

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

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

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

SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
1a	01	Local Publications Through publications in Beachcomber Newsletter, residents and businesses are notified of steps to reduce pollutants in storm water runoff.	1. Mail 5,000 Beachcombers to residents and businesses each year.	1. Permit years 1-5	Town Clerk
			2. Post Beachcomber on the internet. Report number of "hits" per month.	2. Permit years 1-5	
			3.	3.	
			4.	4.	
1a	02	Storm water Information Kiosks. Storm water brochures and pamphlets are distributed at various distribution points throughout the Town facilities such as Town Hall.	1. Document and report the number of distribution points.	1. Permit years 1-5	Town Manager
			2. Document and report the number of educational materials distributed.	2. Permit years 1-5	
			3.	3.	
			4.	4.	
1a	03	Town NPDES Web page The Town has a web page devoted to storm water and the Town's SWMP. Downloaded educational materials (brochures, fact sheets, etc.) are available on the Web page. The Web page is updated regularly.	1. Document and report the number of Web page visitors.	1. Permit years 1-5	Town Clerk
			2. Document and report the number of downloads.	2. Permit years 1-5	
			3.	3.	
			4.	4.	
			1.	1.	
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			4.	4.	

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Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
2a	01	SWMP Public Meetings. The Town holds meetings concerning the SWMP. Meeting topics include annual overview of the SWMP and requirements, storm water management issues, ordinance amendments, storm water budget issues, upcoming educational opportunities, etc.	1. Document and report the number of storm water-related public meetings held.	1. Permit years 1-5	Town Manager
			2. Document and report the number of meeting attendees.	2. Permit years 1-5	
			3.	3.	
			4.	4.	
2a	02	Storm Drain Marker Program Continue a marking program of storm drains. The Town will provide supplies, safety equipment, arrange for traffic control and install markers.	1. Document and report the number of markers installed.	1. Permit years 1-5	Public Works
			2. Report as a percentage the total number of drains marked.	2. Permit years 1-5	
			3.	3.	
			4.	4.	
2a	03	River and Beach Cleanup Perform Indian River and Beach Cleanup at Public Access Areas. Cleanup consists of removal of trash and debris in public access areas and shorelines.	1. Document and report the number of volunteers.	1. Permit years 1-5	Public Works/ Environmental Advisory Board
			2. Document and report the amount of litter collected.	2. Permit years 1-5	
			3.	3.	
			4.	4.	
			1	1.	
			2.	2.	
			3.	3.	
			4.	4.	

Page # 2 of 8 total pages of SWMP Elements Forms attached to the NOI

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SECTION A.II. BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.I. Of This Form

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
3a	01	Storm Sewer System Map The Town has a storm sewer system map showing all known outfalls and the names and location of all surface waters of the State that receive discharges from those outfalls. This map is continually updated.	1. Document and report the number of outfalls mapped.	1. Permit years 1-5	Public Works
			2.	2.	
			3.	3.	
			4.	4.	
3b	01	Illicit Discharge Ordinance. Ordinance 2008-04 effectively defines and prohibits non-storm water discharges into the MS4 and provides the Town enforcement authority.	1. Document and report any changes to the ordinance or amendments, if applicable.	1. Permit years 1-5	Code Enforcement Office
			2.	2.	
			3.	3.	
			4.	4.	
3c	01	Illicit Discharge Detection and Elimination Inspection Program. The Town performs proactive inspections to specifically identify illicit discharges including illegal dumping. All illicit discharges are investigated and eliminated if possible.	1. Document and report the number of proactive inspections.	1. Permit years 1-5	Public Works
			2. Document and report the number of illicit discharges identified.	2. Permit Years 1-5	
			3. Document and report the number of illicit discharges eliminated.	3. Permit years 1-5	
			4.	4.	
3d	01	Illicit Discharge Detection and Elimination Education Program-Public. The Town storm water web page has a section dedicated to hazards associated with illicit discharge and improper disposal of waste information. The web also has downloadable illicit discharge and elimination pamphlets.	1. Document and report the number of web page visitors.	1. Permit years 1-5	Town Clerk
			2. Document and report the number of web page downloads.	2. Permit years 1-5	
			3.	3.	
			4.	4.	

