

2.0 PLAN DEVELOPMENT PROCESS

2.1 PURPOSE AND SCOPE

Lubbock County (County) has developed a storm water management plan (SWMP) in accordance with Texas Pollutant Discharge Elimination System (TPDES) requirements for obtaining authorization for storm water discharges and certain non-storm water discharges. This SWMP has been developed in accordance with guidelines published by the Texas Commission on Environmental Quality (TCEQ) for coverage under TPDES General Permit TXR040000 (General Permit). The SWMP has been developed to facilitate the County's efforts in reducing storm water pollutants from the County's municipal separate storm sewer system to the maximum extent practicable as required by the TPDES General Permit.

The SWMP describes specific actions that will be taken over a five-year period to reduce pollutants and protect the County's storm water quality. The specific activities to be implemented are referred to as "Best Management Practices" (BMP's). Various BMP's have been developed for each of the six "Minimum Control Measures" (MCM's) required by the General Permit. The SWMP also sets measurable goals and provides a schedule for the implementation of the BMP's. Implementation of the selected BMP's is expected to result in reductions of pollutants discharged into Lubbock County's drainage channels, parks, and playa lakes.

2.2 BMP SELECTION

Lubbock County staff provided guidance in the selection of BMP's and the development of this SWMP. Because most of the urbanized areas are located within the City of Lubbock's ETJ, inter-local agreements will be sought to provide maximum effectiveness of BMPs.

Various structural and non-structural BMP's will be implemented throughout the five-year permit term authorized under the General Permit. A two-step process was utilized to select the BMP's to be included in Lubbock County's SWMP.

2.2.1 Step One

Lubbock County has historically implemented various storm water related BMP's intended specifically to protect the County's storm water quality. An important aspect of developing an effective, compliant, and cost efficient TPDES Phase II SWMP is to "take credit" for these on-going programs. Details of the County's existing storm water-related programs were collected, summarized, and categorized into one of the six MCM's required by the General Permit. Some of the County's existing programs meet specific General Permit requirements, while others contribute toward fulfilling the General Permit mandate of reducing pollutants to the maximum extent practicable.

2.2.2 Step Two

Additional BMP's were selected to supplement the County's existing programs and to fulfill the requirements of the General Permit. Alternative BMP's were evaluated for each of the six MCM's. The evaluation process involved developing general assessments of various alternative BMP's. Some of the alternative BMP's were developed and tailored to the specific needs of Lubbock County, while other alternative BMP's were developed from general BMP "menus" published by the Environmental Protection Agency. Alternative BMP's were generally assessed in relation to the following criteria:

- Does the BMP fulfill General Permit requirements?
- What is the perceived effectiveness of the BMP?
- Is the BMP appropriate for Lubbock County?
- What is the estimated cost of implementing the BMP?

2.3 SELECTION OF MEASURABLE GOALS AND IMPLEMENTATION SCHEDULE

Specific measurable goals have been developed for each BMP selected for inclusion into the County's SWMP. In accordance with the General Permit requirements, measurable goals have been developed to provide a mechanism for measuring the success of the County's SWMP toward reaching the goal of protecting the County's water quality and reducing pollutants to the maximum extent practicable. As provided under the General Permit, the County may phase in the implementation of the SWMP over a five-year period. Accordingly, a reasonable progression of measurable goals was developed for each of the selected BMP's. The goals were selected with a consideration toward developing a logical progression of implementation, assessing the ability to measure and track progress, and working within budgetary constraints.

2.4 DEVELOPMENT AND REVIEW PROCESS

A final version of the SWMP was presented to the Lubbock County Commissioners Court and adopted on January 28, 2008. The SWMP will be made available for general public comment at a Public Meeting held in accordance with the General Permit after submission to TCEQ.

2.5 PUBLIC PARTICIPATION

As an applicant under the TCEQ General Permit, Lubbock County must comply with state and local requirements on public notice as follows:

- A. Lubbock County must submit the NOI and a SWMP to the TCEQ executive director.
- B. After receiving written instructions for the TCEQ's Office of Chief Clerk, Lubbock County must publish notice of the executive director's preliminary determination on the NOI and SWMP.
- C. The notice must include:
 - 1. the legal name of the MS4 operator;
 - 2. identify whether the NOI is for a new MS4 or is a renewal of an existing operation;
 - 3. the address of Lubbock County;
 - 4. a brief summary of the information included in the NOI, such as the general location of the MS4 and a description of the classified receiving waters that receive the discharges from the MS4;
 - 5. the location and mailing address where the public may provide comments to the TCEQ;
 - 6. the public location where copies of the NOI and SWMP, as well as the executive director's general permit and fact sheet, may be reviewed; and
 - 7. if required by the executive director, the date, time, and location of the public meeting.
- D. This notice must be published at least once in a newspaper of general circulation in the county (Lubbock Avalanche Journal). This notice will provide opportunity for the public to submit comments on the NOI and SWMP. In addition, the notice will allow the public to request a public hearing. A public meeting will be held if the TCEQ determines there is significant public interest.
- E. The public comment period begins on the first date the notice is published and ends 30 days later, unless a public meeting is held. If a public meeting is held, the comment period will end at the closing of the public meeting. The public may submit written comments to the TCEQ Office of Chief Clerk during the comment period detailing how the NOI or SWMP for the small MS4 fails to meet the technical requirements or conditions of the general permit.

