

#### Division of Administrative Affairs

## Environmental Health and Safety Policy #MAN16

FAU Stormwater Management Program Manual

Version #1.0

Effective: 12/18/2023 Revised: 12/18/2023

1. PURPOSE:

Cover page for FAU Stormwater Management Program Manual

2. CONTENTS:

FAU Stormwater Management Program Manual 25 pages.

Approved and issued by order of:

Wendy Ash Graves

Director, Environmental Health and Safety

DATE: 12/18/2023

#### **POLICY MAINTENANCE SECTION**

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Last Revision By	W. Ash Graves
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#### THIS POLICY RESCINDS ALL OTHER WRITTEN DIRECTIVES REGARDING THIS TOPIC.

3. RECORD OF CHANGES/STATUS CONTROL:

Version	Date	Summary of Changes	Reviewed By
1.0		Incorporated all guidance into one document, clarified responsibilities, improved recordkeeping and compliance.	W. Ash Graves



## **FAU Stormwater Management Program Manual**

Florida Atlantic University

Office of Environmental Health and Safety

December 2023

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#### 1. Introduction

The Florida Department of Environmental Protection (FDEP) regulates discharges of contaminants to surface waters in the state of Florida. In an effort to address this type of pollution, stormwater management regulations (F.A.C. 62-624) were established to reduce the impact of contaminated stormwater runoff from permitted municipal separate storm sewer systems (MS4s). Florida Atlantic University's Boca Raton campus is required to comply with these requirements.

As a condition of the stormwater regulations, regulated MS4s are required to prohibit illicit discharges. An illicit discharge is any discharge to the FAU Boca campus storm sewer system that is not composed entirely of stormwater with the exceptions of State recognized exclusions or activities covered by a specific discharge permit under the NPDES Program.

As part of FAU's commitment to environmental stewardship, FAU Policy P&P08 specifically prohibits illicit discharges to the FAU Boca campus stormwater. The FAU Stormwater Management Program Manual assists in implementing that policy. FAU's Office of Environmental Health and Safety (EH&S) maintains the FAU Phase II MS4 Generic Permit (NOI) and is the point of contact for state and federal regulatory agencies related to compliance with the permit.

### 2. Purpose

In accordance with University Policy 4.1.2 Environmental Health and Safety, the purpose of the FAU Stormwater Management Program Manual is to establish the responsibilities and general requirements associated with ensuring the FAU Phase II MS4 operates properly, as designed, and in compliance with regulatory and permit requirements. These procedures also establish a regulatory mechanism to initiate sanctions against construction contractors for non-compliance with construction site stormwater control requirements.

#### 3. Definitions

**NPDES** is the National Pollutant Discharge Elimination System, which prohibits discharging "pollutants" through a "point source" into a "water of the United States" without an NPDES permit.

**MS4** is a Municipal Separate Storm Sewer System, which is a publicly owned conveyance or system of conveyances (i.e., ditches, curbs, catch basins, underground pipes, etc.) designed or used for collecting or conveying stormwater and that discharges to surface waters of the state.

**NOI** is a Notice of Intent to operate a Phase II MS4 under an NPDES Generic Permit **Illicit Discharge** means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to an NPDES permit and specific non-stormwater discharges provided they do not cause a violation of water quality standards:

**Inspections** are observations of MS4 components to ensure the components are operating as designed, free of obstructions, not in need of maintenance or repair, and illicit discharges are not occurring.

**Maintenance** includes activities such as mowing, debris removal, and adjustment or repair of MS4 structures.

**Construction Activities** are construction sites that are one acre or larger (including smaller sites that are part of a larger common plan of development) which require authorization to discharge stormwater under an NPDES construction stormwater permit.

**Construction Generic Permit (CGP)** is required for discharges from construction activities that disturb at least one or more acres of land or disturb less than one acre of land but are part of a common plan of development; and discharge stormwater to surface waters of the state or to surface waters of the state through a municipal separate storm sewer system (MS4).

**CGP Notice of Intent (NOI)** must be submitted online or by paper copy to the NPDES Stormwater Notices Center to obtain permit coverage.

**Stormwater Pollution Prevention Plan (SWPPP)** must be developed and implemented to be in compliance with the permit.

**Notice of Termination (NOT)** must be submitted online or by paper copy to the NPDES Stormwater Notices Center to discontinue permit coverage.

#### 4. MS4 Requirements

FAU operates and maintains the Boca Raton Campus stormwater system under Phase II MS4 Generic Permit Number FLR04E094-004. FAU is charged with conducting certain activities under this Permit through adherence to specific Best Management Practices (BMPs). A summary of each specific minimum control measure and the corresponding BMP and associated measurable goal is included below.

#### 4.1. Public Education and Outreach

4.1.1. BMP 1a-1: FAU will educate the campus community on the impact of stormwater discharged through documenting the distribution of the following educational materials. Distribution of these materials will be documented using the *Education Material Distribution Form* included as **Appendix 1**.

Brochure Name	EH&S Webpage Link
After the Storm	https://www.fau.edu/ehs/documents/brochure.pdf
Florida Friendly	https://www.ponce-inlet.org/DocumentCenter/View/168/Create-
Yard	a-Florida-Friendly-Yard-Brochure-PDF
Save the Swales	https://www.fau.edu/ehs/documents/savetheswales.pdf
Protect Florida's	
Water	
Solution to	https://www.ci.ham-
Stormwater	lake.mn.us/sites/default/files/files/solution to pollution.pdf
Pollution	
Stop Pointless	https://www.epa.gov/sites/default/files/2016-
Personal Pollution	01/documents/stoppointless_article.pdf
Illicit Discharge	https://www.fau.edu/ehs/documents/illicitdischargebrochure.pdf
Brochure	

4.1.2. BMP 1a-2: Provide stormwater information via YouTube and/or other social media with the documentation of the number of YouTube and/or social media site visitors.

