

POLK COUNTY, OREGON
STORMWATER MANAGEMENT PROGRAM (SWMP)
TO MEET NPDES PHASE II MS4 GENERAL PERMIT COMPLIANCE
FIVE YEAR PROGRAM: March 1, 2019 – June 30, 2024

February 2023 Version

Polk County
850 Main Street
Dallas, Oregon 97338

DRAFT

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1.0 INTRODUCTION

This Stormwater Management Program (SWMP) was created for the area of Polk County, Oregon located within the City of Salem Urban Growth Boundary (UGB), and outside city limits. This program has been developed to meet the Municipal Separate Storm Sewer System (MS4) permit requirements of the National Pollutant Discharge Elimination System (NPDES). The MS4 program for small jurisdictions is often called “Phase II.” The program outlined in this document was developed for a five year implementation period referred to as “Permit Years”.

The area within the Salem UGB in Polk County is managed by Polk County based on criteria in the *Intergovernmental Agreement between City of Salem and Polk County Regarding the Urban Growth Boundary and Management of the Urbanized Area* (September 11, 1991). Although this SWMP has been developed specifically for Polk County, some of the efforts outlined in this program will be coordinated with the City of Salem. The area within the Salem UGB is expected to be annexed into the City of Salem. At such time that annexation to the City of Salem occurs, annexed properties would no longer fall within the jurisdiction of Polk County and would no longer be covered by Polk County’s Phase II NPDES MS4 General Permit and SWMP.

This SWMP is arranged by the six stormwater management program control measures specified in Polk County’s Phase II NPDES MS4 General Permit. At the beginning of each section is a summary table listing each proposed activity associated with the measure. The last five columns of the table indicate which year(s) during the five year permit period that the activity is scheduled to be completed. The summary tables are followed by descriptions of the best management practices (BMPs), measurable goals, responsible parties, and other implementation information for each activity.

The measurable goals proposed for each activity represent what seem reasonable for each situation, based on past experience and common practices for stormwater management. From a practical sense, not all activities can be performed in permit year one, so a conscientious attempt was made to spread them out over the five year permit term. The implementation schedule also follows the requirements found in the MS4 Phase II General Permit. Each goal and its frequency/schedule will be evaluated during the annual reporting effort.

Polk County first developed a SWMP in November 2006 in order to comply with the Phase II NPDES MS4 rules. On November 30, 2018, a Phase II NPDES MS4 General Permit was issued to Polk County, which became effective on March 1, 2019 and was revised on March 12, 2021. This current SWMP focuses on the implementation and further refinement of those programs, and is intended to comply with all requirements specified in the MS4 Phase II General Permit. This SWMP makes reference to “permit years” when scheduling implementation. Those permit years correspond to the following time periods:

Permit Year 1:	March 1, 2019 – June 30, 2020
Permit Year 2:	July 1, 2020 – June 30, 2021
Permit Year 3:	July 1, 2021 – June 30, 2022
Permit Year 4:	July 1, 2022 – June 30, 2023
Permit Year 5:	July 1, 2023 – June 30, 2024

2.0 PUBLIC EDUCATION AND OUTREACH PROGRAM

Polk County will implement a public education and outreach program for the permit area. The following presents the components of the five year program, how they will be achieved, and the implementation schedule.

TABLE 2. PUBLIC EDUCATION AND OUTREACH PROGRAM BMPS					
BMP Activity / Description	Permit Year				
	1	2	3	4	5
2.1 Publish an Ad in the Newspaper for Litter and Trash Control BMP's					
2.2 Stormwater Brochure for Home Owners & Construction Site Operators					
2.3 FAQ Brochure for County Staff					
2.4 Stormwater Display/Exhibit					
2.5 Household Hazardous Waste Program					
2.6 Septic System Brochure					
2.7 Training for proper use, application, and storage of pesticides and fertilizers					

- Activity scheduled for permit year
- No activity scheduled for permit year

2.1 Publish an Advertisement in the Local Newspaper to Further Promote BMP's for Litter and Trash Control

In an effort to provide educational stormwater information to the general public, Polk County will customize and publish an advertisement with the local newspaper. The purpose of the advertisement will be to educate the general public about best management practices for litter and trash control and the negative impacts associated with stormwater related pollution. The advertisement may also further promote Polk County's Adopt-A-Road program and the Household Hazardous Waste Program.

Rationale for BMP: This BMP was chosen because a local newspaper advertisement provides a method to present educational stormwater information to a high percentage of those residing in the permit area.

Measurable Goal: One advertisement will be published within a local newspaper that serves the permit area in Permit Years 2, 3, 4 and 5.

- o **Completion Date:** Permit Years 2, 3, 4, and 5.
- o **Rationale for Goal:** An advertisement in the local newspaper will ensure widespread distribution throughout the permit area of an educational message.
- o **Targeted Audience:** The general public.
- o **Targeted Topic:** Best management practices for litter and trash control.
- o **Responsible Party:** Polk County Community Development.

2.2 Stormwater Brochure for Home Owners and Construction Site Operators

Polk County has developed a brochure titled: *Guide to Erosion Prevention and Sediment Control During Construction Activities*. This brochure provides technical information detailing how to employ construction entrances that minimize offsite sediment transport, temporary sediment

fences, straw bale sediment barrier/bio-filter bags, undisturbed vegetative buffers, temporary grasses and permanent vegetative cover, straw mulch, erosion and matting blankets, plastic sheet covering, and storm drain inlet protection. Polk County will distribute this brochure, or another appropriate brochure, with all new building permits issued in the permit area.