- F. If significant public interest exists the executive director of TCEQ will direct the applicant to publish a notice of the public meeting and to hold the public meeting. The applicant must publish notice of a public meeting at least 30 days before the meeting and hold the public meeting in Lubbock County.
- G. If a public meeting is held, Lubbock County shall describe the contents of the NOI and SWMP. The applicant shall also provide maps and other data on Lubbock County. Lubbock County shall provide a sign-in sheet for attendees to register their names and addresses and furnish the sheet to the executive director of TCEQ. A public meeting held under the general permit is not an evidentiary proceeding.
- H. Lubbock County must file with the Chief Clerk a copy and an affidavit of the publication of notice(s) within 60 days of receiving the written instructions from the Office of Chief Clerk.
- I. The executive director, after considering public comment, shall approve, approve with conditions, or deny the NOI based on whether the NOI and SWMP meet the requirements of the general permit.
- J. Persons whose names and addresses appear legibly on the sign-in sheet from the public meeting and persons who submitted written comments to the TCEQ will be notified by the TCEQ's Office of Chief Clerk of the executive director's decision regarding the authorization.

3.0 LIST OF BMP'S, MEASURABLE GOALS, AND IMPLEMENTATION SCHEDULE

In accordance with TCEQ's General Permit requirements, Lubbock County's SWMP includes an implementation plan for BMPs in each of six Minimum Control Measures (MCMs). The six minimum control measures are:

- 1. Public Education and Outreach on Storm Water Impacts
- 2. Public Involvement/Participation
- 3. Illicit Discharge Detection and Elimination
- 4. Construction Site Storm Water Runoff Control
- 5. Post-Construction Storm Water Management in New Development and Redevelopment, and
- 6. Pollution Prevention/Good Housekeeping for Municipal Operations

Specific requirements of each MCM are provided below. Following each listing of MCM requirements, a table is provided that lists the BMPs selected for that MCM, along with a description of the BMP and its measurable goals and implementation schedule.

3.1 MCM 1: PUBLIC EDUCATION AND OUTREACH ON STORM WATER IMPACTS

3.1.1. Specific Requirements:

- A. A public education program must be developed and implemented to distribute educational materials to the community or conduct equivalent outreach activities that will be used to inform the public. The MS4 operator may determine the most appropriate sections of the population at which to direct the program. The MS4 operator must consider the following groups and the SWMP shall provide justification for any listed group that is not included in the program:

1. residents;
2. visitors;
3. public service employees;
4. businesses;
5. commercial and industrial facilities; and
6. construction site personnel.

The outreach must inform the public about the impacts that storm water run-off can have on water quality, hazards associated with illegal discharges and improper disposal of waste, and steps that they can take to reduce pollutants in storm water runoff.

- B. The MS4 operator must document activities conducted and materials used to fulfill this control measure. Documentation shall be detailed enough to demonstrate the amount of resources used to address each group. This documentation shall be retained in the annual reports required in Part IV.B.2. of the general permit.

3.1.2. Overall Program

Lubbock County has established several methods of providing educational information to residents and other sectors of the County population.

The individual BMPs are identified in Table 3.1, along with a brief description, measurable goals and implementation schedules.

The following is a summary of which population groups are to be the intended recipients of educational and outreach materials and activities for individual BMPs:

- Residents – 1.1; 1.2; 1.3
- Visitors – 1.2
- Public Service Employees – 1.1; 1.2; 1.4
- Businesses – 1.1; 1.2
- Commercial and Industrial Facilities – 1.1; 1.2
- Construction Site Personnel – 1.2

**Lubbock County – Storm Water Management Plan
February 2008**

Table 3.1 Public Education and Awareness BMPs

Best Management Practices	BMP Description	Implementation Schedule	Measurable Goals	Evaluation
BMP 1.1 PSAs and Press Releases	Provide public service announcements and/or press releases to educate and to publicize stormwater-related events	Year 1	* Pursue an inter-local agreement with the City of Lubbock to co-author PSAs and Press Releases	
		Year 2-5	* Prepare press releases and/or public services announcements for education and stormwater events and activities as appropriate.	
BMP 1.2 Website	Provide up-to-date stormwater information such as the impacts polluted stormwater can have on water quality, hazards associated with illegal discharges, steps to reduce pollutants in storm water runoff, County activities and other information as applicable.	Year 1	* Pursue into an inter-local agreement with the City of Lubbock to provide links to each other's website	Compare list of current contents to proposed content to verify appropriate information has been posted. Verify updates are made.
		Year 2	* Provide information regarding stormwater pollution. * Link to sites containing useful information (TCEQ, EPA and/or City of Lubbock)	
		Year 3-5	* Continue website maintenance as needed. * Update information as needed.	
BMP 1.3 Event Participation	Clean Up Programs. By nature there will be a large education and promotional component to this BMP	Year 1	* Pursue an inter-local agreement with the City of Lubbock to co-sponsor events.	Compare baseline event numbers (averages for previous 2 years) to current numbers and try to improve participation each year
		Year 2-5	* Promote and provide information on clean up programs in conjunction with the City of Lubbock	
BMP 1.4 County Employee Education	Add good housekeeping and pollution prevention training to existing employee training programs.	Year 1	* Develop or adopt a good housekeeping/pollution prevention employee training module.	Compare targeted number of employees to number of employees trained.
		Year 2-5	* Conduct training of appropriate personnel. * Document all training.	

3.2 MCM 2: PUBLIC INVOLVEMENT/PARTICIPATION

3.2.1 Specific Requirements:

The MS4 operator must, at a minimum, comply with any state and local public notice requirements when implementing a public involvement/participation program. It is recommended that the program include provisions to allow all members of the public within the small MS4 the opportunity to participate in SWMP development and implementation. Correctional facilities will not be required to implement this MCM.

