contaminated with any soap, detergent, degreaser, solvent, surfactant, emulsifier, dispersant, or any other harmful cleaning substance;
16. Stormwater runoff from a roof that is not contaminated by any runoff or discharge from an emissions scrubber, filter, or any other source of pollutant;
17. Swimming pool water free of diatomaceous earth and that contains no harmful quantity of free chlorine (less than 0.5ppm), muriatic acid or other chemical (less than 20ppm cyanuric acid) used in the treatment or disinfection of the swimming pool water or in pool cleaning and pH must be between 6.0 and 9.0 standard units;
18. A discharge of flow from a temporary car wash sponsored by a civic group, school, religious, and/or nonprofit organization;

19. A discharge of flow from individual residential car washing activities;
20. Other allowable non-stormwater discharges listed in 40 CFR § 122.26(d)(2)(iv)(B)(1);
21. Non-stormwater discharges that are specifically listed in the TPDES Multi Sector General Permit (MSGP) or the TPDES Construction General Permit; and
22. Other similar occasional incidental non-stormwater discharges, unless the TCEQ develops permits or regulation addressing these discharges.

C. Waterbodies Receiving Discharges from the City of Mansfield

The City of Mansfield is located in the Trinity River basin. A small portion (300 acres) to the north of the City drains to the Lower West Fork Trinity River through Rush Creek. The remaining portion of the City drains to Joe Pool Lake through Walnut Creek, Low Branch, and Mountain Creek. The TCEQ-regulated receiving waterbodies, their respective watersheds and segment identification numbers are shown in [Exhibit 2](#).

The City pledges to not knowingly or intentionally discharge to surface waters of the State in a manner that would contribute to a violation of water quality standards or that would fail to protect and maintain existing uses as a part of this permit. The City is aware that discharges contributing to a violation of water quality standards are not covered by this general permit. Should the City find itself in a position where discharges of this nature occur, the City is aware that the executive director may require an application for an individual permit.

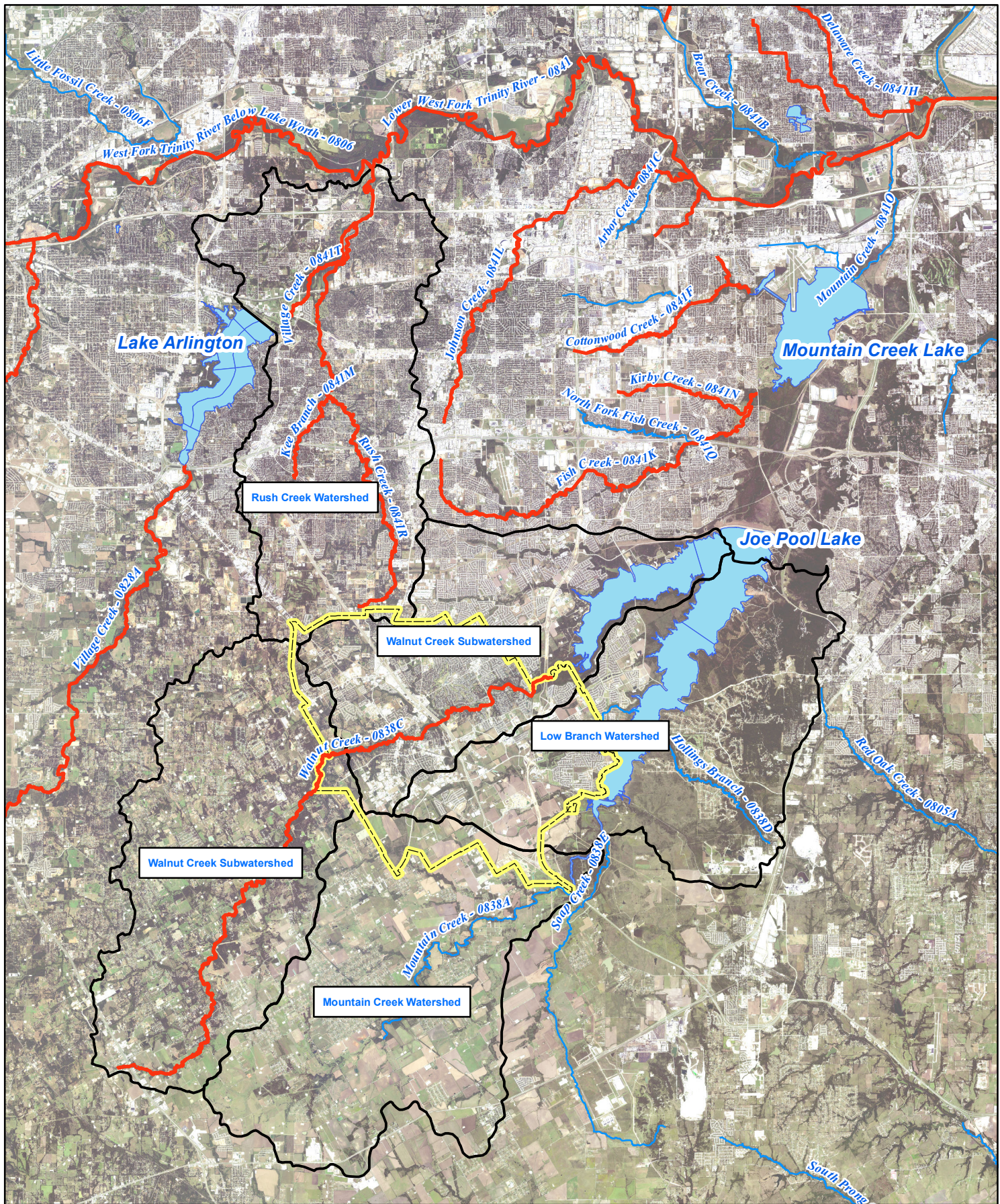
City staff currently has knowledge that stormwater discharges from the City flow into two impaired water bodies being Rush Creek (Segment 0841R) and Walnut Creek (Segment 0838C) as listed in the 2014 Texas Integrated Report Index of Water Quality Impairments approved by the EPA on November 19, 2015 (Figure 1 and Figure 2). City staff will annually check whether an impaired water within the City limit has been added to the latest EPA approved 303(d) list and ensure that the discharges from the City into that impaired waterbody are evaluated and treated appropriately. The City is committed to taking appropriate actions to protect water quality when necessary.