Rationale for BMP: Construction activities have the potential to add pollutants to stormwater runoff; therefore, a targeted brochure that provides home owners and construction operators with preventative methods to reduce stormwater pollution will be beneficial.

Measurable Goal: Include an erosion control brochure with all new building permits issued in the permit area.

- **Completion Date:** Each Permit Year
- **Rationale for Goal:** Brochure distribution with building permit applications for construction within the permit area will allow targeted distribution of stormwater educational material.
- **Targeted Audience:** Home owners; construction site operators.
- **Targeted Topic:** BMP's for construction sites including erosion and sediment control measures.
- **Responsible Party:** Polk County Community Development.

2.3 Develop a Brochure for Polk County Staff to use as Guidance for Frequently Asked Questions Related to Stormwater Issues.

Compile a list of frequently asked questions that the public frequently asks Land Use Planners and Permit Technicians. Create a brochure that contains answers to these frequently asked questions (FAQ) to be used as guidance for County Staff to more effectively answer stormwater related questions.

Rationale for BMP: Polk County's Land Use Planners and Permit Technicians are often times the first point of contact for stormwater related questions. Developing a FAQ Brochure will help educate County Staff to ensure that consistent and accurate information is being conveyed to the public.

Measurable Goal: Develop a FAQ brochure for County Staff by the end of Permit Year 4, which will then be updated as needed.

- **Completion Date:** Permit Year 4.
- **Rationale for Goal:** This goal will assist Staff to quickly provide accurate information to the public. It will also be a resource to ensure that County Staff knows where to find all applicable ordinances and policies related to stormwater requirements.
- **Targeted Audience:** Land Use Planners; Building Permit Technicians
- **Targeted Topic:** How to report illicit discharge complaints, references to stormwater related ordinances and policies, other stormwater related topics.
- **Responsible Party:** Polk County Community Development.

2.4 Stormwater Display/Exhibit

Polk County will provide a stormwater exhibit during annual events, such as the Polk County Fair.

Rationale for BMP: This BMP was chosen because it provides an opportunity for the County to provide information to the general public at public gatherings and to increase public awareness about stormwater issues in the permit area.

Measurable Goal: Display stormwater exhibits at annual events.

- **Completion Date:** Permit Years 1, 4, and 5
- **Rationale for Goal:** Displays offered at public events will promote public awareness of stormwater issues.
- **Targeted Audience:** General public.
- **Targeted Topic:** Watershed awareness and how storm drains lead to local creeks and rivers, and potentially impacts to fish and other wildlife.
- **Responsible Party:** Polk County Community Development.

2.5 Polk County's Household Hazardous Waste Program

Polk County has developed a Household Hazardous Waste Program, which historically included a minimum of one collection event each year that was open to all county residents. This program has evolved to focus on year-round collection rather than collection event(s). To accomplish this, Polk County funds the disposal of certain hazardous materials, to be disposed of at the Marion County facility, which is available for Polk County residents and businesses. The Marion County facility is located at 3250 Deer Park Drive SE, Salem, Oregon, and accepts pesticides, cleaners, and fuels. Polk County will publish at least one advertisement in the local newspaper annually to promote this program.

Rationale for BMP: The Household Hazardous Waste Program offers a method for individuals to dispose of waste that might otherwise be dumped illegally into the storm sewer system. Promoting this program raises awareness of proper ways to dispose of hazardous waste.

Measurable Goal: Continue to provide funding for this program and publish at least one advertisement in the local newspaper annually to promote this program.

- **Completion Date:** Permit Years 1, 4, and 5.
- **Targeted Audience:** General Public; Businesses.
- **Targeted Topic:** Raise awareness about proper ways to dispose of hazardous waste.
- **Rationale for Goal:** Reduce the risk of hazardous waste being improperly disposed of in local waterways.
- **Responsible Party:** Polk County Environmental Health Supervisor.

2.6 Septic System Brochure

Polk County includes a brochure titled: "Getting to Know Your Septic System" with every septic permit and authorization.

Rationale for BMP: Educational materials are needed to ensure that individuals/ businesses understand how their septic system works and proper maintenance.

Measurable Goal: Polk County educated the general public and businesses on septic tank maintenance, working mechanisms, do's and don'ts, and signs of a failing septic system.

Targeted audience: General public; Businesses; Contractors

Targeted Topic: Raise awareness of how a septic system works and proper maintenance.



Responsible Party: Polk County Environmental Health Supervisor.

Implementation: Polk County will continue to include these brochures with every septic permit and authorization.

3.0 PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM

Polk County will implement a public participation process that will provide opportunities for members of the public to participate in program development and implementation. The following describes the five year program.

TABLE 3. PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM BMPS					
BMP Activity / Description	Permit Year				
	1	2	3	4	5
3.1 Publically Accessible Stormwater Website					
3.2 Promote and Improve Polk County’s Adopt-A-Road Program					

-  Activity scheduled for permit year
-  No activity scheduled for permit year

3.1 Publically Accessible Stormwater Website

Polk County will maintain a website focused on providing practical information to the public about stormwater related issues. Polk County will use the webpage for uses such as providing electronic copies of stormwater brochures, advertising stormwater related training opportunities for construction operators, and for providing information to homeowners looking to reduce their stormwater impacts. The website will provide links to stormwater related websites including the City of Salem’s Stormwater web site.

Rationale for BMP: This BMP was chosen as a method to provide information to citizens 24 hours a day.

Measurable Goal 1: Provide guidance to homeowners on practical activities that can reduce household stormwater impacts.