- 4.1.3. BMP 1a-3: Conduct training presentations that include impacts of stormwater discharges and steps the public can do to reduce pollutant loading to runoff. The number of presentations and corresponding documentation of the presentations are to be recorded.
- 4.1.4. BMP 1a-4: Sponsor and/or participate in pollution prevention events such as Earth Day. Documentation of the events, and the number of events is to be maintained for record keeping.
- 4.1.5. BMP1a-5: Promote stormwater program through the FAU EH&S website with the number of website hits being recorded.

#### 4.2. Public Involvement/Participation

4.2.1. BMP 2a-1: The University will sponsor a student-led booth during at least one campus event annually. The booth will have educational materials for students on the effects of stormwater discharge on water bodies and the various actions that can be taken by the public to protect water quality. Documentation of and the number of student volunteers will be recorded in conjunction with the documentation and recording of the number of materials distributed.

#### 4.3. Illicit Discharge Detection / Elimination

- 4.3.1. BMP 3a-1: Maintain and update the existing Storm Sewer System Map as needed. The map will illustrate the location of all known outfalls and the names and location of a surface waters of the State that receive outfall discharge. The reporting and documentation of outfalls mapped, and the number of newly mapped outfalls (if necessary) is to be completed annually.
- 4.3.2. BMP 3a-2: Maintain and update the inventory of the University owned and maintained MS4 system as needed. The inventory is to include the linear feet of conveyance (swales and pipes), number of inlets/catch basins, number of retention areas/detention ponds. Documentation and reporting of new conveyance system (pipes and swales) length, the number of new inlets/catch basins, and new retention/detention ponds.
- 4.3.3. BMP 3b-1: Review the existing policies and procedures that define and prohibit illicit discharges and connections to the MS4. The reviews and updating of policies and procedures is to be documented and reported.
- 4.3.4. BMP 3c-1: Illicit Discharge Screening
- 4.3.4.1. Maintain and update the written plan to detect and eliminate illicit discharges/illegal dumping to the MS4. Revisions and reviews of the written plan is to be documented and reported annually.
- 4.3.4.2. Conduct surveys/proactive illicit discharge inspections of outfalls during dry weather. The surveys are to be documented and the number completed recorded.
- 4.3.4.3. Conduct inspections previously described under FAU Physical Plant Policy #6

   Fleet Maintenance and FAU Physical Plant Policy #22 Open Space
   Maintenance with the number of campus inspections documented and reported annually.
- 4.3.5. BMP 3d-1: Distribute educational materials and participate/promote pollution prevention events during FAU wide events involving the student population. The number of students informed, and the number of educational brochures distributed is to be documented and reported.

- 4.3.6. BMP 3d-2: Distribute educational brochures using electronic means of communications to employees. The number of employees informed is to be documented and reported.
- 4.3.7. BMP 3d-3: Distribute educational brochures using electronic means of communications to businesses operating within FAU. The number of businesses informed is to be documented and reported.
- 4.3.8. BMP 3d-4: The amount of hazardous waste collected for disposal by the University is to be documented and reported.

#### 4.4. Construction Site Stormwater Runoff Control

- 4.4.1. BMP 4a-1: University policies are to include sanctions to ensure compliance of stormwater discharges from construction sites within the MS4. EHS Policy & Procedure 8 (EHS P&P 08) establishes regulatory and enforcement authority while required Stormwater Pollution Prevention Plan (SWPPP) and Erosion and Sediment Control Plan measures at construction sites are detailed in Section 8. Documentation and reporting of the number of revisions to both this document and EHS P&P 08 are to be reported annually.
- 4.4.2. BMP 4b-1: Sediment Controls and Pollutant Reduction
- 4.4.2.1. Obtain Stormwater Pollution Prevention Plan (SWPPP) from all construction site coordinators where sediment and erosion controls are required. Documenting and reporting the number of active construction sites is required annually.
- 4.4.2.2. Track SWPPP and Notice of Intents as part of Construction Permit Administration through the recording of a signed statement from each Construction Site Operator to provide an Erosion and Sediment Control Plan (ESC Plan). The with the number of signed statements being documented and reported annually.
- 4.4.3. BMP 4c-1: Sediment Controls and Pollutants Reduction
- 4.4.3.1. Monitor SWPPP monthly maintenance logs with the number of SWPPP logs monitored being documented and reported annually.
- 4.4.3.2. Verify weekly site inspections are being performed by contractor.
- 4.4.3.3. Observe, document, and correct violations or potential problems with the documentation and reporting of the number of violations or problems corrected.
- 4.4.3.4. During site inspections, verify that construction site operators are taking proper measures to control wastes that may cause adverse impacts to water quality with the documentation and reporting of the number of active construction sites required to implement waste controls.
- 4.4.4. BMB 4d-4: Sediment Controls and Pollutants Reduction
- 4.4.4.1. Conduct site plan reviews that consider potential impacts to water quality with the documentation and reporting of the number of construction site SWPPPs reviewed and approved.
- 4.4.4.2. Notify applications of the potential need for an ERP permit from the water management district and/or NPDES Construction Generic Permit (CGP) and verify the applicant has obtained their ERP/CGP in the construction inspection process. The number of applicants notified of the CGP and ERP permits is to be documented and reported annually.