SegID:	0841R	Rush Creek A 5 mile stretch of Rush Creek running upstream from confluence with Village Creek to confluence with Kee Branch in Arlington, Tarrant Co.		
<u>Parameter(s)</u>			<u>Category</u>	<u>Carryforward</u>
bacteria				
0841R_01	Entire segment.		4a	No

*Figure 1 – Rush Creek listing on the
2014 Texas Integrated Report Index of Water Quality Impairments.*

SegID:	0838C	Walnut Creek From the confluence with Joe Pool Lake up to the headwaters at Spring Street in Burleson.		
<u>Parameter(s)</u>			<u>Category</u>	<u>Carryforward</u>
bacteria				
0838C_01	From the confluence with Joe Pool Lake up to the headwaters at Spring Street in Burleson.		5b	No

*Figure 2 – Walnut Creek listing on the
2014 Texas Integrated Report Index of Water Quality Impairments.*



A small portion (300 acres) of the City discharges into Rush Creek (Segment 0841R) which is listed in the *Thirteen Total Maximum Daily Loads for Indicator Bacteria in the Lower West Fork Trinity River Watershed* approved by the EPA on November 7, 2013 and *Implementation Plan for Seventeen Total Maximum Daily Loads for Bacteria in the Greater Trinity River Region* approved by the TCEQ on December 11, 2013. Mansfield was NOT listed as one of the impacted communities according to the approved I-Plan for this TMDL. The City of Mansfield has adopted the TMDL Waste Load Allocation (WLA) of 678.7 Most Probable Number (MPN) per day as the benchmark for the discharge coming from this 300-acre area. It is the City of Mansfield's supposition that the discharges from this 300-acre drainage area are already in compliance with this benchmark, and there is no indication or reason to suspect discharges from this area exceed this benchmark.

The characteristics of the Rush Creek watershed portion to the west of US 287 are largely undeveloped or large tract single family homes without sewer service provided by the City of Mansfield. There are approximately 15 commercial properties and 66 residential properties in the area that are on septic systems but are receiving treated water from the City. In addition, there are 6 commercial and 208 residential properties that are on both City water and sewer, representing a total of 65 acres. In this same area, there are 19 commercial and 23 residential acres of land available for development that would be able to get their water and sewer from the existing infrastructure. This represents a little over 1/3 of the affected watershed area in Mansfield that is currently served by the City's sewer system. Additionally, the Mansfield Rush Creek watershed area represents less than 0.5 sq mi of a several square mile watershed. The influence of any discharges from Mansfield into this impaired water body would be negligible at best.

The Walnut Creek section flowing through Mansfield (Segment 0838C) has been listed as impaired for bacteria since 2006. However, Walnut Creek currently does not have a TMDL in place. In response to Part II Section D.4(b)(1)a. the City acknowledges it cannot claim discharges from its MS4 do not likely contain the pollutant of concern related to the impairment in Walnut Creek.

In response to the bacteria impairment of both Rush Creek and Walnut Creek, the City has included in the SWMP several BMPs which will help address the potential bacteria sources within the City such as sanitary sewer overflows and septic systems. The City will also continue to provide dog waste bag holders and participate in the NCTCOG DOO the Right Thing campaign as part of the public education program. The bacteria-focused BMPs are identified under the respective MCM in Section III and in the implementation schedule under Section IV. Many of these BMPs will be based upon, or similar to, those BMPs contained in the approved I-Plan for the Greater Trinity River Region.

As a stakeholder, the City is also working with the Trinity River Authority (TRA) and other stakeholders in the Joe Pool Lake and Mountain Creek watershed to complete a watershed characterization project which will be used to develop a future Joe Pool Lake Watershed Protection Plan.

D. Stormwater Management Program Development

Westra Consultants (Westra) was retained by the City of Mansfield to assist with the preparation of their Term III Stormwater Management Program. Westra and various City of Mansfield departments worked closely to review the updated permit and revise the existing BMPs, measurable goals, and implementation schedules to ensure that the new SWMP satisfies the permit requirements and meets the specific stormwater protection goals of the community.

In order to develop the Term III SWMP, The City and Westra held three workshops to discuss the MCMs. The dates of these meetings were as follows:

- April 16, 2018 – MCM 1
- May 1, 2018 – MCM 2 and MCM 5
- May 13, 2019 – MCM 3, MCM 4 and MCM 7.

The City personnel who are responsible for the implementation of each MCM attended the respective meetings. The meetings helped educate the City staff about the permit and the program. The Environmental Services Department is responsible for implementing most of the BMPs in the program. The departments which cooperate with the Environmental Services Department to implement the SWMP include Utility Billing, Communications and Marketing, Information Technology, Engineering, Planning and Zoning, Parks and Recreation, City Secretary, Public Works, Legal Office, Human Resources, Street Operations, and Water Utilities Division.

E. BMP Selection Process

During the SWMP review and development process, the City kept many existing BMPs from Term II that have proved effective in reducing and preventing stormwater pollution. Some existing BMPs were modified to ensure they comply with the permit changes. BMPs that were determined as unsuitable or ineffective were removed and replaced with more applicable BMPs. City staff and Westra discussed the overall program goals and evaluated all BMPs to ensure the reduction of stormwater pollutants to the maximum extent practicable (MEP).

F. Selection of Measurable Goals

Measurable goals were chosen to be clear, specific, and measurable. The intent was to select goals that assess the effectiveness or appropriateness of the BMPs and are straightforward so the City personnel can easily keep track of progress without over-extending staff resources. The City made sure that any ongoing activities to reduce the discharge of pollutants to the MEP were considered and incorporated into the program.

G. Implementation Plan

A detailed implementation plan is included in Section IV which identifies the year each goal will be achieved over the five-year period of the program. The plan outlines the BMPs with respective measurable goals and responsible departments, grouped by each MCM. Target audiences are also listed for MCM 1 – Public Education, Outreach and Involvement. The permit requires that all relevant ordinances or other regulatory mechanisms that provide legal authority for the City to control pollutant discharges must be updated or adopted within the first two years from the permit effective date. The City has scheduled the corresponding BMPs to be completed by the end of Year 2.