- o **Completion Date:** Each Permit Year
- o **Rationale for Goal:** Achieving this goal will implement this BMP.
- o **Responsible Party:** Polk County Community Development and Information Services.

Measurable Goal 2: Maintain a list of known stormwater training opportunities for construction operators.

- o **Completion Date:** Each Permit Year
- o **Rationale for Goal:** Achieving this goal will implement this BMP.
- o **Responsible Party:** Polk County Community Development and Information Services.

Measurable Goal 3: Provide information about how to report illicit discharge complaints.

- o **Completion Date:** Each Permit Year
- o **Rationale for Goal:** Achieving this goal will implement this BMP.
- o **Responsible Party:** Polk County Community Development, Public Works, and Information Services.

Measurable Goal 4: Provide draft SWMP documents for public comment.

- **Completion Date:** Each Permit Year
- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Community Development and Information Services.

3.2 Promote and Improve Polk County’s Adopt-A-Road Program

Polk County currently has an adopt-a-road program that is indented to reduce litter and pollutants along County roads. Polk County will continue to hold two cleanup days per year. To encourage additional participation, Polk County will also publish one advertisement annually in the local newspaper to increase awareness about the program.

Rationale for BMP: Within the County, stormwater primarily flows down roadside ditches. Reducing the amount of litter and other pollutants along roadsides and ditches would reduce the amount of litter and pollution the ends up within MS4 waterways.

Measurable Goal 1: Schedule two cleanup days per year where garbage bag collection and supplies will be provided.

- **Completion Date:** Permit Years 2, 3, 4, and 5.
- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Public Works.

Measurable Goal 2: Public one advertisement in the local newspaper each year to promote additional participation.

- **Completion Date:** Each Permit Year.
- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Community Development.

4.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

In order to meet requirements of Schedule A.3.c of the NPDES MS4 Phase II permit, Polk County has implemented a program to eliminate illicit discharges into the municipal separate storm sewer system (MS4), to the extent allowable by state laws. The County has also created an escalating enforcement protocol to ensure compliance in order to meet these requirements.

An illicit discharge is any discharge to an MS4 that is not composed entirely of stormwater. Conditional exceptions are identified in Schedule A.1.d of the permit. The following presents the requirements for the program, how they are being achieved and the implementation schedule.

TABLE 4. ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM BMPS					
BMP Activity / Description	Permit Year				
	1	2	3	4	5
4.1 Digital MS4 Map Inventory					
4.2 Ordinances					
4.3 Enforcement Procedures					
4.4 Detect and Eliminate Illicit Discharge					
4.5 Dry Weather Screening					
4.6 IDDE Training and Education					

	Activity scheduled for permit year
	No activity scheduled for permit year

4.1 Digital MS4 Map Inventory

In accordance with Schedule A.3.c.ii of the MS4 Phase II General Permit, Polk County has updated our MS4 map and digital inventory. This inventory includes:

1. The location of outfalls and outfall inventory, conveyance system, and stormwater controls that is owned by Polk County. Chronic illicit discharges are tracked and monitored in the MS4 map using survey 123 as well as any ongoing dry weather flows. Physical documentation of both chronic illicit discharge and dry weather flows are kept as a secondary documentation.
2. Stormwater outfall inventory will be maintained. The location of all known outfalls have been given a unique alphanumeric number, and streets, manholes, and a linear referencing system are include to locate outfalls. Receiving waters of outfall locations have also been identified on the MS4 map.
3. Conveyance system and stormwater control locations have been given a unique identifier and a linear referencing system for easy location in the field.
4. Polk County has created a system to geo-locate and track chronic illicit discharges to our MS4 map using Survey 123.
5. Polk County's MS4 map has been delineated by storm sewer drainage basin within the MS4 area.

Rationale for BMP: Having a digital inventory of all outfall locations, the conveyance system, and structural stormwater controls will help identify, track and enforce illicit discharge offenses and dry weather flows within the MS4 area.

Measurable Goals: Maintain an up to date GIS mapping layer of Polk County's stormwater drainage system. Provide a copy of the MS4 map to DEQ.

Responsible Party: Polk County Public Works and Information Services.

Implementation: Maintain and update MS4 map as needed. Track and respond to chronic illicit discharges.

4.2 Ordinances

In accordance with Schedule A.3.c.iii of the MS4 Phase II General Permit, Polk County will continue to prohibit non-stormwater discharges into the MS4 (except those conditionally allowed by permit Schedule A.1.d) through enforcement of Polk County Code of Ordinances (PCCO) 43.057, 43.056 and 43.050, to the extent allowable under state law. The County has implemented an escalating enforcement procedure to ensure compliance that is outlined in our SERP document.

Rationale for BMP: Ordinances and/or other regulatory measures need to be in place in order for Polk County to be able to enforce compliance of the Illicit Discharge Detection and Elimination Program.

Measurable Goals: Ensure Polk County Code of Ordinances (PCCO) 43.056, 43.050, and 43.057 continue to prevent and eliminate any illicit discharges into the MS4.

Responsible Party: Polk County Community Development and Public Works Departments.

Implementation: Polk County will prohibit illicit discharge into the MS4 using its code of ordinances. Polk County will use its SERP document to enforce compliance. Illicit discharge will be tracked and monitored using Survey 123.

4.3 Enforcement Procedures

In accordance with Schedule A.3.c.iv of the MS4 Phase II General Permit, Polk County has developed and implemented a Stormwater Enforcement Response Plan (SERP) that includes an escalating enforcement, a timeline for compliance, and response procedures to achieve compliance. Enforcement procedures consider factors such as the amount and type of pollutant discharged and whether the discharge was intentional or accidental.