3.2.2 Overall Program

The overall objective of the public involvement/participation program for the Lubbock County SWMP is to encourage input and contribution from all stakeholders. Because the effectiveness of the public involvement/participation program will be directly influenced by the effectiveness of the public education campaign, this SWPM will comply with State and local public notice requirements. The County will evaluate questions, comments and concerns submitted by the stakeholders.

The individual BMPs are identified in Table 3.2, along with a brief description, measurable goals and implementation schedules.

**Lubbock County – Storm Water Management Plan
February 2008**

Table 3.2 Public Involvement/Participation BMPs

Best Management Practices	BMP Description	Implementation Schedule	Measurable Goals	Evaluation
BMP 2.1 Event Participation	Continue Clean Up Programs. Work with local entities to continue annual cleanup event.	Year 1	* Pursue an inter-local agreement with the City of Lubbock to co-sponsor events and/ or Continue self-directed clean up events.	Compare baseline event numbers (average of previous 2 years) to current numbers and try to improve participation each year.
		Year 2-5	* Sponsor (or Co-sponsor with the City of Lubbock) a local cleanup program a minimum of once a year.	
BMP 2.3 Stormwater Hotline (& Complaint Sheet)	Develop and advertise a dedicated storm water hotline to solicit information related to illicit discharges and illegal dumping, complaints and general comments regarding the County's storm water management program.	Year 1	* Pursue an inter-local agreement with the City of Lubbock to promote good communication when callers reach the wrong hotline * Set up the County's website to include an e-mail hotline and/or contact data with telephone number	Use Year 2 data as a baseline and compare calls received annually. Improve outreach regarding hotline as necessary.
		Year 2-5	* Monitor and Document response	

3.3 MCM 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

3.3.1 *Specific Requirements:*

A Illicit Discharges

A section within the SWMP must be developed to establish a program to detect and eliminate illicit discharges to the small MS4. The SWMP must include the manner and process to be used to effectively prohibit illicit discharges. To the extent allowable under state and local law, an ordinance or other regulatory mechanism must be utilized to prohibit and eliminate illicit discharges. Elements must include:

1. Detection

The SWMP must list the techniques used for detecting illicit discharges; and

2 Elimination

The SWMP must include appropriate actions and, to the extent allowable under state and local law, establish enforcement procedures for removing the source of an illicit discharge.

B Allowable Non-Storm Water Discharges

Non-storm water flows listed in Part II.B and Part VI.B. of the General Permit do not need to be considered by the MS4 operator as an illicit discharge requiring elimination unless the operator of the small MS4 or the executive director of the TCEQ identifies the flow as a significant source of pollutants to the small MS4. In lieu of considering non-storm water sources on a case-by-case basis, the MS4 operator may develop a list of common and incidental non-storm water discharges that will not be addressed as illicit discharges requiring elimination. If developed, the listed sources must not be reasonably expected to be significant sources of pollutants either because of the nature of the discharge or the conditions that are established by the MS4 operator prior to accepting the discharge to the small MS4. If this list is developed, then all local controls and conditions established for these listed discharges must be described in the SWMP and any changes to the SWMP must be included in the annual report described in Part IV.B.2. of the general permit, and must meet the requirements of Part II.D.3. of the general permit.

C Storm Sewer Map

- 1 A map of the storm sewer system must be developed and must include the following:
 - a the location of all outfalls;
 - b the names and locations of all waters of the U.S. that receive discharges from the outfalls; and
 - c any additional information needed by the permittee to implement its SWMP.
- 2 The SWMP must include the source of information used to develop the storm sewer map, including how the outfalls are verified and how the map will be regularly updated.

3.3.2 Overall Program

Lubbock County is committed to eliminating water pollution from illicit connection to the storm sewer system maintained by the County.

The individual BMPs are identified in section Table 3.3, along with a brief description, measurable goals and implementation schedules.

**Lubbock County – Storm Water Management Plan
February 2008**

Table 3.3 Illicit Discharge Detection and Elimination

Best Management Practices	BMP Description	Implementation Schedule	Measurable Goals	Evaluation
BMP 3.1 Spill Response	Maintenance of spill response equipment, instruments and training	Year 1-5	<ul style="list-style-type: none"> * Maintain existing spill response equipment and instruments. * Provide training for proper use. 	Determine annual number of illicit discharges and illegal dumping actions documented and effectiveness of elimination procedures.
BMP 3.2 Storm Water Hotline		<i>See Public Involvement MCM for goals and schedule.</i>		
BMP 3.3 Storm Sewer System Map	Develop a storm sewer map of the EPA-delineated urbanized areas in accordance with TCEQ requirements. Update the map as needed.	Year 1	* Create Storm Sewer System Layer in currently used GIS System	Determine the total number of items to be included on the map and evaluate progress towards that goal over the 2-year period allotted for completion.
		Year 2-3	* Collect information & field verify as many outfalls to the waters of the U.S. as possible from the Urbanized areas	
		Year 4-5	* Update map as changes occur.	
BMP 3.4 Inspections	Conduct inspections to determine the source of illicit connections and illegal dumping activities	Year 1-2	* Develop standard inspection procedures and train appropriate personnel	Compare targeted number of employees to number of employees trained.
		Year 3-5	* Conduct inspections in accordance with inspection procedures for identified or suspected sources of illicit connections of illegal dumping as identified from tips received from the County's storm water hotline	
BMP 3.5 Ordinances	Continue enforcement of existing ordinances prohibiting dumping and littering.	Year 1-5	* Complete activity and record number of enforcement actions.	Compare previous year figures to current year figures to determine if the number of cases is dropping.