- 4.4.5. BMP 4e-5: Construction Related Complaint
- 4.4.5.1. Acknowledge, document, and respond to complaints or concerns from the public with the number of complaints or concerns from the community being reported on an annual basis.
- 4.4.6. BMP 4f-6: Sediment Control and Pollutants Reduction
- 4.4.6.1. Continue to conduct proactive construction site visits to monitor SWPPP monthly logs, verify weekly inspections are occurring, and deficiencies are documented and corrected. The number of site visits, problems/violations found, warnings issues, and projects halted/enforcement actions taken is to be documented and reported annually.
- 4.4.6.2. Review and update, if necessary, written construction site inspection plans. The number of construction sites verified for CGP and ERP coverage is to be documented and reported annually.

#### 4.5. Post-construction Stormwater Management

4.5.1. BMP 5-1: FAU relies on SFWMD and FDEP regulatory criteria for ERP permitted projects. FAU is to continue to maintain compliance with DEP and applicable Water Management District criteria.

#### 4.6. Pollution Prevention/Good Housekeeping

- 4.6.1. BMP 6a-1: Pollution Prevention/Good Housekeeping
- 4.6.1.1. Conduct weekly service garage and service yard inspections with the number of inspections completed being documented and reported annually.
- 4.6.1.2. Conduct proactive weekly grounds inspections within the University with a random area (i.e. parking lot) being chosen each week and inspected. Weekly grounds inspections are to be documented with the number completed reported annually.
- 4.6.2. BMP 6a-2: Pollution Prevention/Good Housekeeping
- 4.6.2.1. Inspect, maintain and repair as needed the University's stormwater system (i.e. swales, ditches, inlets, catch basins, detention/retention ponds, etc). Document and report the number of inspections and catch basins cleaned and the amount of sediment and/or debris removed.
- 4.6.2.2. Review and update, if necessary, the written standard operating procedure for the inspection, operation and maintenance of FAU's MS4. The maintenance activities for the conveyance system (i.e. pipes, catch basins, and retention areas) is to be documented and reported annually.
- 4.6.3. BMP 6b-1: Pollution Prevention Housekeeping
- 4.6.3.1. Conduct annual training for FAU EHS, E&U, and Physical Plant personnel. Training is to utilize USEPA and/or FDEP training materials as appropriate with topic including, at a minimum, pollutant reduction, permit requirements, roles and responsibilities for FAU personnel, lessons learned since the previous meeting, and planning for the next year. Training is to be provided to both new and existing employees with the number of employees trained and the number of refresher employees being documented and reported on an annual basis.
- 4.6.4. BMP 6c-1: Pollution Prevention Housekeeping

4.6.4.1. Enforce the requirements of applicable University Policy with regards to Pollution Prevention and Housekeeping. The number of policy enforcement actions, including but not limited to, refresher training sessions provided is to be tracked and reported annually.

#### 5. Roles and Responsibilities

#### 5.1. Office of Environmental Health and Safety

- 5.1.1. Design and implementation of MS4 policies and procedures at FAU
- 5.1.2. Oversight of program compliance BMP 4a-1
- 5.1.3. Enforcement of MS4 requirements at FAU BMP 4a-1
- 5.1.4. Report illicit discharges to federal, state, and local authorities as required.
- 5.1.5. Compile all reporting requirements for MS4 permit as required.
- 5.1.6. Distribution and documentation of educational materials BMP 1a-1, BMP 3d-1, BMP 3d-2, BMP 3d-3 with distribution being documented on the Educational Material Distribution Form included as **Appendix 1**.
- 5.1.7. Provide Stormwater information via social media BMP 1a-2
- 5.1.8. Conduct training presentations to the public BMP 1a-3
- 5.1.9. Sponsor pollution prevention events with student groups BMP 1a-4, BMP 2a-1
- 5.1.10. Maintain EH&S stormwater website BMP 1a-5
- 5.1.11. Review existing policies and procedures to prohibit illicit discharges BMP 3b-1
- 5.1.12. Maintain this Stormwater Manual and conduct surveys/proactive inspections of outfalls BMP 3d-1
- 5.1.13. Record the amount of hazardous waste disposed by FAU BMP 3d-4
- 5.1.14. Review construction site SWPPPs BMP 4d-4
- 5.1.15. Monitor SWPPP monthly maintenance logs, weekly contractor site inspections, conduct monthly site inspections, and identify any needed waste controls to be implemented or enforcement actions taken BMP 4c-1, BMP 4f-6
- 5.1.16. Document and respond to complaints/concerns from the public regarding illicit discharges BMP 4e-5
- 5.1.17. Conduct weekly service garage and service yard inspections using the *Weekly Stormwater Inspection Service Yard & Garage Form* included as **Appendix 2**.

#### 5.2. Engineering and Utilities

- 5.2.1. Conduct routine MS4 inspection and maintenance according to the *FAU MS4 Inspection and Maintenance Schedule* included as **Appendix 3** BMP 6a-2.
- 5.2.2. Document all inspection and maintenance activities, including illicit discharge detection and elimination activities on the *FAU Stormwater Structure Inspection* and Maintenance Worksheet included as **Appendix 4** BMP 6a-2.
- 5.2.2.1. Inspect all outfalls and inlets in the scheduled sector and their associated basin and piping. Record the scheduled quadrant on the Worksheet.
- 5.2.3. In coordination with EH&S, perform non-routine inspection and maintenance when a report of a possible or confirmed illicit discharge has been received. Document inspection results on the FAU Stormwater Structure Inspection and Maintenance Worksheet.

- 5.2.4. Perform illicit discharge detection during any inspection or maintenance activities other than responses to a confirmed illicit discharge (see also, Illicit Discharge Reporting and Elimination).
- 5.2.5. Ensure all appropriate personnel complete Stormwater Pollution Prevention Training.
- 5.2.6. Report any illicit discharges to EH&S immediately.