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

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| <input type="checkbox"/> 2. Public Involvement/Participation | <input type="checkbox"/> 4. Construction Site Stormwater Runoff Control | <input type="checkbox"/> 6. Pollution Prevention/Good Housekeeping |

SECTION A.II. Describe the BMP(s) (BMPs) For the minimum control measure identified in section A.I. of this Form

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
3d	02	Illicit Discharge and Detection and Elimination Education Program-Employees. The Town currently has an illicit discharge detection and elimination training video that all new employees are required to view. Existing employees who work around chemicals, in areas where illicit discharges may occur, or are field personnel are required to annually view an environmental hazard video, which contains information on how to identify an illicit discharge, proper waste disposal and the hazards associated with illicit discharge.	1. Document and report the number of new employees trained.	1. Permit years 1-5	Public Works
			2. Document and report the number of existing employees trained.	2. Permit years 1-5	
			3.	3.	
			4.	4.	
3d	03	Illicit Discharge Detection and Elimination Education Program-Businesses. The Town distributes illicit discharge related educational materials (brochures, pamphlets, etc.) in the business license application package and flyers are also mailed to local businesses.	1. Document and report the number of businesses license application packages distributed.	1. Permit years 1-5	Town Clerk
			2. Document and report the number of flyers mailed to businesses.	2. Permit years 1-5	
			3.	3.	
			4.	4.	
			1.	1.	
			2.	2.	
			3.	3.	
			4.	4.	
			1.	1.	
			2.	2.	
			3.	3.	
			4.	4.	

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SECTION A.1 MINIMUM CONTROL MEASURE (check only one)

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

SECTION A.1.1 BEST MANAGEMENT PRACTICES (BMPs) For The Minimum Control Measure Identified In Section A.1. Of This Form

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
4a	01	Ordinance 2008-04 requires erosion and sedimentation controls on construction sites, in accordance with the Florida Building Code, and includes sanctions to ensure compliance. The ordinance outlines minimum erosion and sediment controls and construction site waste controls.	1. Document and report any changes to the ordinance or amendments, if applicable.	1. Permit years 1-5	Building Department
			2.	2.	
			3.	3.	
			4.	4.	
4b	01	Erosion and Sedimentation Control on Construction Sites. The Town requires all construction sites to implement effective erosion and sedimentation controls per Ordinance 2008-04.	1. Document and report the number of active construction sites operating under the erosion and sedimentation control requirements in 4a-01.	1. Permit years 1-5	Building Department
			2.	2.	
			3.	3.	
			4.	4.	
4c	01	Waste Control on Construction Sites. The Town requires all construction sites to implement effective waste controls per Section 47-21 of the Town Code of Ordinances.	1. Document and report the number of active constructions sites operating under the waste control requirements outlined in 4a-01.	1. Permit years 1-5.	Building Department
			2.	2.	
			3.	3.	
			4.	4.	
4d	01	Site Plan Review. The Town reviews all construction site plans for erosion and sedimentation controls and construction site waste control. The Town uses a checklist to establish the procedure for, and documentation of, the reviews.	1. Document and report the number of site plans reviewed	1. Permit years 1-5	Building Department
			2. Document and report the number of site plans approved.	2. Permit years 1-5	
			3.	3.	
			4.	4.	