3.4 MCM 4: CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

3.4.1 *Specific Requirements:*

The MS4 operator, to the extent allowable under State and local law, must develop, implement, and enforce a program to reduce pollutants in any storm water runoff to the small MS4 from construction activities that result in a land disturbance of greater than or equal to one acre or if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more of land. The MS4 operator is not required to develop, implement, and/or enforce a program to reduce pollutant discharges from sites where the construction site operator has obtained a waiver from permit requirements under NPDES or TPDES construction permitting requirements based on a low potential for erosion.

- A. The program must include the development and implementation of, at a minimum, an ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under state and local law.
- B. Requirements for construction site contractors to, at a minimum:
 - 1. implement appropriate erosion and sediment control BMPs; and
 - 2. control waste such as discarded building materials, concrete truck washout water, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.
- C. The MS4 operator must develop procedures for:
 - 1. site plan review which incorporate consideration of potential water quality impacts;
 - 2. receipt and consideration of information submitted by the public; and
 - 3. site inspection and enforcement of control measures to the extent allowable under state and local law.

3.4.2 Overall Program

Lubbock County is committed to controlling storm water runoff from construction sites to the storm sewer system maintained by the County.

The individual BMPs are identified in Table 3.4, along with a brief description, measurable goals and implementation schedules.

**Lubbock County – Storm Water Management Plan
February 2008**

Table 3.4 Construction Site Storm Water Runoff Control BMPs

Best Management Practices	BMP Description	Implementation Schedule	Measurable Goals	Evaluation
BMP 4.1 Erosion Control and On-Site Waste Control Ordinance	Enforce existing ordinances prohibiting the creation of nuisance conditions, including dumping and littering. Track enforcement actions.	Year 1-5	* Complete activity and record number of enforcement actions.	Compare previous year figures to current year figures to determine if the number of cases is dropping. Increase educational effort as appropriate.
BMP 4.2 Detection and Elimination Program	Develop & implement a program to detect and address non-stormwater discharges, including illegal dumping into the storm sewer system. This program may be derived from or performed by a third-party program (for example the City of Lubbock)	Year 1-3	* Complete storm sewer system map. * Develop illicit discharge detection and elimination program designed to utilized dry weather inspections during low tides.	Compare number of outfalls inspected to number of outfalls and resolved cases to outstanding cases.
		Year 4	* Initiate program & tracking system. * Record number & results of dry weather outfall inspections and follow-up actions.	
		Year 5	Conduct one dry weather inspection at 100% of major outfalls.	
BMP 4.3 Inspections & Long Term O&M Provisions	Develop and implement County Standard Erosion and Sediment Control Plan	Year 1	* Develop site inspection checklists. * Develop inspection protocol, method of site prioritization, and record-keeping system.	Verify actions are complete. Document inspections completed per project, determine number in and out of compliance and the number of re-inspections required.
		Year 2-5	* Train inspectors. * Complete and maintain checklists for each site inspection. * Document and maintain any follow-up activities including enforcement.	

3.5 MCM 5: POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

3.5.1 Specific Requirements:

To the extent allowable under state and local law, the MS4 operator must develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre of land, including projects less than one acre that are part of a larger common plan of development or sale that will result in disturbance of one or more acres, that discharge into the small MS4. The program must ensure that controls are in place that would prevent or minimize water quality impacts. The permittee shall:

- A. Develop and implement strategies which include a combination of structural and/or non-structural BMPs appropriate for the community;
- B. Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under state and local law; and
- C. Ensure adequate long-term operation and maintenance of BMPs.

3.5.2 Overall Program

Lubbock County is committed to managing post-construction storm water runoff from new development and redevelopment sites to the storm sewer system maintained by the County.

The individual BMPs are identified in Table 3.5, along with a brief description, measurable goals and implementation schedules.

**Lubbock County – Storm Water Management Plan
February 2008**

Table 3.5 Post-Construction Site Storm Management BMPs

Best Management Practices	BMP Description	Implementation Schedule	Measurable Goals	Evaluation
BMP 5.1 Criteria Manual	Continue applying the Subdivision Regulations of Lubbock County, Texas and the <u>Flood Damage Prevention Order</u>	Year 1	* Verify City of Lubbock manual applies to ETJ without further action. If not, pursue an inter-local agreement to apply City of Lubbock Drainage Criteria Manual to urbanized areas in the ETJ.	Verify appropriate criteria manual are applied to urbanized areas.
		Year 2-5	* Apply criteria manual requirement to the all EPA-designated urbanized areas. * Develop and implement structural and/or non-structural BMPs appropriate to the urbanized areas.	
BMP 5.2 Inspections & Long-term O&M Provisions	To ensure adequate long-term operation and maintenance of BMPs, the County will review and update inspection programs and long-term O&M provisions for county-owned and private stormwater structural BMPs.	Year 1-5	* Randomly inspect newly-constructed privately-maintained facilities. * Maintain log of facilities inspected, inspection findings & follow-up activities. * Maintain log of reports, findings & follow-up activities.	Document inspection completed and compare to target.
BMP 5.3 County Employee Training	Add Post-Construction Site Storm Management Practices to existing employee training program. All training will be documented.	Year 1	* Develop a post-Construction Site Storm Management employee training module.	Compare targeted number of employees to number of employees trained.
		Year 2-5	* Conduct training of personnel conducting Site Inspections and Enforcement.	

3.6 MCM 6: POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

3.6.1 Specific Requirements:

A section within the SWMP must be developed to establish an operation and maintenance program, including an employee training component, which has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

A. Good Housekeeping and Best Management Practices (BMPs)

Housekeeping measures and BMPs (which may include new or existing structural or non-structural controls) must be identified and either continued or implemented with the goal of preventing or reducing pollutant runoff from municipal operations. Examples of municipal operations and municipally owned areas include, but are not limited to:

1. park and open space maintenance;
2. street, road, or highway maintenance;
3. fleet and building maintenance;
4. storm water system maintenance;
5. new construction and land disturbances;
6. municipal parking lots;
7. vehicle and equipment maintenance and storage yards;
8. waste transfer stations; and
9. salt/sand storage locations.