#### 5.3. Physical Plant

- 5.3.1. Perform grounds maintenance such as mowing, edging, and weed/invasive species control for all applicable aboveground MS4 components (ditches, swales, ponds, weirs, etc.) BMP 6a-1.
- 5.3.2. Ensure all appropriate personnel complete Stormwater Training.
- 5.3.3. Report any illicit discharges to EH&S immediately.

#### 5.4. Design and Construction

- 5.4.1. Consult with EH&S for construction activities that will require any modifications of FAU stormwater systems.
- 5.4.2. Report noncompliance with MS4 requirements to EH&S immediately.
- 5.4.3. Require all construction activities to present a SWPPP prior to the start of work under the construction permit. BMP 4b-1.
- 5.4.4. Obtain and track Notice of Intent (NOIs), SWPPPs, and ESC Plans through the collection of NOI submittals as well as signed statements that are required to be included as the cover page of all submitted SWPPs. The *FAU SWPPP Statement* is included as **Appendix 5** BMP 4b-1, BMP 4d-4.
- 5.4.5. Obtain proof of CGP Notice of Termination following the completion of construction activities.
- 5.4.6. Maintain and update Storm Sewer Map and inventory of MS4 features BMP 3a-1, BMP 3a-2.
- 5.4.7. Compliance with DEP and applicable Water Management District criteria BMP
   5-1.

#### 6. Inspections and Maintenance

Each MS4 permit must implement a written inspection and maintenance program. This must include information on scheduling of inspections, determining actions needed, scheduling the actions, etc. A key element is a tracking system of all inspections and maintenance activities performed during the year as this information must be reported in the Annual Report. A summary of required inspections, associated forms, frequency, and designated responsibility is summarized below by BMP.

Required Action & BMP	Туре	Frequency	Responsible Party(s)	Inspection Schedule and/or Form Required
Swale Inspections: 3c.1	Inspection	Weekly	Physical Plant – Buildings and Grounds	FAU Mowing & Swale Inspection Form - <b>Appendix 6</b>
Bldg. 69 Vehicle Repair Area and Service Yard: 3c.1	Inspection	Weekly	EHS	Weekly Stormwater Inspection - Service Yard & Garage Areas - Appendix 2
Construction Activities: 4c.1	Inspection	Weekly or Following Rain Event	General Contractor and Engineering & Utilities, Facilities Planning, UAVP	FAU SWPPP Statement - Appendix 5, Contractor Weekly SWPPP Inspection Report Form - Appendix 7
Construction Activities: 4f.6	Inspection	Minimum of Monthly	EHS	FAU Stormwater Inspection Oversight Record - <b>Appendix 8</b>
Stormwater Structure Inspections	Inspection	Quarterly	Physical Plant	FAU MS4 Inspection and Maintenance Schedule - Appendix 3
				Stormwater Structure Inspection and Maintenance Worksheet - <b>Appendix 4</b>
Illicit Discharge - Outfall Inspections: 3c.1	Inspection & O&M	Quarterly	EHS	FAU Boca Campus Quarterly Stormwater Illicit Discharge Inspection Form - Appendix 9

#### 7. Illicit Discharge Reporting and Elimination

An illicit discharge is any discharge into a storm drain that is not composed entirely of stormwater. This means that anything other than rain that falls from the sky and enters a storm drain is an illicit discharge. Polluted stormwater runoff can enter the storm sewer system through curb inlet drains and grated inlets. Examples of illicit discharges include wastewater from car washing and runoff from pressure washing using chemicals.

FAU's Illicit Discharge Policy (EH&S P&P08) outlines the requirements for illicit discharge screenings of the campus stormwater management system and the requirement to report any suspicious conditions to EH&S for investigation. FAU encourages members of the University Community and the General Public to report pollution and to offer suggestions for improving The FAU Stormwater Management Plan through the submittal of comments and/or potential

#### 8. Construction Activities, Sediment Controls and Pollutant Reduction

In order to control erosion, reduce sediment reduce pollutants in stormwater runoff to the FAU Phase II MS4 from construction activities disturbing greater than or equal to one acre, or less than one acre of land that is part of a larger common plan of development that will ultimately disturb more than one acre, FAU requires construction contractors to comply with National Pollutant Discharge Elimination System stormwater requirements in accordance with Section 403.0885, Florida Statutes (F.S).

EH&S will provide monthly oversight of construction contractors to review and confirm conditions noted on erosion and sediment/stormwater pollution prevention inspections are representative of the conditions actually observed on construction sites. Monthly oversight of construction sites will be documented using the *FAU Stormwater Inspection Oversight Record* included as **Appendix 8**. This oversight will include documenting SWPPP inspections are being conducted by the contractor as required, these inspection records are readily available on site, observations of the site agree with the latest inspection record, and deficiencies are being addressed in a timely fashion. Stormwater deficiencies or violations identified at construction sites will be communicated to both the FAU Project Manager and the construction contractor using the *FAU Notice of Stormwater Violation Form* included as **Appendix 10**. Items that are required to be part of the SWPPP are detailed below.