Polk County's enforcement strategy for Illicit Discharge Detection and Elimination may be informal and/or formal depending on the risk level and cooperation of the responsible party. In many cases, illicit connections and discharges are accidental, and the responsible parties are willing to work with the County to resolve the issue as efficiently as possible. In these cases, the County uses an informal approach to facilitate the abatement of the illicit discharge while providing education and technical assistance to prevent future illicit discharges.

In cases where a responsible party intentionally discharged pollutants or is uncooperative with the County's efforts to abate the illicit connection or discharge, the County will employ a formal approach through the escalating enforcement procedures outlined below:

1. Verbal warning and education of responsible party. The discharge must be stopped immediately and the inspector shall document the discharge on an Illicit Discharge Detection and Elimination (IDDE) inspection form.
2. Written warning and issuance of a fine per Polk County's Nuisance and Abatement Ordinance, PCCO Section 43.160.
3. A follow up inspection will be performed to ensure compliance after a written warning has been sent and may result in additional fines.
4. If the connection/ discharge has not been corrected, the incident will be referred to internally to the County Engineer or other appropriate staff for further review.

Further details and documentation for Polk County's escalating enforcement can be found in Polk County's SERP document.

Rationale for BMP: An escalating enforcement and response procedure is needed to describe how the Polk County will use enforcement techniques to ensure compliance.

Measurable Goals: Polk County will respond to reports of illicit discharge complaints in a timely manner and utilize all necessary enforcement procedures put in place to do so.

Responsible Party: Polk County Community Development and Public Works Departments.

Implementation: Polk County will use its SERP document as a means to enforce compliance to prohibit and eliminate illicit discharge to its MS4. There will be ongoing tracking of complaints and documentation of incidents.

4.4 Detection and Eliminate Illicit Discharge Program

In accordance with Schedule A.3.c.v of the MS4 Phase II General Permit, Polk County's Illicit Discharge Detection and Elimination Program includes detection and elimination procedures.

Polk County's detection program for non-stormwater discharges and illicit connections relies heavily on County staff, the public, and those doing business in the County to recognize and report suspected illicit discharges, connections, and spills. Detection is achieved by training staff, having an informed and attentive public, and through field screening.

Polk County has publicized a phone number and webpage that the public can use to report illicit discharges. The complaint/reporting communication channel is set up to be answered and responded to by trained staff during normal business hours. An afterhours answering system has been setup to capture complaints or reports during non-business hours.

Polk County will respond to all complaints or reports of illicit discharges to the permitted MS4, as soon as possible, or within two working days from the initial time of the County's knowledge of the complaint or report, unless there is a threat to human health, welfare, or the environment. For discharges, including spills, which constitute a threat to human health, welfare, or the environment, the County will respond within 24 hours of the County's knowledge of the threat. Spills, or other illicit discharges, that may endanger human health or the environment must be reported in accordance with all applicable federal and state laws, including notification to the Oregon Emergency Response System (800-452-0311).

The County's response and associated investigation will at a minimum, use the following timelines set for in the County's SERP document:

- Initial Investigation or Evaluation – The County will conduct an initial investigation or evaluation within an average of five working days or refer the complaint to the appropriate agency.
- Ongoing Illicit Discharges – If the elimination of the illicit discharge will take more than 15 working days due to technical, logistical, or other reasonable issues, the County will, within 20 working days upon identifying the source of an illicit discharge, initiate procedures to eliminate the illicit discharge. Upon confirmation of an illicit connection, the County will use the Enforcement Procedures in a documented effort to eliminate the illicit connection within six months to the extent allowable under state law.
- Ongoing Illicit Discharges Involving Capital Improvements - If the elimination of the illicit discharge involves the repair or replacement of the County's wastewater or storm sewer conveyance systems, the County must remove the source of the illicit discharge within three years of the date of its identification.

If the illicit discharge originates outside the County's jurisdictional authority, the County will notify the jurisdictional authority within five working days of becoming aware of the illicit discharge.

Complaints will be tracked using complaint forms with the necessary information required by DEQ. Complaint/ reporting information will be input into Survey 123 to for easy tracking and proper enforcement procedures that may be needed. Polk County's Illicit Discharge reporting form will be included in the 3rd annual report.

Rationale for BMP: Polk County must maintain a procedure or system to report, document and respond to all complaints or reports of illicit discharges into and from the MS4.

Measurable Goals: The County has added a "Report A Spill" link on the County website which directs users to a phone number that will connect them with the Public Works department who are trained in taking these calls. After hours callers may leave a voice message which are listened to the following business day. The County has developed a procedure outlined in the SERP document describing the necessary protocols for complaint documentation, enforcement, and tracking.

Responsible Party: Polk County Community Development and Public Works Departments.

Implementation: Staff will be trained annually on taking calls reporting illicit discharges. Staff will be trained annually on investigating complaints of illicit discharge in the field, and new hires will be trained within 30 days on taking calls and conducting field investigations. Reports will be documented and monitored using Survey 123.

4.5 Dry Weather Screening

In accordance with Schedule A.3.c.vi of the MS4 Phase II General Permit, Polk County will conduct dry weather screenings of public outfall locations, and annual field screening of priority locations. Polk County has only 20 known outfalls, which can typically be inspected in 1-2 days.

Priority locations (if applicable) will, when possible, be located at an accessible location downstream of any source of suspected illegal or illicit activity or a location as identified by the County. Priority locations will be based on an equitable consideration of hydrological conditions, total drainage area of the location, population density of the location, traffic density, age of the structures or buildings in the area, history of the area, land use types, personnel safety, accessibility, historical complaints or other appropriate factors as identified by the County.