B. Training

A training program must be developed for all employees responsible for municipal operations subject to the pollution prevention/good housekeeping program. The training program must include training materials directed at preventing and reducing storm water pollution from municipal operations. Materials may be developed, or obtained from the EPA, states, or other organizations and sources. Examples or descriptions of training materials being used must be included in the SWMP.

C. Structural Control Maintenance

If BMPs include structural controls, maintenance of the controls must be performed at a frequency determined by the MS4 operator and consistent with maintaining the effectiveness of the BMP. The SWMP must list all of the following:

1. maintenance activities;
2. maintenance schedules; and
3. long-term inspection procedures for controls used to reduce floatables and other pollutants.

D. Disposal of Waste

Waste removed from the small MS4 and waste that is collected as a result of maintenance of storm water structural controls must be properly disposed. A section within the SWMP must be developed to include procedures for the proper disposal of waste, including:

1. dredge spoil;
2. accumulated sediments; and
3. floatables.

E. Municipal Operations and Industrial Activities

The SWMP must include a list of all:

1. municipal operations that are subject to the operation, maintenance, or training program developed under the conditions of this section; and
2. municipally owned or operated industrial activities that are subject to TPDES industrial storm water regulations.

3.6.2 Overall Program

Lubbock County is committed to pollution prevention and good housekeeping for municipal operations to the storm sewer system maintained by the County.

The individual BMPs are identified in Table 3.6, along with a brief description, measurable goals and implementation schedules.

**Lubbock County – Storm Water Management Plan
February 2008**

Table 3.6 Pollution Prevention/Good Housekeeping Municipal Operations BMPs

Best Management Practices	BMP Description	Implementation Schedule	Measurable Goals	Evaluation
BMP 6.1 County Employee Education	Lubbock County will implement an employee training program regarding stormwater quality issues and good housekeeping procedures.	Year 1	* Prepare employee training program.	Compare targeted number of employees to number of employees trained.
		Year 2-5	* The County will conduct annual training. * The date, agenda and attendees for training sessions will be recorded. * Training will be targeted to employees conducting the following municipal operations: - park and open space maintenance - street and bridge maintenance - fleet and building maintenance - vehicle and equipment and storage yards - sand/gravel storage locations	
BMP 6.2 Spill Response	Lubbock County will continue the use of their Spill Prevention, Control and Countermeasures (SPCC) program, the Hazardous Materials Response Plan, and the Emergency Management Plan	Year 1-5	* Continue the SPCC program, Hazardous Materials Response Plan, and Emergency Management Plan. * Update Plans as required.	Determine annual number of spills documented and effectiveness of clean-up procedures.
BMP 6.3 Drainage System O&M	Reduce sediment and floatable materials discharges by routinely cleaning the MS4 ditches and culverts.	Year 1-5	Clean county-owned culverts and ditches on a regular basis. Dispose of floatables, accumulated sediment and dredge spoils as needed in a proper and legal manner. Document dates of cleaning and the amount of materials removed. Maintain a log of O&M activities.	Use documented amount of material removed to determine if maintenance should be conducted more regularly.

4.0 MEASURABLE GOAL EVALUATION PROCESS

The selected measurable goals for each BMP will be evaluated on an annual basis. Implementation of each BMP will be tracked as appropriate during each permit year in order to provide documentation of the BMP activities. Relative success at achieving the measurable goals, as well as an assessment of the effectiveness of each BMP, will also be evaluated on an annual basis.

Multiple County departments will be responsible for implementing portions of the SWMP and for tracking and evaluating the County's success in meeting the plan's measurable goals. It is anticipated that the following County departments and divisions will be involved in the implementation and verification process:

- A. Public Works
 - County Road Maintenance
 - Assist with New Subdivision Plans
 - Assist with Commercial Development Plans
 - Assist with Infrastructure Plans
 - Response to General Emergencies and Disasters
- B. Community Services
 - Parks
- C. Fire Department
 - Various local volunteer fire departments
- D. Sheriff Department
 - Environmental Enforcement
- E. Administrative Services
 - County Judges offices

5.0 PARTICIPATING ENTITIES

Some elements of the Lubbock County SWMP will be conducted in participation developed in participation with the City of Lubbock and the City of Wolfforth. Lubbock County will pursue an inter-local agreement with the City of Lubbock and the City of Wolfforth to identify roles and responsibilities.

6.0 ASSESSMENT OF NON-STORM WATER DISCHARGES

In accordance with the requirements of the General Permit, the following non-storm water discharges were assessed in order to determine whether they are known to be significant contributors of pollutants to the County's waterbodies:

- A. water line flushing;
- B. (b)runoff or return flow from landscape irrigation, lawn irrigation, and other irrigation utilizing potable water, groundwater, or surface water sources;
- C. discharges from potable water sources;
- D. diverted stream flows;
- E. rising ground waters and springs;
- F. uncontaminated ground water infiltration;
- G. uncontaminated pumped ground water;
- H. foundation and footing drains;
- I. air conditioning condensate;
- J. water from crawl space pumps;
- K. individual residential vehicle washing;
- L. flows from wetlands and riparian areas;
- M. dechlorinated swimming pool discharges;
- N. pavement and exterior building wash water conducted without the use of detergents or other chemicals; and
- O. discharges or flows from fire fighting activities.

Non-storm water discharges from the list above were discussed with county staff to ascertain if any known, significant, water quality impacts were created as a result of the discharges. There is no knowledge of adverse impacts to the County's water quality from any of the listed discharges.