#### 8.1. SWPPP Requirements

- 8.1.1. SWPPPs are required to be generated to satisfy DEP Document 62-621.300(4) which adopt the entitled State of Florida Erosion and Sediment Control Designer and Reviewer Manual, FDOT, FDEP (2013) as a reference.
- 8.1.2. All projects that disturb one or more acres of land or disturb less than one acre but are part of a larger common plan of development or sale and that discharge to waters of the state or to FAU's MS4 system, are required to develop and implement a SWPPP to obtain coverage under Florida's National Pollution Discharge Elimination System (NPDES) Stormwater Construction Generic Permit.
- 8.1.3. The SWPPP shall be completed prior to the submittal of the NOI and amended wherever there is a change which has a significant effect on the potential for discharge of pollutants to surface waters of the state or to FAU's MS4 system.
- 8.1.4. The front page of the SWPPP must include the signed *FAU SWPPP Statement* that is included as **Appendix 5**.

#### 8.2. Erosion and Sediment Control Plan

- 8.2.1. Sediment generated from uncontrolled erosion occurring during construction activities can result in costly damage to surface waters of the state, blocks stormwater conveyance systems, plug culverts, and can result in increased operation and maintenance costs associated with FAU's MS4 system.
- 8.2.2. An effective sediment and erosion control plan is essential for controlling stormwater pollution during construction.

- 8.2.3. The ESC Plan is a set of plans detailing the specific measures and sequencing to be used to control sediment and erosion on a development site during and after construction. It includes supporting calculations, a construction schedule, and schematics and cross-sections for clarification, as well as any other material in support of the ESC plan.
- 8.2.4. The ESC Plan is included as part of the SWPPP with revisions or modifications being tracked within the SWPPP.

#### 9. Enforcement

Per FAU University Policy 4.1.2 Environmental Health and Safety, the Director of Environmental Health and Safety reserves the right to restrict or suspend any activity, equipment or area that is determined to pose a danger/negative impact to the environment, life, health, or safety. FAU EHS Policy #P&P-08 has been established to establish enforcement authority in relation to stormwater, FAU's MS4 system, and its ability to set erosion and sediment control and pollution reduction action requirements. Oversight for this program are conducted by EHS with enforcement being conducted in accordance with University Policy 4.1.2 as detailed below.

In order to establish a clear understanding of stormwater requirements at FAU, the following process is instituted:

- Design and Construction Services (DCS) will provide a copy of the FAU Stormwater Program Manual to all contractors engaged in applicable construction activities. Contractors will be required to provide a copy of their SWPPP plan, and its incorporated erosion and sediment control plan, and associated requirements for weekly and post rain event inspections. DCS will ensure that prior to issuing a notice to proceed with the construction project, the construction contractor has received a building permit and is in full compliance with FAU Stormwater Program requirements.
- DCS will notify the contractor and EH&S of any noncompliance with FAU Stormwater Program requirements and will require the contractor to immediately address all areas of noncompliance.
- EH&S will conduct monthly construction site inspections for compliance with FAU Stormwater Program requirements and will notify DCS and the contractor of any violations utilizing the FAU Notice of Stormwater Violation Form included as **Appendix 10**.
- The contractor is expected to correct all identified deficiencies immediately.
- For egregious violations which are capable of causing harm, or having caused harm, to the FAU Phase II MS4, contractors must correct all identified violations within 48 hours.
- EH&S will issue "stop work orders" and a Notice of Stormwater Violations to the contractor for all egregious violations.
- If noncompliance is not corrected within the required timeframe, the FAU Building Code Administrator will be consulted regarding suspension of all permits associated with the construction activities until all violations are corrected.

#### 10. References

- <u>553.79</u>, Florida Statutes
- 403.0885, Florida Statutes
- Construction Generic Permit (CGP)
- CGP Notice of Intent (NOI)
- SWPPP Guidance
- Notice of Termination (NOT)
- FDEP NPDES Stormwater Construction Activity
- FAU Stormwater and MS4 Webpage

## **Appendix 1: Educational Material Distribution Form**



Office of Environmental Health and Safety 777 Glades Road, Bldg. 69, Room 112 Boca Raton, Florida 33431 (561) 297-3129, FAX (561) 297-2210

# Educational Material Distribution Form NPDES Permit ID # FLR04E094

BMP's: 1a-1, 1a-3, 1a-4, 2a-1, 3d-1, 3d-2, 3d-3

Event or	
Presentation:	Associated FAU Campus:
Date of Event or Presentation:	Hardcopy / Email Distribution (circle one)
MS4 Permit	If Email Distribution - Send Email Retained (Circle
Cycle:	One): Yes / No
Personnel	
Distributing	Entity Distributing
Materials:	Materials:

Brochure Name	Number Distributed
After the Storm	
Florida Friendly Yard	
Save The Swales - Protect Florida's Water	
Solution to Stormwater Pollution	
Stop Pointless Personal Pollution!	
Illicit Discharge	