The existing BMPs that are to be implemented annually will continue to be monitored and enforced every year during this permit term. A primary goal for the City's implementation plan is to ensure clarity so the City and TCEQ can easily keep track of the yearly activities and progress towards reducing pollutants to the MEP.

H. Annual Reporting and Tracking

The City shall submit an annual report on the previous year's activities to TCEQ within 90 days of the end of each reporting year. The City of Mansfield has chosen the reporting period to be the **fiscal year**. Reporting Year 1 will start from the permit effective date of January 24, 2019 to September 30, 2019; each subsequent reporting year shall be from October 1 of the current year to September 30 of the following year. Reporting Year 5 will start from October 1, 2022 to the permit term's end date of January 24, 2024. The annual report shall comply with Part IV.B.2 ([Appendix B](#), pages 53-54), including a summary of any actions taken to address the City's listed impaired waters, as compliant to Part II.D.4 ([Appendix B](#), pages 17-21).

The annual report shall be submitted to the TCEQ office address as follows:

Texas Commission on Environmental Quality
Stormwater Team; MC - 148
P.O. Box 13087
Austin, Texas 78711-3087

A copy of the report must also be submitted to the TCEQ Region 4 (Dallas/Fort Worth) office address as follows:

TCEQ Region 4 (Dallas/Fort Worth)
2309 Gravel Dr
Fort Worth, Texas 76118-6951

The City shall keep a copy of the annual report in house and post the report on the City's official website. The electronic version of the SWMP will be posted within 30 days of the approval date and the annual reports within 30 days of the submittal date.

The TCEQ's annual report template can be found in [Appendix C](#).

I. Recordkeeping

The City shall retain all records including a copy of this TPDES general permit, and records of all data used to complete the application (NOI) for this general permit and satisfy the public participation requirements, for a period of at least three years, or for the remainder of the term of this general permit, whichever is longer. The documents shall be retained at:

City of Mansfield City Hall – Public Works Office
1200 E. Broad St.
Mansfield, TX 76063

The City will post the approved SWMP and annual reports on the following website:

<https://www.mansfieldtexas.gov/stormwater-management-program>

The City of Mansfield's NOI can be found in [Appendix A](#).

III. Minimum Control Measures (MCMs)

Under each MCM heading, there is a list of the proposed BMPs that were selected to meet the permit requirements and the water quality protection goals and objectives of the City of Mansfield. This section provides an overview of the BMPs which represent the City's continued efforts to comply with the permit to reduce stormwater pollution to the MEP.

A. MCM 1 – Public Education, Outreach and Involvement

1. TCEQ Permit Requirements

Refer to the MS4 General Permit, Part III.B.1 ([Appendix B](#), pages 35-36) for the Public Education, Outreach and Involvement requirements.

2. Goals and Objectives

The City of Mansfield has identified the following problems to be community wide issues:

- Littering around major shopping complexes
- Chemicals, wastes and discharges related to lawn care and pool maintenance activities
- Erosion control and construction wastes from development sites.

Litter and debris make public places visually unpleasant. Moreover, during rain events, litter and debris can pollute the water bodies and cause flooding by clogging storm drain structures. When lawn clippings and leaves get blown into the streets, they eventually are washed away into storm drain structures and waterways during rain events. Lawn wastes in rivers and lakes negatively impacts water quality and aquatic life as it enhances the growth of algae blooms. Chemicals and household hazardous wastes (HHW) contain dangerous toxins which can contaminate the water bodies, leaving long-term effects to the water quality. The City currently has a variety of programs such as the Tree Limb Collection, Household Hazardous Waste (HHW) Collection, and Adopt-A-Street to help address these issues and educate the residents on how to reduce the pollutants to the MEP. The City also collaborates with the Keep Mansfield Beautiful Commission (KMBC) in coordinating and hosting with the Creekside Clean Up Program and the "Chunk Your Junk" event. The City assists KMBC in planning and hosting an annual Earth Day Mansfield festival. The City also provides supplies for the Neighborhood Beautification Program. Furthermore, educational information and materials about stormwater are also provided through the City's website and e-newsletters, and also handed out at special events throughout the year.

Sediment and wastes from construction runoff can greatly impact the aquatic habitat and quickly fill rivers and lakes, reducing their storage capacities. City staff are made available every week to answer questions and review City policies regarding development within the City for any developers who have questions. In addition, an annual builders/developers workshop is held to provide information about various topics related to development and construction activities, including the City's erosion and sediment control requirements.

The City will also post the approved SWMP and annual reports on the City's stormwater website, which will help educate residents and visitors about the overall stormwater program and the progress each year.

3. Best Management Practices

The City of Mansfield has selected the following BMPs to fulfill the requirements of the Public Education, Outreach, and Involvement MCM. Refer to Section IV of this document for the

implementation schedule which includes measurable goals, target audiences, and responsible departments.

(1.01) General Education on Stormwater

The City will develop articles related to stormwater such as the SWMP, stormwater pollution prevention, public events such as Earth Day and Fire Safety Palooza, better landscaping practices, effects of pet waste on stormwater, and proper disposal of fats, oils, and grease (FOG). The articles will be provided to residents through the Citizen E-Newsletters and printed on handouts to be distributed at public events and displayed at the Public Works Office in the City Hall, or other available avenues.

(1.02) Stormwater Website and Social Media Content

The City will update the existing website to include information about various elements of the SWMP such as educational materials and public events. Social media has proven to be a useful method of reaching the residents. Therefore, the City will post information about stormwater related issues on the City's social media content as appropriate and within the City's posting guidelines.

(1.03) Development Review Committee (DRC) and Other Construction Meetings

City staff are made available every Wednesday to answer questions and review policies regarding development within the City, as well as City expectations and regulations for construction and post-construction. City staff will provide information on stormwater regulations and requirements for the purpose of providing guidance to builders and developers attending the meetings. Brochures and handouts may be developed in order to support the goals of the SWMP. The DRC is one of the first chances to interact with the development community. It is an important time to inform potential developers of City stormwater protection expectations. This is not mandatory and at the request of applicants.