Dry weather field screening activities will occur after an antecedent dry period of at least 72-hours. Polk County's dry-weather field screening activities and documentation include:

- **General Observations** – General observations include visual presence of flow, turbidity, oil sheen, trash, debris or scum, condition of conveyance system or outfall, color, odor and any other relevant observations related to the potential presence of non-storm water or illicit discharges.
- **Field Screening and Analysis** - If flow is observed, and the source is unknown, a field analysis is conducted to determine the cause of the dry-weather flow. The field analysis includes sampling for pollutant parameters that are likely to be found based upon the suspected source of discharge or by other effective investigatory approaches or means to identify the source or cause of the suspected illicit discharge. Where appropriate, field screening pollutant parameter action levels identified by Polk County will be considered.
- **Pollutant Parameter Action** - The County has developed pollutant parameter action levels to be used as part of field screening. These action levels and their rationale can be found in Polk County's SERP document in appendix D, and will be included as documentation in the next annual report to DEQ.
- **Laboratory Analysis** - If general observations and field screening indicate an illicit discharge and the presence of a suspected illicit discharge cannot be identified through other investigatory methods, the County will collect a water quality sample for laboratory analysis. The water quality sample will be sent to WATERLAB located in Salem to help determine the source of the illicit discharge.

Rationale for BMP: Routine dry weather screenings are a proactive approach to finding sources of non-stormwater pollutants by trained staff using Polk County's identified pollutant parameter action levels.

Measurable Goals: The County has developed a dry weather screening program, including pollutant parameter action levels and accompanying rationales for each parameter.

Responsible Party: Polk County Public Works Department.

Implementation: The County will conduct dry weather screenings annually and will update pollutant parameter action levels as needed. Staff will be trained annually on conducting dry weather screenings. New hires will be trained within 30 days of employment by the County.

4.6 Illicit Discharge Detection and Elimination Training and Education

In accordance with Schedule A.3.c.vii of the MS4 Phase II General Permit, Polk County has created a program to train staff members on identifying, investigating, and eliminating illicit discharge and illicit connections into its MS4.

All staff directly responsible for conducting dry weather screening activities or responding to reports of illicit discharges and spills into the MS4 have been properly trained to conduct such activities.

The County will provide orientation and training to all new staff working to implement the IDDE program within 30 days of their assignment to this program. All staff responsible for implementing IDDE will receive training at least once during the permit term, and the County will provide follow-up training as procedures or technology utilized in this program change.

Rationale for BMP: Achieving this goal will implement this BMP.

Measurable Goals: A program to train and educate employees on identifying, investigating, and eliminating, illicit discharge has been created.

Responsible Party: Polk County Community Development and Public Works.



Implementation: Staff will be trained annually on IDDE procedures and protocols. New hires working with the IDDE program will be trained within 30 days of assignment to this program. Procedures, protocols, and testing equipment used will be updated as needed.

5.0 CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

In order to meet requirements of Schedule A.3.d of the NPDES MS4 Phase II permit, Polk County implemented and is enforcing a construction site runoff control program to reduce discharges of pollutants form construction sites in its coverage area.

The County’s construction site runoff program has been developed with the following activities described in this section per Article A.3.d.i.(A) of the permit. The following presents how these activities will be achieved and implemented.

TABLE 5. CONSTRUCTION SITE RUNOFF CONTROL PROGRAM BMPS					
BMP Activity / Description	Permit Year				
	1	2	3	4	5
5.1 Ordinances					
5.2 Compliance with Other NPDES Permits					
5.3 Erosion and Sediment Control Plans					
5.4 Erosion and Sediment Control Plans Review					
5.5 Construction Site Inspections					
5.6 Enforcement Procedures					
5.7 Construction Runoff Control Training and Education					

 Activity scheduled for permit year
 No activity scheduled for permit year

5.1 Ordinances

In accordance with Schedule A.3.d.ii of the MS4 Phase II General Permit, Polk County is requiring erosion controls, sediment controls, and waste materials management controls to be used and maintained at all qualifying construction projects from initial clearing through final stabilization to reduce pollutants in stormwater discharges to the MS4 from construction sites through enforcement of County code, to the extent allowable under state law.

For construction projects that result in a land disturbance of 10,890 square feet (1/4 acre) or more, the County requires construction site operators to complete and implement an Erosion and Sediment Control Plan (ESCP).

The County will use appropriate enforcement procedures and actions to ensure compliance.

Rationale for BMP: Ordinances and/or other regulatory measures are in place in for Polk County to enforce compliance of the Construction Site Runoff Control Program.

Measurable Goal 1: Implement and enforce Polk County Ordinance for Construction Site Runoff Control procedures.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Community Development and Public Works Departments.

5.2 Compliance with Other NPDES Permits

In accordance with Schedule A.3.d.iii of the MS4 Phase II General Permit, Polk County will ensure compliance with other NPDES Permits.

For construction projects that disturb one or more acres (or that disturb less than one acre, (or that disturb less than one acre, if it is part of a “common plan of development or sale” disturbing one or more acres), Polk County will refer project sites to DEQ, or the appropriate DEQ agent, to obtain NPDES Construction Stormwater Permit coverage. The NPDES Construction Stormwater General Permit requirements are in addition to the County’s construction site runoff control requirements identified in Schedule A.3.d.iv (Erosion Control Plan Requirements).

Rationale for BMP: Polk County must ensure compliance of construction projects within the County coverage area with other NPDES Permits.