7.0 RECORD KEEPING AND REPORTING

7.1 RECORD KEEPING

Several documents are required to be kept per the TCEQ General Permit. Lubbock County will retain the following documents for the permit period to comply with the General Permit:

- Copy of the TCEQ General Permit TXR040000,
- Records of all data used to complete the NOI,
- This SWMP will be retained at a location accessible by TCEQ, and
- A copy of each annual report.

7.2 REPORTING

Lubbock County is required to report to the TCEQ at various times. A summary of the reporting requirements is as follows:

- Noncompliance Notification – According to 30 TAC 305.125(9) any noncompliance which may endanger human health or safety or the environment, must be reported by the MS4 Operator to the TCEQ. The County will provide this information orally or by electronic facsimile transmission (FAX) to the TCEQ regional office within 24 hours of becoming aware of the noncompliance. The County will provide a written report to the TCEQ regional office and to the TCEQ Enforcement Division (MC-224) within five (5) working days of becoming aware of the noncompliance. The written report must contain:
 - (1) a description of the noncompliance and its cause;
 - (2) the potential danger to human health or safety, or the environment;
 - (3) the period of noncompliance, including exact dates and times;
 - (4) if the noncompliance has not been corrected, the anticipated time it is expected to continue; and
 - (5) the steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance, and to mitigate its adverse effects.

- Other Information – If the County becomes aware that any incorrect information has been submitted in an NOI, NOT, NOC, or any other report it will submit the facts to the Executive Director of TCEQ.
- Annual Report – The County will submit an annual report to the TCEQ by March 31 (of the following year) for each year of the permit term. The annual report will contain the following:
 - The status of the compliance with permit conditions, an assessment of the appropriateness of the identified BMP's, progress towards achieving the statutory goal of reducing the discharge of pollutants, the measurable goals for each of the minimum control measures, and an evaluation of the success of the implementation of the goals;
 - Status of any additional control measures implemented by the County (if applicable);
 - Any minimum control measure activities initiated prior to permit issuance (up to 3 years) as part of the first year's annual report;
 - A summary of the results of information collected and analyzed, if any, during the reporting period, including monitoring data used to assess the success of the program at reducing the discharge of pollutants;
 - A summary of the stormwater management program, including changes to any BMP's or any identified measurable goals that apply to the program elements;
 - The number of municipal construction activities authorized under the General Permit and the total number of acres disturbed;
 - The number of non-municipal construction activities authorized under the General Permit and the total number of acres disturbed;
 - Notice that the County is relying on another government entity to satisfy some of your General Permit obligation;
 - If co-permitting, all MS4 Operators must contribute to a system-wide report (not currently applicable);
 - The County must sign and certify the annual report in accordance with part VII.E.1.(a) of the general Permit; and

- The annual report will be submitted to:

Texas Commission on Environmental Quality
Stormwater & General Permits Team
MC-148
P.O. Box 13088
Austin, Texas 78771-3088

- A copy of the annual report will be submitted to:

TCEQ, Region 2
5012 50th Street, Suite 100
Lubbock, Texas 79414-3421

APPENDIX A
NOTICE OF INTENT



**Notice of Intent (NOI) for Storm Water
Discharges from Small Municipal Separate
Storm Sewer Systems (MS4) under the TPDES
Phase II MS4 General Permit (TXR040000)**

TCEQ Office Use Only
Permit No.:
RN:
CN:



**Did you know you can pay on line? Go to www.tceq.state.tx.us/ePay
Select Fee Type: GENERAL PERMIT MS4 PHASE II STORM WATER DISCHARGE NOI APPLICATION**

Application Fee: You must pay the \$100 Application Fee to TCEQ for the application to be considered complete.
How did you pay this fee?

<input checked="" type="checkbox"/> Mailed:	Check/Money Order No.:	Name Printed on Check:
<input type="checkbox"/> EPAY:	Voucher No.:	Is the Payment Voucher copy attached? <input type="checkbox"/> Yes

IMPORTANT:

- Use the attached **INSTRUCTIONS** when completing this form.
- After completing this form, use the attached **CUSTOMER CHECKLIST** to make certain all items are complete and accurate.
- Missing, illegible, or inaccurate items may delay final acknowledgment or coverage under the general permit.

One (1) copy of the NOI and SWMP with the completed SWMP Cover Sheet MUST be submitted with the original NOI and SWMP.

Is the copy attached? ☒ Yes

A. OPERATOR (applicant)

1. If the applicant is currently a customer with TCEQ, what is the Customer Number (CN) issued to this entity?
CN 600770697

2. What is the full Legal Name of the applicant?

Lubbock County

(The exact legal name must be provided.)

3. What is the applicant's mailing address as recognized by the **US Postal Service**?

Address: **P.O. Box 10536**

Suite No./Bldg. No./Mail Code:

City: **Lubbock**

State: **Texas**

ZIP Code: **79408-3536**

Country Mailing Information (if outside USA).

Country Code:

Postal Code:

4. Phone No.: (806) **775-1000**

Extension:

5. Fax No.: (806) **775-1550**

E-mail Address:

6. Indicate the type of Customer:

☐ Federal Government

☐ State Government

☒ County Government

☐ City Government

☐ Other Government

7. Number of Employees:

☐ 0-20;

☐ 21-100;

☐ 101-250;

☐ 251-500; or

☒ 501 or higher

B. BILLING ADDRESS

The Operator is responsible for paying the annual fee. The annual fee will be assessed to permits **active on September 1 of each year**. TCEQ will send a bill to the address provided in this section. The Operator is responsible for terminating the permit when it is no longer needed.