(1.04) Stormwater Education at Special Events

The City assists KMBC in planning and hosting the annual Earth Day Mansfield festival where the City staff and KMBC members set up booths or handing out information to attendees, as well as discussing stormwater pollution issues during conversations at the events. City staff and KMBC also attend other events such as Fire Safety Palooza to promote and provide educational materials regarding stormwater pollution prevention. Public events are great opportunities to reach residents, businesses and visitors to the City.

(1.05) NCTCOG Stormwater Public Education Task Force

The City participates in the Stormwater Public Education Task Force at the North Central Texas Council of Governments (NCTCOG) to exchange professional experience, share public education resources, develop and discover opportunities for regional cooperation. The Task Force not only provides municipal coordinators an opportunity to share information and learn about local, regional and national initiatives in the area of stormwater education, but also facilitates and maximizes the impact and effectiveness of outreach activities. The City has been and will continue to participate in the "DOO the Right Thing" pet waste campaign held by the NCTCOG.

(1.06) Storm Drain Inlet Markers

The City is planning to replace the existing acrylic storm drain inlet markers with more sustainable aluminum ones. The City would like to mark between 40% - 75% of all inlets for a given area to educate the public on the importance of protecting the MS4.

(1.07) Creekside Clean Up Program

City staff and KMBC collaborate to host the creek cleanup events designed to keep large items, floatables and debris, from entering the waterways. Cleanup events are an excellent activity to create local ownership of environmental resources, educating the public and preventing pollutants from entering local waterways.

(1.08) "Chunk Your Junk" Event

City staff and KMBC collaborate to host the "Chunk Your Junk" event. The event is held twice per year in the Spring and Fall and residents can bring in large and bulky items to be dropped off for disposal without paying a fee.

(1.09) Neighborhood Beautification Program

The City will provide most supplies, including a dumpster for disposal if warranted, for a small neighborhood-wide cleanup. The City does not take part in organizing the cleanup, but only provides supplies. The program is very successful and the City has had over 10,000 volunteers participate in the community cleanup events.

(1.10) Christmas Tree Recycling / Tree Limb Collection and Free Mulch Program

The City provides a location where residents can bring their Christmas trees and tree limbs at limited intervals and when enough material has been collected the City will have the material ground into mulch. The mulch is then provided to residents for free on appropriate days throughout the year.

(1.11) Texas SmartScape (TxSS) Program

City staff will evaluate the most effective and appropriate means to promote the usage of the TxSS tools and principles, encourage the selection of native and adaptive vegetation for landscaped areas, and other beneficial landscaping practices.

(1.12) Household Hazardous Waste (HHW) Collection Program

The City owns and operates an Environmental Collection Center (ECC) located at 616 S. Wisteria St., Mansfield, TX 76063. The ECC is open to the public on specific dates every month. Residents may drop off electronic wastes and household hazardous waste such as aerosol cans, paint and cleaning products. The ECC also provides recycling for residents without curbside collection including residents of apartments and other multifamily dwellings. In addition, the ECC has the Help Yourself Reuse Center where used paint, chemicals, and cleaners in like-new condition are offered free of charge to Mansfield residents with proof of residency.

(1.13) Adopt-A-Street Program

The City, through the KMBC, provides local businesses and dedicated/concerned residents the opportunity to adopt sections of certain roadways. The business or resident agrees to pick litter up from that stretch of adopted roadway at least 3 times a year for 2 years. The City requests a report be turned in for each pickup to track the number of volunteers, volunteer hours and amount of material removed. To estimate amount of

material removed, the City uses the Keep America Beautiful's estimate of weight per bag. All clean up materials are provided by the City but must be checked out for each group.

B. MCM 2 – Illicit Discharge Detection and Elimination (IDDE)

1. TCEQ Permit Requirements

Refer to the MS4 General Permit, Part III.B.2 ([Appendix B](#), pages 36-40) for the Illicit Discharge Detection and Elimination requirements.

2. Best Management Practices

The City of Mansfield has selected the following BMPs to fulfill the requirements of the IDDE MCM. Refer to Section IV of this document for the implementation schedule which includes measurable goals and responsible departments.

(2.01) Stormwater Quality Protection Ordinance

City staff will review the existing ordinance to determine if any changes are necessary with regards to the updated permit. The existing ordinance contains a list of allowable non-stormwater discharges, a list of specific prohibited discharges and acts adversely affecting water quality, as well as requirements for notification of release and cleanup.

(2.02) Storm Sewer System Map

The City will maintain and update the existing Geographic Information System (GIS) map for stream locations, storm sewer pipes and outfalls as as-built plans are submitted.

(2.03) Staff IDDE Training

The City will develop a web-based training program to train those staff positions with the potential to spot possible illicit discharges. The training will include materials to help identify possible discharges and information on what to do when a suspected discharge has been identified.

(2.04) Public Reporting Regarding Illicit Discharges and Spills

The City will continue to administer the Environmental Hotline and implement the tracking procedures to respond to public complaints regarding illicit discharges and spills. Investigations shall be conducted in a reasonable amount of time, based on the information collected.

(2.05) Illicit Discharge Elimination Program

The City uses the Field Investigation Guide (FIG) developed by the NCTCOG as a guide to illicit discharge investigations and inspections. Once the discharge has been confirmed as illicit, and the source identified, the City will take the appropriate steps necessary to eliminate the discharge, including follow-up inspections. These steps are detailed in the Stormwater Quality Protection Ordinance. The City currently uses a digital tracking system for tracking complaints, investigations and cleanup of potential illicit discharges.

(2.06) Potential Problem Area Identification

The City will continue to maintain and update, as needed, the GIS layer of potential problem areas including areas where sanitary sewer is not available and properties are on septic systems, areas with a density of industrial uses, and areas with a history of illegal dumping.

(2.07) Adjacent MS4 Notifications

When staff have traced a suspected illicit discharge to the edge of our City limits, we will make all efforts to notify the adjacent MS4 and assist them to the best of our abilities in continuing to trace and verify the suspected discharge. Consequently, when staff have been notified by an adjacent community that they have traced a suspected discharge to their limits and it appears the source is located within our City, we will work with them to identify the source and eliminate the illicit discharge.