Measurable Goal 1: Refer all construction projects that disturb one or more acres (or that disturb less than one acre, if it is part of a “common plan of development or sale” disturbing one or more acres) to DEQ to obtain a NPDES Construction Stormwater Permit. Enforce PCCO 64.030, which does not allow building permits to be issued until all applicable construction stormwater permits from are obtained.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Community Development Department

5.3 Erosion and Sediment Control Plans

In accordance with Schedule A.3.d.iv of the MS4 Phase II General Permit, Polk County will maintain written specifications that address the proper installation and maintenance of such controls during all phases of construction activity occurring in the County coverage area. The written specifications must include an Erosion Sediment Control Plan template, worksheet or similar document for construction site operators to document how erosion, sediment, and waste material management controls will be implemented at the construction project site.

At a minimum, through ordinance or other regulatory mechanism the County will:

1. Provide the construction site operator an Erosion and Sediment Control Plan template prior to beginning construction/land disturbance;
2. Require construction site operator to complete a site-specific Erosion and Sediment Control Plan prior to beginning construction/land disturbance;
3. Require the Erosion and Sediment Control Plan be maintained and updated as site conditions change, or as needed; and

4. Require Erosion and Sediment Control Plans to be kept on site and made available for review by the County, DEQ, or another administrating entity.

The Erosion and Sediment Control Plan must, at a minimum consist of sizing criteria, performance criteria, design specifications, and guidance on selection and placement of controls, and specifications for long term operation and maintenance, including appropriate inspection interval and self-inspection checklists for use by the construction site operator.

Rationale for BMP: Polk County must maintain written specifications that address the proper installation and maintenance of such controls during all phases of construction activity occurring in the County coverage area.

Measurable Goal 1: The County will develop written specifications and enforce the use of the Erosion Sediment Control Plan site specific plan using the Erosion Sediment Control Plan template.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Public Works Department.

5.4 Erosion and Sediment Control Plan Reviews

In accordance with Schedule A.3.d.v of the MS4 Phase II General Permit, Polk County will review Erosion and Sediment Control Plans from construction projects that will result in land disturbance of one or more acres (or that disturb less than one acre, if it is part of a “common plan of development or sale” disturbing one or more acres) using a checklist or similar document to determine compliance with the ordinance or other regulatory mechanism required.

Erosion and Sediment Control Plan review procedures must include consideration of the construction activities’ potential water quality impacts, and, in accordance with applicable state and local public notice requirements.

Rationale for BMP: Polk County must review Erosion and Sediment Control Plans from construction projects.

Measurable Goal 1: Develop and Maintain a report of all Erosion and Sediment Control Plans.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Public Works Department.

5.5 Construction Site Inspections

In accordance with Schedule A.3.d.vi of the MS4 Phase II General Permit, Polk County will inspect construction sites to ensure compliance with the Construction Site Runoff Control Program.

Minimum Triggers for Inspection - At a minimum, the County will inspect construction sites if:

1. The construction activity will result in land disturbance of one or more acres (or that disturb less than one acre, if it is part of a “common plan of development or sale” disturbing one or more acres). Each site will be inspected at least once during the permit term;
2. Sediment is visible or reported in stormwater discharge or dewatering activities from the construction site; or
3. A complaint or report is received. At a minimum, the County will respond to the initial complaint if more than one report or complaint is received.

Minimum Inspection Documentation Requirements - If the County inspects a construction site, at a minimum the site inspection will include and document the following:

1. A review and evaluation of the Erosion and Sediment Control Plan to determine if the described control measures were installed, implemented and maintained properly.
2. An assessment of the site's compliance with the County's ordinances or requirements, including the implementation and maintenance of required control measures.
3. Visual observations and documentation of any existing or potential non-stormwater discharges, illicit connections, and/or discharge of pollutants from the site. Documentation of recommendations to the construction site operator for follow-up.
4. If necessary, education or instruction provided to the construction site operator related to additional stormwater pollution prevention practices to comply with the approved Erosion and Sediment Control Plan.
5. A written or electronic inspection report, including documentation of all necessary follow-up actions (i.e., re-inspection, enforcement) to ensure compliance with the applicable requirements.

Rationale for BMP: Polk County must inspect construction sites to ensure compliance with the Construction Site Runoff Control Program.

Measurable Goal 1: Develop and Maintain a report of all construction sites inspected.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Public Works Department.

5.6 Enforcement

In accordance with Schedule A.3.d.vii of the MS4 Phase II General Permit, Polk County will develop, implement and maintain a written escalating enforcement and response procedure for all qualifying construction sites.

The procedure will address repeat violations through progressively stricter response, as needed, to achieve compliance. The escalating enforcement and response procedure will describe how the County will use enforcement techniques to ensure compliance. The enforcement procedures must include timelines for compliance and, when formulating response procedures, must consider factors such as the amount of pollutant discharged, the type of pollutant discharge, and whether the discharge was intentional or accidental.

Rationale for BMP: Polk County developed, implements and maintains a written escalating enforcement and response procedure for all qualifying construction sites.

Measurable Goal 1: Per Ordinance 64.080 an escalating enforcement procedure was developed.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Public Works Department.

5.7 Construction Runoff Control Training and Education

In accordance with Schedule A.3.d.viii of the MS4 Phase II General Permit, Polk County will ensure that all staff responsible for Erosion and Sediment Control Plan reviews, site inspections, and enforcement of the County's requirements are trained or otherwise qualified to conduct such activities.