## Appendix 2: Weekly Stormwater Inspection - Service Yard & Garage Areas

## **Florida Atlantic University**

#### **Environmental Health & Safety**

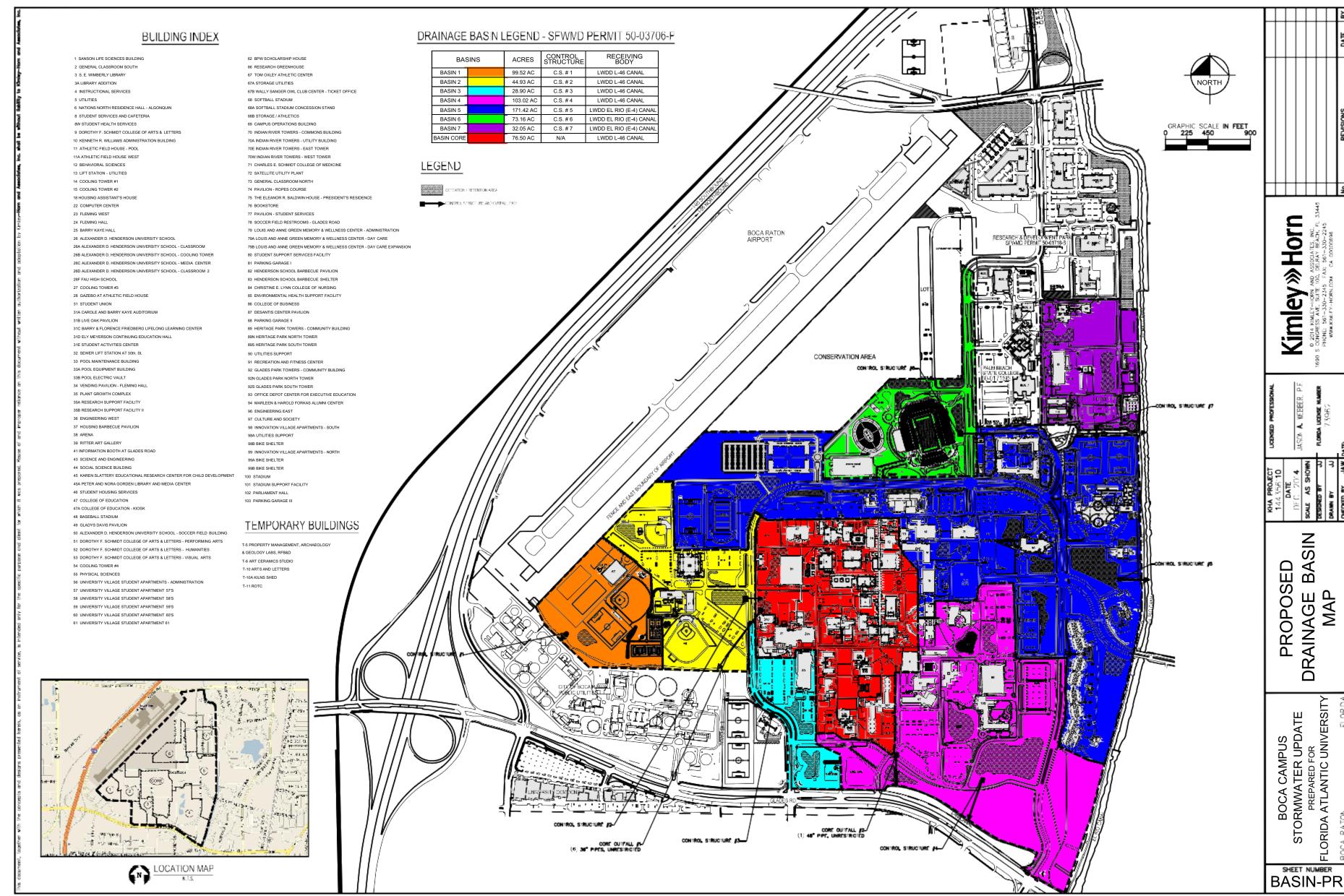
**Weekly Stormwater Inspection - Service Yard & Garage Areas** 

Inspector Name:					
Inspection Month & Year:					
Weekly Inspection Date:					
					Week 5 (if
	Week 1	Week 2	Week 3	Week 4	Applicable)
	AST Are	ea			
Spills/staining present?					
Spill Kit Present and in working order?					
Leaks at hose or fill port box?					
	aydown Yaı	d Area			
Spills/puddles of materials present?					
Maintenance Performed indoors?					
Outdoor storage is on pallets and covered?					
No Vehicle washing occurring onsite?					
Dumpsters closed lids/no leaks					
	/laintenanc	e Bays	1		
Vehicle Parts Stored Inside?					
Used Oil area clean/no spills?					
Waste is placed in labeled containers?					
Spill Kit Present and in working order?					
Corrective Actions					
Week 1:					
Week 2:					
Week 3:					
Week 4:					
Week 4.					
Week 5:					

**Instructions:** Inspector is to conduct inspections weekly with substituted days for holiday weeks. Any deficiency and its corrective action must be documented on this form.

## **Appendix 3: FAU MS4 Inspection and Maintenance Schedule**

		MS4 Insp	ection Schedul	e by Drainage Basin	
Cycle	Fiscal Year July	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
4	2022-2023			Basin 1	Basin 2
5	2023-2024	Basin 3	Basin 4	Basin 5	Basin 6
5	2024-2025	Basin 7	Basin Core	Basin 1	Basin 2
5	2025-2026	Basin 3	Basin 4	Basin 5	Basin 6
5	2026-2027	Basin 7	Basin Core	Basin 1	Basin 2



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## **Appendix 4: Stormwater Structure Inspection and Maintenance Worksheet**

#### Stormwater Structure Inspection and Maintenance Worksheet

Quadrant:		Types of Storm Struc	ture
	Inlets	Outfalls	Pollution Box

Storm Structure	Location/Grate #	Pipes inspected	Basins Inspected	Maintenance Performed	Debris Removed	Illicit discharge	Technician	Date
							9	
\$ 5							N N	
1 9				* 11 12			(1)	
						2		
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				· · · · · · · · · · · · · · · · · · ·				
				·	·			

#### **Appendix 5: FAU SWPPP Statement**



DEPARTMENT OF ENGINEERING AND UTILITIES
777 Glades Road • P.O. Box 3091 Bldg. CO#69 • Room 111
Boca Raton, Florida 33431-0991

## **Stormwater Pollution Prevention Plan**

The following statement must be included on the front sheet of the SWPPP:

"I 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 gathered and evaluated 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 that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

ame (Operator and/or Responsible Authority)	Date
Project Name and location	T

A site map must be developed and must contain, at a minimum, the following information:

- 1. Drainage patterns,
- 2. Approximate slopes after major grading activities,
- 3. Areas of soil disturbance,
- 4. Outline all areas that are not to be disturbed,
- 5. Location of all major structural and non-structural controls,
- 6. The location of expected stabilization practices,
- 7. Wetlands and surface waters, and
- 8. Locations where stormwater may discharge to a surface water or MS4.