Is the billing address same as the Operator Address? ☒ Yes, go to **Section C**. ☐ No, fill out **Section B**

1. Billing Mailing Address:

Suite No./Bldg. No./Mail Code:

City:

State:

ZIP Code:

2. Country Mailing Information (if outside USA).

Country Code:

Postal Code:

3. Billing Contact (Attn or C/O):

Phone No.: ()

Extension:

4. Fax No.: ()

E-mail Address:

C. REGULATED ENTITY (RE) INFORMATION

1. Has the TCEQ issued a Regulated Entity Reference Number (RN) for the regulated MS4 ?

Yes. What is the RN? **RN**

(No) - TCEQ will assign the RN number after the NOI is submitted.

2. Name that is used to identify the small MS4 (Regulated Entity).

(Example: City of XXX MS4) **Lubbock County MS4**

3. Provide a brief description of the regulated MS4 boundaries:

(Example: Area within the City of XXXX limits that is located within the xxx (e.g. Dallas) urbanized area.)

Area outside the limits of the City of Lubbock and the City of Wolfforth that is located within the Lubbock urbanized area

4. a. What is the county where the largest residential population exists within the regulated MS4 boundaries?

Lubbock

b. Is the MS4 located within additional counties? ☐ Yes ☒ No

If yes, what county(s)?

5. What is the latitude and longitude of the approximate center of the regulated portion of the small MS4?

Latitude: **33°35'**

N

Longitude: **101°52'**

W

6. What is the mailing address for the regulated entity?

Is the RE mailing address the same as the Operator? ☒ Yes, go to Section F. ☐ No, provide the address.

Street Number:

Street Name:

City:

State:

ZIP Code:

D. GENERAL CHARACTERISTICS

1. I certify that any portion of the regulated MS4 is **not** located on Indian Country Lands. ☒ Yes ☐ No

If No, you must obtain authorization through EPA, Region VI.

2. What is the Standard Industrial Classification (SIC) code (see instructions for common codes): **9111**

3. Has TCEQ "designated" the small MS4 as needing coverage under this general permit? ☐ Yes ☒ No

If "No" and no portion of the Small MS4 is located within an Urbanized Area as determined by the 2000 Decennial Census by the U.S. Bureau of Census requiring a NOI be submitted, the operator is not eligible for coverage under this general permit through the NOI.

4. Storm Water Management Program (SWMP)

a. I certify that the SWMP submitted with this Notice of Intent has been developed according to the provisions of this general permit TXR040000. ☒ Yes ☐ No

b. I certify that the SWMP Cover Sheet is completed and attached to the front of the SWMP. ☒ Yes ☐ No

If No to question a. or b. the application is considered incomplete and may be returned.

b. Who is the person responsible for implementing or coordinating implementation of the SWMP?

(Note: All contact information requested below is required.)

Name: **Nick Olenik**

Title: **Director of Public Works**

Company: **Lubbock County**

Address: **916 Broadway**

Suite No./Bldg. No./Mail Code: **Suite 431**

City: **Lubbock**

State: **Texas**

ZIP Code: **79408**

Phone No.: (**806**) **775-1337**

Extension:

Fax No.: (**806**) **775-1521**

E-mail Address: **nolenik@co.lubbock.tx.us**

5. Seventh Minimum Control Measure (MCM) for Municipal Construction Activities

a. Is the Minimum Control Measure for authorization to discharge storm water from municipal construction activities included with the attached SWMP? ☐ Yes ☒ No

b. If you answered "Yes" to 5.a., what are the boundaries within which those activities will occur?

Note: If the boundaries are located outside of the urbanized area, then the entire SWMP must also incorporate the additional areas.

c. Is the discharge or potential discharge from regulated construction activities within the Recharge Zone, Contributing Zone, or Contributing zone within the Transition zone of the Edwards Aquifer? ☐ Yes ☒ No

If the answer is "Yes", please note that a copy of the agency approved Plan required by the Edwards Aquifer Rule (30 TAC Chapter 213) must be either included or referenced in the construction storm water pollution prevention plan(s).

6. Discharge Information

a. What is the name of the receiving water body(s) from the MS4?

Brazos River

b. What is the classified segment(s) that receives discharges, directly or indirectly, from the small MS4?

North Fork Double Mountain Fork

c. Are any of the surface water bodies receiving discharges from the small MS4 on the latest EPA-approved CWA § 303(d) list of impaired waters? ☐ Yes ☒ No

If Yes, what is the name of the impaired water body(s) receiving the discharges from the small MS4?

d. Is the discharge into any other MS4 prior to discharge into surface water in the state? ☒ Yes ☐ No

If Yes, what is the name of the MS4 Operator? City of Lubbock, City of Wolfforth

7. Edwards Aquifer

Is the discharge or potential discharge from the MS4 within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer? ☐ Yes ☒ No

If the answer is Yes, please note that a copy of the agency approved Plan required by the Edwards Aquifer Rule (30 TAC Chapter 213) for activities also regulated under this general permit must be either included or referenced in the SWMP.

8. Public Participation Process

The Office of Chief Clerk will send the operator or person responsible for publishing notice, the notice of the executive director's preliminary determination of the NOI and SWMP, for publishing in a newspaper of largest circulation in the county where the small MS4 is located. If multiple counties, notice must be published at least once in the newspaper of largest circulation in the county containing the largest resident population.

The applicant must file with the Chief Clerk a copy of an affidavit of the publication within 60 days of receiving the written instructions from the Office of Chief Clerk.

a. I will comply with the Public Participation requirements described in Part II.D.12 of the general permit. ☒ Yes ☐ No
If No, coverage under this general permit is not obtainable.

b. Who is the person responsible for publishing notice of the executive director's preliminary determination on the NOI and SWMP? (Note: All contact information requested below is required.)