Polk County will provide orientation and training to all new staff working to implement the Construction Runoff Control program within 30 days of their assignment to this program. Program staff will be properly trained and knowledgeable in the technical understanding of erosion, sediment, and waste material management controls to conduct such Erosion and Sediment Control Plan reviews and inspections. All staff must receive training at least once

during the permit term. Polk County must provide follow-up training as procedures and/or technology utilized in this program change.

Rationale for BMP: Polk County must ensure that all staff responsible for Erosion and Sediment Control Plan reviews, site inspections, and enforcement of the County’s requirements are trained or otherwise qualified to conduct such activities.

Measurable Goal 1: Develop training plan and document Construction Runoff Control training for staff.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Community Development and Public Works.

6.0 POST-CONSTRUCTION SITE RUNOFF FOR NEW/RE-DEVELOPMENT PROGRAM

In order to meet the requirements of Schedule A.3.e of the NPDES MS4 Phase II permit, Polk County will implement the post-construction site runoff program procedures per Ordinance 64.100 – 64.250. Procedures were developed, implemented, and enforced to meet the requirements of Schedule A.3.e to reduce discharges of pollutants and control stormwater runoff from new development and redevelopment project sites within the County.

All activities described in this section will be achieved and implemented per Schedule A.3.c.i.(A) of the permit.

TABLE 6. POST-CONSTRUCTION SITE RUNOFF FOR NEW/RE-DEVELOPMENT PROGRAM BMPS					
BMP Activity / Description	Permit Year				
	1	2	3	4	5
6.1 Ordinance and/or Other Regulatory Mechanism					
6.2 Prioritization of Low Impact Development Requirements					
6.3 Post-Construction Stormwater Management Requirements					
6.4 Post-Construction Site Runoff Plan Review					
6.5 Long-Term Operation and Maintenance (O&M)					
6.6 Training and Education					

- Activity scheduled for permit year
- No activity scheduled for permit year

6.1 Ordinance and/or Other Regulatory Mechanism

Through ordinance or other regulatory mechanism, to the extent allowable under state law, Polk County will require the following for project sites discharging stormwater to the MS4 that create or replace 10,890 square feet or more of new or redeveloped impervious surface area:

1. The use of stormwater controls at all qualifying sites.
2. A site-specific stormwater management approach that targets natural surface or predevelopment hydrological function through the installation and long-term operation and maintenance of stormwater controls.

3. Long-term operation and maintenance of stormwater controls at project sites that are under the ownership of a private entity.

Rationale for BMP: An Ordinance is in place for Polk County to be able to enforce compliance of the Post Construction Site Runoff for New/Re-development Program.

Measurable Goal 1: Develop and implement Polk County Ordinance for Post Construction Site Runoff for New/Re-development Program and enforcement procedures.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Community Development and Public Works Departments.

6.2 Prioritization of Low Impact Development Requirements

In accordance with Schedule A.3.e.iii of the MS4 Phase II General Permit, Polk County will identify, minimize or eliminate ordinance, or code and development standard barriers within their legal authority that inhibit design and implementation techniques, such as Low Impact Development and Green Infrastructure, intended to minimize impervious surfaces and reduce stormwater runoff. Consideration of such modifications to ordinance, or codes are only required to the extent the modifications are permitted under federal and state laws.

Rationale for BMP: Polk County reviewed Ordinance to identify, minimize or eliminate development standard barriers within their legal authority that inhibit design and implementation techniques intended to minimize impervious surfaces and reduce stormwater runoff.

Measurable Goal 1: If an ordinance, code or development standard barrier is identified at any time subsequent to September 1, 2023, the applicable ordinance, code or development standard will be modified within three years.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Community Development and Public Works.

6.3 Post-Construction Stormwater Management Requirements

In accordance with Schedule A.3.e.iv of the MS4 Phase II General Permit, Polk County will develop enforceable post-construction stormwater management requirements in ordinance or other regulatory mechanism that, at a minimum, including the following technical standards:

1. Site Performance Standard.

Polk County will establish a site performance standard with a numeric stormwater retention requirement to target natural surface or predevelopment hydrologic function to retain rainfall on-site and minimize the offsite discharge of precipitation utilizing stormwater controls that infiltrate and evapotranspiration stormwater.

This retention requirement must use one of the following:

- Volume-based method.
- Storm event percentile-based method.
- Annual average runoff-based method.

For projects complying with the retention requirement, Polk County can allow for an exception of this retention requirement in the site performance standard in instances where full compliance with this requirement cannot be achieved based on factors of technical infeasibility (see General Permit Schedule A.3.iv.D).

2. Treatment Standard.

For projects that are unable to fully meet the retention requirement, the remainder of the rainfall/runoff associated with this retention requirement will be treated prior to discharge with a structural stormwater control. This stormwater structural control will be designed to remove, at minimum, 80 percent of the total suspended solids. In treating the stormwater discharge offsite, Polk County will give priority to using green infrastructure before considering other structural stormwater controls. This runoff discharged offsite will target natural surface or predevelopment hydrologic function.

3. Structural Stormwater Control Design and Specifications.

Polk County will provide a description of all allowable structural stormwater controls including site-specific design requirements, design requirements that do not inhibit maintenance, conditions where each control applies, and operation and maintenance standards for each control. Polk County will identify conditions where the implementation of green infrastructure or equivalent approaches may be impracticable.

Polk County may adopt specifications created by another entity that complies with this requirement.