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4e	01	Public Storm Water Hotline A hotline number, which is the main number to the Town Hall, has been publicized in order to receive and consider information submitted by the public concerning construction-related storm water issues. The hotline is advertised on the Town's NPDES Web page.	1. Document and report the number of hotline comments received.	1. Permit years 1-5	Town Manager
			2. Document and report the number of Web page (where the hotline is advertised) visitors.	2. Permit years 1-5	
			3.	3.	
			4.	4.	
4f	01	Construction Site Inspection Program: Town Staff (certified Erosion and Sedimentation Control inspectors) inspect all construction projects and enforce Ordinance 2008-04.	1. Document and report the number of construction site inspections.	1. Permit years 1-5	Building Department
			2. Document and report the number of enforcement actions.	2. . Permit years 1-5	
			3. Document and report the number of follow-up actions.	3. . Permit years 1-5	
			4.	4.	
			1.	1.	
			2.	2.	
			3.	3.	
			4.	4.	
			1.	1.	
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6a	01	Inlet and Catch Basin Maintenance The Town's inlets and catch basins are maintained on a regular basis and kept free and clear of debris	1. Document and report the number of inlets maintained	1. Permit years 1-5	Public Works
			2. Document and report the number of catch basins maintained	2. Permit years 1-5	
			3. Document and report the amount of debris collected during maintenance	3. Permit years 1-5	
			4.	4.	
6a	02	Equipment Storage Yard Inspections The equipment storage yard is inspected on a regular basis. Investigate any suspected incidents to institute necessary corrective measures.	1. Document and report the number of inspections and corrective actions taken.	1. Permit years 1-5	Public Works
			2. Document and report the number of incidents requiring an investigation.	2. Permit years 1-5	
			3.	3.	
			4.	4.	
6a	03	Water Control Structure/Swale Maintenance SOP Maintain water control structures by removing debris from the grate areas. Swales will be maintained by mowing, debris removal, and edging.	1. Maintenance for each of the Town's water control structures performed on a semi-annual basis. Report amount of debris removed during control structure and culvert maintenance.	1. Permit years 1-5	
			2. Rotating 1/6 of swales mowed/debris removed 6 times annually. Report total miles or linear feet of swales maintained.	2. Permit years 1-5	
			3. Perform additional maintenance as necessary and report maintenance activities.	3. Permit years 1-5	
			4.	4.	

Page # 7 of 8 total pages of SWMP Elements Forms attached to the NOI

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Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
6a	04	Open Space Maintenance Litter control and pet waste clean up is performed in Town owned parks & greenways regularly by Public Works. A record of regular maintenance resides with the Public Works Superintendent. Town Manager will periodically check these records for adherence to scheduled activities. Additionally, site visits to parks will be performed. This can be performed simultaneously with those spaces that are adjacent to storm water control structures.	1. Records check for open space waste removal performed every six months.	1. Permit years 1-5	Public Works
			2. Site visits performed quarterly.	2. Permit years 1-5	
			3. Maintain signage in parks with appropriate contact information for the Public Works Department for reporting problems, report municipal waste collection efforts in terms of ponds collected.	3. Permit years 1-5	
			4.	4.	
6b	01	Storm Water Pollution Prevention (P2) Training. All applicable employees attend this training to learn effective spill prevention and control techniques to minimize the chance of spills entering storm drains	1. Document and report the number of training sessions	1. Permit years 1-5	Public Works
			2. Document and report the number of employees trained	2 Permit years 1-5	
			3.	3.	
			4.	4.	
6b	02	Spill Prevention and Control Training Town employees attend this training to learn effective spill prevention and control techniques to minimize the chance of spills entering storm drains.	1. Document and report the number of training sessions.	1. Permit years 1-5	Public Works
			2. Document and report the number of employees certified.	2.	
			3..	3.	
			4.	4.	
6b	03	Florida Storm Water Erosion and Sedimentation Control Inspector's Course. Town employees who are associated with the construction industry (working on a construction site, inspecting a construction site, etc.) must attend this course and receive certification.	1. Document and report the number of employees certified.	1. Permit years 1-5	Public Works/ Building Department
			2.	2.	
			3.	3.	
			4.	4.	