Name: Mande Reeves	Title: Office Administrator	Company: Lubbock County
Address: P.O. Box 10536	Suite No./Bldg. No./Mail Code:	
City: Lubbock	State: Texas	Zip Code: 79408-3536
Phone No.: (806) 775-1000	Extension:	
Fax No.: (806) 775-1550	E-mail Address: mnreeves@co.lubbock.tx.us	

c. What is the name and location of the public location where copies of the NOI and SWMP, as well as the executive director's general permit and fact sheet, may be viewed?

Name of Public Place: County Commissioners Office

Address of Public Place: Lubbock County Courthouse
904 Broadway
Lubbock, Texas 79408

County of Public Place: Lubbock

E. CERTIFICATION

Check "Yes" to the certifications below. **Failure to indicate "Yes" to ALL items** may result in denial of coverage under the general permit.

I certify that I have obtained a copy and understand the terms and conditions of the general permit TXR040000.	<input checked="" type="checkbox"/> Yes
I certify that the small MS4 qualifies for coverage under the general permit TXR040000.	<input checked="" type="checkbox"/> Yes
I understand that a Notice of Termination (NOT) must be submitted when this authorization is no longer needed.	<input checked="" type="checkbox"/> Yes
I understand that permits active on September 1st of each year will be assessed an Annual Water Quality Fee.	<input checked="" type="checkbox"/> Yes

Operator Certification:

I, Thomas V. Head County Judge
Typed or printed name Title

certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under **30 Texas Administrative Code §305.44** to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature: Thomas V. Head Date: 1-28-08
(Use blue ink)

APPENDIX B
TRAINING AGENDA

DRAFT AGENDA
ROUTINE EMPLOYEE TRAINING

Who: **Appropriate Personnel**

When: **Annual**

What: **Good Housekeeping**

- Effect of Poor Housekeeping
- Review and demonstrate basic cleanup procedures
- Clearly indicate proper disposal locations
- Post signs in material handling areas reminding staff of good housekeeping procedures
- Be sure employees know where routine clean-up equipment is located
- Regular Schedule of Housekeeping Activities

DRAFT AGENDA
ROUTINE EMPLOYEE TRAINING

Who: **Appropriate Personnel**

When: **Annual**

What: **Spill Prevention and Response**

- Clearly identify potential spill areas and drainage routes
- Familiarize employees with post spill events – why they happened and the environmental impact
- Post warning signs in spill areas with emergency contacts and telephone numbers
- Spill Reporting Procedures
- Drill on spill clean-up procedures
- Material handling Procedures and Storage Requirements
- Post the location of the spill clean-up equipment and the persons responsible for operating the equipment
- All personnel will be properly trained in the operation and maintenance of equipment to prevent spills or discharges, including Fueling Procedures

DRAFT AGENDA
ROUTINE EMPLOYEE TRAINING

Who: **Appropriate Personnel**

When: **Annual**

What: **Material Handling and Storage**

- Be sure employees are aware which materials are hazardous and where those materials are stored
- Identify Toxic and Hazardous Materials Stored, Handled and Produced On-Site
- Procedures to organize Materials for Storage
- Used Oil Management
- Spent Solvent Management
- Used Battery Management
- Storm water exposure
- Point out container labels
- Describe how to fuel vehicles and avoid “topping off”

DRAFT AGENDA
ROUTINE EMPLOYEE TRAINING

Who: **Appropriate Personnel**

When: **Annual**

What: **Construction Site Erosion and Sedimentation**

- Administrative Controls for Erosion Controls
 - Planning, Scheduling and Project and BMP Phasing
 - Roughening, Terracing and Grading Techniques
 - Diversions and Slope Drains
- Methods to Cover Exposed Areas, Reduce Erosion and Keep Soil On-Site
 - Vegetative Cover
 - Blankets and Mats
 - Mulching
 - Other Materials for Cover
 - Vehicle Tracking
- Check Dams
- Removing Sediment from Construction Site Runoff
 - Sediment Barriers
 - Inlet Protection
 - Sedimentation Ponds
- Materials Handling and Disposal
 - Chemical Handling, Storage and Clean-Up
 - Container Handling
 - Spill Clean-Up
 - Concrete Waste
 - Vehicle and Equipment Maintenance
 - Sanitary Services

DRAFT AGENDA
ROUTINE EMPLOYEE TRAINING

Who: **Appropriate Personnel**

When: **Annual**

What: **Post Construction**

- Waste Disposal
- Control Measures
 - Pet Waste Control
 - Litter Control
 - Wildlife Feeding Control
 - Illicit Connection Prohibition
 - Improper Waste Disposal Control
 - Control Requirements
 - Enforcement Policy
 - Hazards Associated with Improper Waste Disposal
- Vegetative Waste
- Illicit Connection Elimination and Outfall Mapping
 - Hazards Associated with Illicit Connections
 - Investigation Techniques
 - Physical Observations
 - Mapping Procedures
- Street Maintenance
- Stormwater Facility Maintenance
 - Schedules
 - Record Keeping
- Road Erosion Control and Outfall Scouring Remediation
- Maintenance Yard Operations
 - Material Storage
 - Fueling
 - Vehicle Maintenance
 - Equipment/Vehicle Washing
 - Good Housekeeping Standard Procedures

DRAFT SIGN-IN SHEET

TRAINING DESCRIPTION:_____

LOCATION: _____

DATE: _____ TIME: _____

INSTRUCTOR:

PRINTED NAME	SIGNATURE	COMPANY

ATTENDEES:

[illegible]