### **Appendix 6: FAU Mowing & Swale Inspection Form**

#### Florida Atlantic University

#### **Environmental Health & Safety**

Weekly Stormwater Inspection - Open Space Maintenance (Quarterly Tracking Form)

Inspection Month & Year:					
Weekly Inspection Tracking Date (Friday of the week):					
	Week 1	Week 2	Week 3	Week 4	Week 5 (if Applicable)
Basin(s) Location (refer to Append 1)					
Nearest Bldg. #s					
Spills/staining/stressed vegetation observed?					
Bare Spots, damage, erosion to swales?					
Blocked inlets, heavy sediment, large vegetation present?					
Mowing Supervisor or Designee Signature					

Inspection Month & Year:						
Weekly Inspection Tracking Date (Friday of the week):						
	Week 1	Week 2	Week 3	Week 4	Week 5 (if Applicable)	
Basin(s) Location (refer to Append 1)						
Nearest Bldg. #s						
Spills/staining/stressed vegetation observed?						
Bare Spots, damage, erosion to swales?						
Blocked inlets, heavy sediment, large vegetation present?						
Mowing Supervisor or Designee Signature						

Inspection Month & Year:						
Weekly Inspection Tracking Date (Friday of the week):						
	Week 1	Week 2	Week 3	Week 4	Week 5 (if Applicable)	
Basin(s) Location (refer to Append 1)						
Nearest Bldg. #s						
Spills/staining/stressed vegetation observed?						
Bare Spots, damage, erosion to swales?						
Blocked inlets, heavy sediment, large vegetation present?						
Mowing Supervisor or Designee Signature						

sin Descriptions (Refer to Basin Map)	Map Color	Buildings within Basin
Basin 1	Orange	Near 67, 67B, 28, soccer practice fields, old football practice fields, tennis courts
Basin 2	Yellow	North of 67, 68A/B, 38, 11A, 11, 33A, Baseball field, Lot 15, Lot 10
Basin 3	Light Blue	80, FPL Substation, South of 31B, West University Drive from Glades to Bldg 31
Basin 4	Light Purple	84, 44, 52, 51, 97, 9, 88, 53, 88, 102, (green space south of 97 and 102)
Basin 5	Blue	Main Soccer Field, Track and Field Area,
Basin 6	Green	100, 101, 103, 107
Basin 7	Magenta	79, 79A, 79B, 69, 85, T5, T6, T10, 66, T11
Basin Core	Red	47, 93, 86, 87, 23, 24, 25, 35A/B, 12, 1, 22 5, 81, 49, 81, 5, 22, 3, 4, 2, 8, 8W, 76, 36, 31, 31a-D, 9, 89, 111, 46, 37, 70, 92,

Instructions:

If any inspection questions are answered yes, further action is required and immediate notification to EHS via phone and email is required for documentation purposes

## **Appendix 7: Contractor Weekly SWPPP Inspection Report Form**

Inspections must occur at least once a week and within 24 hours of the end of a storm event that is 0.50 inches or greater.

Project Name:					FDE	P NPDES Sto	ormwater Identification Number: FLR10	
Location	Rain data Type of control (see below) Date instal /modified		Date installe /modified	ed Current Condition Corre (see below)		Cor	rective Action / Other Remarks	
Candition Cada: C. Ca	ad NA NASA				The same of the sa	da isas sa a dia k		
	_	ned, O = Other	iance or repia	ceme	ent soon, P = Poor, nee	us immediad	e maintenance or replacement,	
1. Silt Fence	10. Storm	drain inlet protecti	on	19.	Reinforced soil retaini	ng system	28. Tree protection	
2. Earth dikes	11. Vegeta	tive buffer strip		20.	Gabion		29. Detention pond	
3. Structural diversion	12. Vegeta	tive preservation a	rea	21.	Sediment Basin		30. Retention pond	
4. Swale	13. Retent	ion Pond		22.	22. Temporary seed / sod		31. Waste disposal / housekeeping	
5. Sediment Trap	14. Constr	uction entrance sta	bilization	23.	23. Permanent seed / sod		32. Dam	
6. Check dam	15. Perime	ter ditch		24. Mulch			33. Sand Bag	
7. Subsurface drain	16. Curb a			25.	25. Hay Bales		34. Other	
8. Pipe slope drain		road surface			Geotextile			
9. Level spreaders		utlet protection		27. Rip-rap				
Inspector Information	:						_	
Name			Qualific	atio	n		Date	
The above signature also Discharge from Large an	-		•	any			n Plan and the State of Florida Generic Permit for Stori fied above.	mwater
qualified personnel prop	perly gathered gathering the i	I and evaluated the nformation, the in	e information formation sub	subn mitte	nitted. Based on my in ed is, to the best of my	quiry of the knowledge a	pervision in accordance with a system designed to assiperson or persons who manage the system, or those and belief, true, accurate, and complete. I am aware the knowing violations."	persons
Name (Responsible Au	ithority)	 Da <sup>·</sup>	te		_			

## **Appendix 8: FAU Stormwater Inspection Oversight Record**

Construction Project Name:

Inspection Area	Status	Corrective Action
SWPP inspections are being conducted as required.	Yes/No	
Inspection records are readily available on site.	Yes/No	
Observations of the site agree with the latest inspection record.	Yes/No	
Deficiencies are being addressed in a timely fashion.	Yes/No	
* Any "No" answer requires initiation	of corrective actions.	-
		to the best of my knowledge and belief, tr

#### Appendix 9: FAU Boca Campus Quarterly Stormwater Illicit Discharge Inspection Form

Circle

One: Quarter 1 Quarter 2 Quarter 3 Quarter 4

Date:	Inspectors:	Signature:	
Date.	ilispectors.	Signature.	