(2.08) Sanitary Sewer Overflow (SSO) Program (BMP Targeting Bacteria Impairment)

This program consists of inspecting sewer lines where repetitive overflows have occurred, performing increased maintenance on problems lines, identifying line segments for replacement through Capital Improvement Projects (CIP), or parallel sewer lines, and other measures designed to reduce the number of overflows.

(2.09) On-Site Sewage Facilities Program (BMP Targeting Bacteria Impairment)

The City currently relies on Tarrant County Public Health Department to review, inspect installation and provide assistance on failing septic systems. The City will identify the properties with septic systems on a GIS map. Once all properties are identified, educational materials regarding septic systems will be sent to the residents living in these properties to ensure they are aware of the potential impacts septic systems can have on the waterways.

(2.10) Commercial Grease Trap Program (BMP Targeting Bacteria Impairment)

Under this program, all commercial grease traps are inspected by the Utilities Services Department periodically, including businesses with other types of discharges into the public sewer system.

(2.11) Lift Station Maintenance Program (BMP Targeting Bacteria Impairment)

Through this program, all public lift stations in the City have been inspected on an annual basis by the Utilities Services Department. In addition, as lift station pumps have come up for replacement or significant repairs, the pumps have been replaced with those that offer remote notification of failures, stoppages or blockages to facilitate a response before a significant failure occurs. As new capital improvement projects allow, lift stations are removed and the sewer system is connected to gravity designed systems.

(2.12) Liquid Waste Hauler Program (BMP Targeting Bacteria Impairment)

Under this program, liquid waste haulers operating in City limits are required to apply for a license/permit to operate. As part of the application process, the vehicles proposed to be used are inspected by City staff to verify operational suitability.

C. MCM 3 – Construction Site Stormwater Runoff Control

1. TCEQ Permit Requirements

Refer to the MS4 General Permit, Part III.B.3 ([Appendix B](#), pages 40-43) for the Construction Site Stormwater Runoff Control requirements.

2. Best Management Practices

The City of Mansfield has selected the following BMPs to fulfill the requirements of the Construction Site Stormwater Runoff Control MCM. Refer to Section IV of this document for the implementation schedule which includes measurable goals and responsible departments.

(3.01) Annual Builders/Developers Workshop

The City staff will coordinate an annual builders/developers workshop to discuss topics such as current Construction General Permit (CGP) updates/requirements, current best management practices, preparing a Stormwater Pollution Prevention Plan (SWPPP) and other information about stormwater protection during construction.

(3.02) Construction Erosion and Sediment Control Ordinance

The existing Construction Erosion and Sediment Control Ordinance require the submittal of an erosion control plan (ECP) to be reviewed and approved as part of the permit review on all regulated construction projects. In addition, the City requires the installation, inspection and maintenance of erosion and sediment controls, litter control, concrete waste management, and sanitary waste management for all commercial construction sites, regardless of size, and residential sites that disturb more than one acre or are part of a larger common plan of development that disturbs more than one acre.

(3.03) Erosion Control Plan Review

The City currently requires ECPs to be developed for all commercial and industrial construction projects over one acre. In addition, all residential subdivision developments are required to submit an ECP when these projects typically disturb more than 1 acre or are parts of a larger common plan of development that will disturb more than 1 acre. These plans are reviewed for use of appropriate BMPs on the site to reduce the potential for polluted runoff from construction sites during the active phase of construction. The current City plan review policy also requires a copy of the NOI or Construction Site Notice submitted to the City prior to permit approval. The City will continue to review ECPs using the existing procedure and checklist.

(3.04) Inspection and Enforcement Program

The City will continue to perform inspections of regulated construction sites during the active construction phase. Construction site operators will be required to correct any deficiencies in stormwater management measures in accordance with the City Ordinance. The inspector will provide a copy of the inspection report to the construction site operator. The City will also review and revise the existing inspection and enforcement program as needed. All construction site discharges are required to comply with the Stormwater Quality Protection Ordinance regardless of size of disturbed area.

(3.05) Public Reporting Regarding Construction Sites

The City will continue to administer the Environmental Hotline and implement the tracking procedures to respond to public complaints regarding construction site runoff. Investigations shall be conducted in accordance with the Inspection and Enforcement Program BMP (BMP 3.04).

(3.06) MS4 Staff Training Program

The City will develop a web-based training program to train staff whose primary job duties include permitting, construction site inspections, and enforcement on the City's erosion and sediment control requirements. The staff will also receive outside training from annual conferences.

(3.07) Construction Site Inventory

The City will continue to maintain and update, as needed, a list of active construction projects. The list includes information about the projects such as approximate start date, date of last inspection, date of completion and contact information of the site supervisor.

D. MCM 4 – Post-Construction Stormwater Management in New Development & Redevelopment

1. TCEQ Permit Requirements

Refer to the MS4 General Permit, Part III.B.4 ([Appendix B](#), pages 43-44) for the Post-Construction Stormwater Management in New Development and Redevelopment requirements.

2. Best Management Practices

The City of Mansfield has selected the following BMPs to fulfill the requirements of the Post-Construction Stormwater Management in New Development and Redevelopment MCM. Refer to Section IV of this document for the implementation schedule which includes measurable goals and responsible departments.

(4.01) Stormwater Management Manual and Ordinances

The City will continue to review developments for compliance with the City's Stormwater Management Design Manual which includes post-construction BMP regulations for new development and redevelopment projects, as well as long term operation and maintenance (O&M) requirements for BMPs. The City currently has a tracking spreadsheet of all post-construction stormwater control measures installed within the City which includes the basin area treated by these post-construction BMPs. New measures are added to the spreadsheet as they are constructed.

Other ordinances which have positive impact on post-development water quality include the Flood Damage Prevention Ordinance and the Subdivision Ordinance. The Flood Damage Prevention Ordinance restricts development within floodplain areas, which positively affects the water quality within the major waterways. The Subdivision Ordinance sets rules for building setbacks, parking lot island requirements, landscape buffers, and parkland dedication for residential developments. The City also requires new developments to preserve quality tree canopy.

E. MCM 5 – Pollution Prevention and Good Housekeeping for Municipal Operations

1. TCEQ Permit Requirements

Refer to the MS4 General Permit, Part III.B.5 ([Appendix B](#), pages 44-50) for the Pollution Prevention and Good Housekeeping for Municipal Operations requirements.

2. Best Management Practices

The City of Mansfield has selected the following BMPs to fulfill the requirements of the Pollution Prevention/Good Housekeeping for Municipal Operations MCM. Refer to Section IV of this document for the implementation schedule which includes measurable goals and responsible departments.

Note: Waste materials removed from the City are disposed of in accordance with Texas Administrative Code (TAC) Title 30 Chapters 330 or 335.

(5.01) Inventory and Map of City-Owned Facilities

The City will maintain and update, as necessary, the existing GIS map of City-owned and operated facilities and stormwater controls.

(5.02) Pollution Prevention Training for Municipal O&M Staff

The City uses a series of training modules and videos directed at pollution prevention for municipal activities, which was developed by the Pollution Prevention Task Force (NCTCOG), as training materials for City staff. Other materials developed by the City or other sources may supplement the modules and videos, including a web-based training program.

(5.03) Contractor Requirements and Oversight

The City will review the existing language contained in standard contracts to require compliance with good housekeeping practices, standard operating procedures (SOPs) or other control measures to ensure that municipal contractors are not contributing pollutants to the MS4.

(5.04) Pollution Prevention Practices for Municipal O&M Activities

The City will continue to implement the existing standard operating procedures (SOPs), good housekeeping practices or other stormwater control measures to prevent or reduce stormwater pollution from municipal O&M activities. The City will train the staff whose job duties are related to conducting municipal O&M activities to ensure that they are aware of the City's existing SOPs.

(5.05) Structural Control Maintenance

The City will perform maintenance on proprietary structural control measures as recommended by the manufacturer. For other non-proprietary control measures, the City will develop an inspection and maintenance program to ensure continued function.

(5.06) Street Sweeping and Catch Basin Cleaning

The City will perform periodic street sweeping of major thoroughfares and residential streets to reduce pollutants entering the storm sewer system. Additionally, blocked catch basins can build up leaves, store water and present other conditions favorable to bacteria growth and development. As the City becomes aware of a blocked catch basin, it will be cleaned in a timely manner.

(5.07) High Priority Facility Program

The City will conduct a detailed assessment and inspection program for the high priority facilities during this permit term. Assessment and inspection reports will be retained on

site. The reports show the results and any recommendations for reducing the potential for stormwater pollution.

(5.08) Franchise Hauler Litter Crew

As a part of the City's Franchise Agreement with its franchise hauler, that contractor is to provide a crew to remove litter from City's right-of-way weekly. City staff can request specific areas to be addressed such as areas where repeated illegal dumping is observed.

F. MCM 7 - Authorization for Construction Activities where the Small MS4 is the Site Operator

1. TCEQ Permit Requirements

Refer to the MS4 General Permit, Part III.B.3 ([Appendix B](#), pages 50-51) for the Authorization for Construction Activities where the Small MS4 is the Site Operator requirements.

2. Best Management Practices

The City of Mansfield has selected the following BMPs to fulfill the requirements of the Authorization for Construction Activities where the Small MS4 is the Site Operator MCM. Refer to Section IV of this document for the implementation schedule which includes measurable goals and responsible departments.

(7.01) Erosion Control Plan Review

City staff requires erosion control plans to be submitted for all CIPs and other City construction projects. Site topography, layout of storm sewer system, adjacent open water bodies, and other pertinent site information are taken into consideration in the review process in addition to erosion control measures.

(7.02) Municipal Construction Site Inspections

It is the responsibility of the selected Contractor to conduct inspections in accordance and compliance with TPDES, and to make changes based upon finding any deficiencies in the inspections. The City's construction site inspectors will inspect construction activities related to municipal construction projects at the same frequency as other projects. Additionally, other inspectors that will be present at various times during the course of construction will be provided information on stormwater inspections.

(7.03) Stormwater Pollution Prevention Plans

The City requires SWPPPs be developed for all municipal construction activities that disturb one acre of land area or more. The SWPPP shall include signed copies of the Contractor's NOI, or other evidence of State authorization for the Contractor for the appropriate project. The SWPPP is required to be reviewed and approved by the City staff prior to the start of construction. After project approval, the SWPPP may be reviewed by City inspectors to ensure that it has been updated as needed and site conditions are reflected appropriately. Generally, the City is NOT the operator with day to day operational control of the construction site, and a delegation letter to that effect is included in the SWPPP signed and dated by both the City's and Contractor's representatives. Therefore, the City relies heavily upon its selected contractor to perform the updating tasks of SWPPPs related to municipal construction projects.