Instructions: Observations of oily/discolored discharge, trash, dead wildlife in these areas.

Label ID	Location	Latitude	Longitude	Description of Location	Observations	Corrective Actions
1	Canal System #7	26.37616	-80.09591	Swales by Henderson Fields (West flow direction)		
2	Canal System #6	26.37618	-80.09732	Swale across St. from Innovation Village Apts.		
3	Retention Area 9	26.37905	-80.09749	Dry retention basin between Memory & Wellness & CO 69		
4	El Rio Canal	26.38609	-80.09632	El Rio Canal at Spanish River Bridge view south		
5	El Rio Canal	26.38229	-80.09449	El Rio Canal via open clearings on right side of El Rio Trail		
6	El Rio Canal	26.38032	-80.09448	El Rio Canal viewed north & south from Bridge		
7	El Rio Canal	26.37871	-80.09473	El Rio Canal east view at water utility crossing via wood bridge		
8	Outfall to El Rio Canal	26.376128	-80.094571	Basin 6 & 7 Outfall to El Rio		
9	El Rio Canal	26.374739	-80.094486	El Rio canal at historic, abandoned Outfall		
10	Outfall to El Rio Canal	26.371909	-80.094522	Basin 5 Outfall & Control Structure #5		
11	20th St. Bridge	26.36982	-80.09484	El Rio Canal viewed S & N from Bridge		
12	Outfall to El Rio Canal	26.366606	-80.095773	Basin 5 Outfall to El Rio Canal viewed near weir location		
13	L-46 & El Rio Canal	26.36271	-80.09711	L-46 Canal merge with El Rio Canal		
14	FAU Outfall to the El Rio Canal	26.36298	-80.09782	El Rio Canal viewed north from Bridge		
15	Retention Area 10	26.36658	-80.09892	Dry retention swale south of Bldg. 102 & N of Indian River St.		
16	Outfall to L- 46	26.36433	-80.09916	Glades Road Outfall to L-46 Canal		
17	Outfall to L- 46	26.364947	-80.100522	Basin 4 Outfall to L-46 Canal		
18	Glades Canal	26.36557	-80.10147	Drainage swale between Glades Road and sidewalk		
19	Outfall to L- 46	26.365868	-80.102689	Basin Core outfall to L-46 Canal		

Label ID	Location	Latitude	Longitude	Description of Location	Observations	Corrective Actions
20	Retention Area	26.3663	-80.10277	Dry retention swale east of Brevard Ct.		
21	Retention Area 2	26.36632	-80.10547	Dry retention swale east of Information Booth Bldg. 41		
22	Retention Area 7	26.3682	-80.106	Dry retention swale between Lot 16, 18 and W. University Dr.		
23	Retention Area 3	26.36739	-80.10686	Dry retention swale south of Lot 17		
24	Outfall to L- 46	26.368324	-80.108229	Basin 3 Outfalls to L-46 Canal - two outfalls west of soccer field		
25	Outfall to L- 46	26.369624	-80.108216	Basin Core/2 Outfall to L-46 Canal south of Lot 15		
26	Retention Area 4	26.3712	-80.10803	Dry retention swale north of Lot 15		
27	Retention Area 5	26.36975	-80.11212	Dry retention swale south of soccer field		
28	Outfall to L- 46	26.370335	-80.113421	Basin 1 Outfall west of soccer field		
29	Retention Area 6	26.37347	-80.11157	Dry retention swale between Lot 13 and Lot 12		
30	Retention Area 8	26.37466	-80.10685	Dry retention swale west of University Dr		
31	Canal System # 2	26.37763	-80.10183	Dry retention swale N of Football Stadium		
32	Canal System #5	26.37453	-80.10215	Swale south of University Dr and north of Bldg. 91		
33	Canal System #4	26.37454	-80.10082	Swale south of University Dr and north of Lot 4		
34	Canal System #3	26.37456	-80.09931	Swale south of University Dr and north of Lot 4		

## **Appendix 10: FAU Notice of Stormwater Violation**

Construction Project Name:					
The construction project named above has failed to resort FAU. The project is in violation of the NPDES Stormwater violations are not corrected within 48 hours of the date be revoked.	r Pollution Plan requirement(s) indicated below. If the				
Silt Fence	Permanent seed / sod				
Storm drain inlet protection	Dam				
Reinforced soil retaining system	Check dam				
Tree protection	Perimeter ditch				
Earth dikes	Mulch				
Vegetative buffer strip	Sand Bag				
Detention pond	Subsurface drain				
Structural diversion	Curb and gutter				
Vegetative preservation area	Hay Bales				
Sediment Basin	Pipe slope drain				
Retention pond Swale	Paved road surface				
Retention Pond	Geotextile				
Temporary seed / sod	Level spreaders				
Waste disposal /housekeeping	Rock outlet protection				
Sediment Trap	Rip-rap				
Construction entrance stabilization	Other				
	Specify				
EH&S Director or Designee	EH&S Director or Designee Signature				
am / pm					
Date Issued:	Time Issued:				
My signature below acknowledges receipt of this FAU Notice of	of Stormwater Violation.				