IV. Implementation Schedule

No.	Best Management Practice	Responsible Department	Target Audience	Measurable Goal	Goal Completed By				
					Year 1	Year 2	Year 3	Year 4	Year 5
					Jan. 2019 - Sept. 2019	Oct. 2019 - Sept. 2020	Oct. 2020 - Sept. 2021	Oct. 2021 - Sept. 2022	Oct. 2022 - Jan. 2024
MCM 1 - Public Education, Outreach and Involvement									
1.01	General Education on Stormwater	Stormwater - Environmental Services, Utility Services, Public Information Office	Residents	A. Develop two articles per year related to stormwater to be sent to residents through e-newsletters and/or printed on handouts.	September	September	September	September	September
1.02	Stormwater Website and Social Media Content	Stormwater - Environmental Services, Utilities Services, Public Information Office, Information Technology	Residents, Visitors, Businesses	A. Continue to post new information as it becomes available.		September	September	September	September
				B. Post general stormwater educational information on the City's social media outlets twice per year.	September	September	September	September	September
1.03	Development Review Committee (DRC) and Other Construction Meetings	Environmental Services, Engineering, Planning	Contractors, Developers	A. Hold DRC meetings as requested on Wednesdays to answer questions and review City policies regarding development within the City. When the Environmental Services department are present, both construction and post-construction stormwater protection expectations will be presented.	September	September	September	September	September
1.04	Stormwater Education at Special Events	Environmental Services, Public Information Office, Parks, Utility Services	Residents, Visitors	A. Attend public events throughout the year and distribute stormwater educational materials to event attendees. Report a summary of the items purchased for the events and total estimated attendance.	September	September	September	September	September
1.05	NCTCOG Stormwater Public Education Task Force	Environmental Services	City Staff	A. Attend the Stormwater Public Education Task Force meetings held by the North Central Texas Council of Governments (NCTCOG), as feasible. Document initiatives developed by the Task Force and selected for implementation by the City. A copy of the Task Force activity report by NCTCOG will be retained on site.	September	September	September	September	September
1.06	Storm Drain Inlet Markers	Stormwater - Environmental Services, Public Information Office	Residents, Volunteers	A. Replace up to 50 existing acrylic markers with aluminum markers annually.		September	September	September	September
1.07	Creekside Clean Up Program	Environmental Services, Utilities Services, Public Information Office, Parks	Residents, Volunteers	A. Continue to collaborate with Keep Mansfield Beautiful Commission (KMBC) for the Creekside Clean Up Program. Track the location of each event, the number of participants, and the weight/volume of items removed.	September	September	September	September	September
1.08	"Chunk Your Junk" Event	Environmental Services, Utilities Services, Public Information Office, KMBC	Residents, Volunteers	A. Continue to collaborate with KMBC for the "Chunk Your Junk" event. Track the location of each event, the number of participants, and the weight/volume of items removed.	September	September	September	September	September
1.09	Neighborhood Beautification Program	Environmental Services, Utilities Services, Public Information Office, KMBC	Residents, Volunteers	A. Continue to provide supplies and materials for the neighborhood cleanup events. Track the location of each event, the number of participants, and the weight/volume of items removed.	September	September	September	September	September
1.10	Christmas Tree Recycling / Tree Limb Collection and Free Mulch Program	Environmental Services, Utilities Services, Public Information Office, KMBC	Residents	A. Continue to provide a location where residents can drop off their Christmas trees and tree limbs. Track the location of each event and the number of participants.	September	September	September	September	September
1.11	Texas SmartScape (TxSS) Program	Utilities Services - Public Information Office	Residents	A. Support TxSS and make materials promoting TxSS available to residents, highlight stormwater quality improvements from better landscaping and vegetation practices. Maintain the TxSS webpage on the City's website. Document the types of promotional materials and activities, classes held and attendance.	October	March	March	March	March
1.12	Household Hazardous Waste (HHW) Collection Program	Environmental Services	Residents	A. Continue to offer the service for residents to drop off HHW at the City's Environmental Collection Center on specific dates every months. Record the weight of materials collected, the amount recycled and the amount sent off for disposal, and participation of Mansfield residents and other communities utilizing the facility.	September	September	September	September	September
1.13	Adopt-A-Street Program	Environmental Services, Utilities Services	Residents, Businesses, Volunteers	A. Continue to offer the program and provide supplies to volunteers. Record the number of volunteers and KMBC participants.	April	November	November	November	November

* BMP Targeting Bacteria Impairment

No.	Best Management Practice	Responsible Department	Target Audience	Measurable Goal	Goal Completed By				
					Year 1	Year 2	Year 3	Year 4	Year 5
					Jan. 2019 - Sept. 2019	Oct. 2019 - Sept. 2020	Oct. 2020 - Sept. 2021	Oct. 2021 - Sept. 2022	Oct. 2022 - Jan. 2024
MCM 2 - Illicit Discharge Detection and Elimination (IDDE)									
2.01	Stormwater Quality Protection Ordinance	Environmental Services, City Secretary		A. Coordinate staff meetings to review legal authority and new permit requirements. Update the ordinance as needed.		September			
				B. Adopt the updated ordinance, as applicable.		September			
				C. Enforce the updated ordinance as needed.	September	September	September	September	September
2.02	Storm Sewer System Map	Geographic Information Systems		A. Changes to the MS4 including stream locations, storm sewer pipes and outfalls shall be mapped within 12 months from as-built plan submittals.	September	September	September	September	September
2.03	Staff IDDE Training	Environmental Services, Public Works, Water Utilities, Parks		A. Develop IDDE training materials for use in a web-based program.		September			
				B. Provide multiple trainings to accommodate 25% of staff per year, covering different IDDE topics as applicable. Keep an attendance list or proof of completion.			September	September	September
2.04	Public Reporting Regarding Illicit Discharges and Spills	Environmental Services		A. Continue to administer the Environmental Hotline and implement tracking procedures to respond to public complaints. Document the number of calls, complaint locations, and findings.	September	September	September	September	September
2.05	Illicit Discharge Elimination Program	Environmental Services		A. Continue to use the Field Investigation Guide as the basis when conducting investigations into possible illicit discharges. Document the outcome of complaint investigations.	September	September	September	September	September
2.06	Potential Problem Area Identification	Environmental Services		A. Maintain a GIS map of recurring sanitary sewer overflow locations, illegal dumping sites and other potential problem areas. Update as needed.	September	September	September	September	September
2.07	Adjacent MS4 Notifications	Environmental Services		A. Maintain a list of adjacent community contacts or verify NCTCOG has an updated list.	August		September		
				B. Continue to respond to investigations as appropriate and communicate with adjacent MS4s when needed.	September	September	September	September	September
2.08	Sanitary Sewer Overflow (SSO) Program *	Utility Services		A. Continue to implement the City’s Sanitary Sewer Overflow Program. Record the number of reported SSOs and the number of inspections performed on problem line sections.	September	September	September	September	September
2.09	On-Site Sewage Facilities (OSSF) Program *	Environmental, Utility Services		A. Identify properties with OSSF in the GIS database.	September				
				B. Develop or use previously developed or other entity educational materials.		September			
				C. Send educational materials regarding OSSF to a third of identified properties each year.			September	September	September
2.10	Commercial Grease Trap Program *	Utility Services		A. Continue to implement the City’s Commercial Grease Trap Program. Record the number of commercial grease trap inspections performed, including any non-compliance issues.	September	September	September	September	September
2.11	Lift Station Maintenance Program *	Utility Services		A. Continue to implement the City’s Lift Station Maintenance Program. Record the number of lift station inspections performed.	September	September	September	September	September
2.12	Liquid Waste Hauler Program *	Utility Services		A. Continue to implement the City’s Liquid Waste Hauler Program. Record the number of liquid waste hauler permits/licenses issued.	September	September	September	September	September

* BMP Targeting Bacteria Impairment

No.	Best Management Practice	Responsible Department	Target Audience	Measurable Goal	Goal Completed By				
					Year 1	Year 2	Year 3	Year 4	Year 5
					Jan. 2019 - Sept. 2019	Oct. 2019 - Sept. 2020	Oct. 2020 - Sept. 2021	Oct. 2021 - Sept. 2022	Oct. 2022 - Jan. 2024
MCM 3 - Construction Site Stormwater Runoff Control									
3.01	Annual Builders/Developers Workshop	Environmental Services		A. Host an annual workshop for construction personnel. Determine topics, coordinate speakers, and other aspects. Record the number of attendees and the date and time of workshops.	September	September	September	September	September
3.02	Construction Erosion and Sediment Control Ordinance	Environmental Services, Legal Office		A. Coordinate staff meetings to review updates to the Construction General Permit to ensure ordinance remains in compliance. Update ordinances as needed.	September				
				B. Adopt the updated ordinance, as applicable.		September			
				C. Enforce the updated ordinance. Document any enforcement actions taken during the reporting year.			September	September	September
3.03	Erosion Control Plan Review	Environmental Services		A. Continue to review Erosion Control Plans using the existing review checklist. Record the number of plans reviewed, track the reviews using the City's digital permit tracking program.	September	September	September	September	September
3.04	Inspection and Enforcement Program	Environmental Service, Public Works, Development Services		A. Continue inspections of construction sites. Review inspection procedures and edit as needed. Keep a digital log of inspections.	September	September	September	September	September
3.05	Public Reporting Regarding Construction Sites	Environmental Services		A. Continue to administer the Environmental Hotline and implement tracking procedures to respond to public complaints. Document the number of calls, complaint locations, and findings.	September	September	September	September	September
3.06	MS4 Staff Training Program	Stormwater - Environmental Services		A. Provide MCM 3 training for City staff on the renewed TXR040000 permit conducted by a third party consultant.	September				
				B. Continue to provide training for staff using training modules. Keep an attendance list.		September	September	September	September
3.07	Construction Site Inventory	Environmental Services		A. Maintain the construction site inventory and update as new construction projects begin and as existing projects are completed.	September	September	September	September	September
MCM 4 - Post-Construction Stormwater Management in New Development and Redevelopment									
4.01	Stormwater Management Manual and Ordinances	Environmental Services, Public Works, Engineering, Public Information Office		A. Continue to enforce the Stormwater Management Design Manual and Ordinances. Update as needed to ensure compliance with the renewed General Permit TXR040000.	September 2020				
				B. Continue tracking of post-construction BMPs for new development and redevelopment projects and the area treated by the BMPs using the digital tracking sheet.	September	September	September	September	September

* BMP Targeting Bacteria Impairment

No.	Best Management Practice	Responsible Department	Target Audience	Measurable Goal	Goal Completed By				
					Year 1	Year 2	Year 3	Year 4	Year 5
					Jan. 2019 - Sept. 2019	Oct. 2019 - Sept. 2020	Oct. 2020 - Sept. 2021	Oct. 2021 - Sept. 2022	Oct. 2022 - Jan. 2024
MCM 5 - Pollution Prevention and Good Housekeeping for Municipal Operations									
5.01	Inventory and Map of City-Owned Facilities	Environmental Services		A. Continue to maintain and update, as necessary, the GIS map with City-owned and operated facilities and stormwater controls.	September	September	September	September	September
5.02	Pollution Prevention Training for Municipal O&M Staff	Environmental Services, Human Resources, Attending Departments		A. Provide MCM 5 training for City staff on the renewed TXR040000 permit conducted by a third party consultant.		September			
				B. Develop pollution prevention training materials and program.			September		
				C. Train applicable City staff. Keep an attendance list.				September	September
5.03	Contractor Requirements and Oversight	Environmental Services, Parks		A. Review the current contract language to ensure compliance with the City's SWMP. Update the language as needed for renewing municipal contracts.		September			
				B. Implement the updated contract language and oversight procedures for all renewing contracts.			September	September	September
5.04	Pollution Prevention Practices for Municipal O&M Activities	Environmental Services, Various Other Departments		A. Implement good housekeeping practices and the existing standard operating practices (SOPs) or other control measures and train appropriate staff on the pollution prevention practices.		September	September	September	September
5.05	Structural Control Maintenance	Environmental Services, Engineering		A. Perform maintenance on proprietary structural control measures as recommended by the manufacturer.	September	September	September	September	September
				B. Develop an inspection and maintenance program for other non-proprietary measures.			September		
				C. Implement the inspection and maintenance program for non-proprietary measures.				September	September
5.06	Street Sweeping and Catch Basin Cleaning	Environmental Services, Street Maintenance, Utilities Services		A. Continue to perform sweeping of major thoroughfares monthly and residential streets twice per year. Blocked catch basins are identified and cleaned on an as needed basis.	September	September	September	September	September
5.07	High Priority Facility Program	Environmental Services, Various Other Departments		A. Complete assessments of City facilities and identify high priority facilities. The assessment reports will be returned to the department with oversight of the facility for any corrective actions to be taken.	August				
				B. Review the existing facility SOPs and update as needed. Train City staff on the SOPs.		September	September	September	September
5.08	Franchise Hauler Litter Crew	Environmental Services		A. Continue to coordinate with the City’s cranchise hauler for the litter crew assignments and track the weight/volume of items removed.	September	September	September	September	September
MCM 7 - Authorization for Construction Activities where the Small MS4 is the Site Operator									
7.01	Erosion Control Plan Review	Environmental Services		A. Continue to review and comment on erosion control plans for City-owned projects and ensure that comments are implemented in the field through the inspection program. Record the number of plans reviewed and acreage disturbed.	September	September	September	September	September
7.02	Municipal Construction Site Inspections	Environmental Services, Engineering		A. Continue to conduct inspections of City-owned projects using the existing inspection checklist and SOP. Record the number of inspections conducted.	September	September	September	September	September
7.03	Stormwater Pollution Prevention Plans	Environmental Services		A. Continue to review and comment on City-owned project SWPPPs. Record the number of approved SWPPPs.	September	September	September	September	September

* BMP Targeting Bacteria Impairment

APPENDIX A
CITY OF MANSFIELD NOTICE OF INTENT