4. Allowance for Alternative Compliance.

Polk County may allow alternatives for projects to comply with the retention requirement at a project site based on factors of technical infeasibility or site constraints. Such feasibility or constraint factors may include, but are not limited to, shallow bedrock, high groundwater, groundwater contamination, soil instability as documented by geotechnical analysis, or a land use that is inconsistent with capture, reuse and/or infiltration of stormwater. The determination that full compliance cannot be achieved at the project site must be based on review criteria considering multiple factors and cannot be based solely on the difficulty or cost.

For project sites requesting alternative compliance, Polk County will require and subsequently review the written technical justification as to evaluate the technical infeasibility or site constraints, which prevent the onsite management of the runoff amount stipulated in the stormwater retention requirement or a portion thereof. Where alternative compliance is utilized, runoff must comply with the treatment standard. The written technical justification will be in the form of a site-specific hydrologic or design analysis conducted and endorsed by an Oregon registered Professional Engineer or Oregon Certified Engineering Geologist.

If Polk County agrees that alternative compliance with the retention requirement is necessary, Polk County will require that the site operator use one or more of the stormwater mitigation options outlined in the Stormwater Mitigation Options below.

5. Stormwater Mitigation Options.

Before allowing alternative compliance with the retention requirement, Polk County will establish stormwater mitigation options for alternative compliance, including institutional standards and management systems to value, estimate, and account for how these mitigation projects retain the unmet volume of the stormwater specified in this retention requirement. The mitigation project or site must be within the same subwatershed as the site undergoing development. Stormwater mitigation options will include one or more of the following for alternative compliance:

- a. Offsite Mitigation: includes meeting the retention requirement at another location, the use of a stormwater mitigation bank program, or the use of stormwater payment-in-lieu program.

- b. Groundwater Replenishment Projects: include implementing a project that the County has determined to provide an opportunity to replenish regional groundwater supplies.
- c. Treatment Equivalent to the Retention Requirement: establishes treatment requirements that attain the equivalent water quality benefits as onsite retention of stormwater from new development or redevelopment sites using a continuous simulation hydrologic model or other evaluation tool.

Rationale for BMP: Polk County must develop enforceable post-construction stormwater management requirements in ordinance or other regulatory mechanism that include specified technical standards.

Measurable Goal 1: Updated post-construction stormwater management requirements in ordinance include above referenced technical standards.

- o **Rationale for Goal:** Achieving this goal will implement this BMP.
- o **Responsible Party:** Polk County Public Works Department.

6.4 Post-Construction Site Runoff Plan Review

In accordance with Schedule A.3.e.v of the MS4 Phase II General Permit, Polk County will include in ordinance or other regulatory mechanism, procedures for the County's review and approval of structural stormwater control plans for new development and redevelopment projects.

At a minimum, Polk County will review and approve plans for structural stormwater control at new development and redevelopment sites that result from a land disturbance of one or more acres (or that disturb less than one acre, if it is part of a "common plan of development or sale" disturbing one or more acres); and sites that use alternative compliance to meet the retention requirement, before the start of the project. Polk County will review plans for consistency with the ordinance/regulatory mechanism and specifications required by Schedule A.3.e.vi of the General Permit. The County will not approve or recommend for approval any plans for structural controls that do not meet minimum requirements to meet Schedule A.3.e.iv and Schedule A.3.e.vi of the General Permit.

Rationale for BMP: Polk County must include procedures for the County's review and approval of structural stormwater control plans for new development and redevelopment projects in ordinance or other regulatory mechanisms.

Measurable Goal 1: The County will provide a list of all building permits and public improvement projects reviewed for compliance and which projects implemented an Operations and Maintenance Plan with the County code.

- o **Rationale for Goal:** Achieving this goal will implement this BMP.
- o **Responsible Party:** Polk County Public Works Department.

6.5 Long-Term Operation and Maintenance (O&M)

In accordance with Schedule A.3.e.vi of the MS4 Phase II General Permit, Polk County will maintain an inventory and implement a strategy to ensure that all stormwater controls are operated and maintained to meet the site performance standard in Schedule A.3.e.iv of the General Permit. This strategy will, at minimum, include the following:

1. Legal authority allowing Polk County to inspect and require effective operation and maintenance of new privately owned and operated stormwater controls.

2. Inspection procedures and an inspection schedule ensuring compliance with the O&M requirements of each stormwater control operated by Polk County and by other private entities.
3. A tracking mechanism for documenting inspections and the O&M requirements for each stormwater control. This tracking mechanism must document enforcement actions and compliance response. For stormwater controls that include vegetation, the O&M requirements must at minimum include requirements to maintain and/or replace vegetation to ensure the functionality of this control. For stormwater controls that include soils in the treatment process, O&M requirements must at minimum include requirements to maintain soil permeability.
4. Reporting requirements for privately owned and operated stormwater controls that document compliance with the O&M requirement in Schedule A.3.f.
5. The location of all public and private stormwater controls installed in compliance with this permit must be included with the MS4 Map.

Rationale for BMP: Polk County must maintain an inventory and implement a strategy to ensure that all stormwater controls are operated and maintained to meet the site performance standard in Schedule A.3.e.iv of the General Permit.

Measurable Goal 1: The County will update the MS4 map will include private and public stormwater facilities.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Public Works Department.

Measurable Goal 2: The County will require private facilities to have an O&M which includes a signed and recorded Declaration of Covenants allowing the County to inspect the facility and enforce the O&M.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Public Works Department.

Measurable Goal 3: The County will develop a Standard Operating Procedures (SOP) outlining inspection procedures, inspection schedules, and documentation requirements; the inventory of private and public facilities; reports showing inspections completed, enforcement actions and compliance response.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Public Works Department.

6.6 Training and Education

In accordance with Schedule A.3.e.vii of the MS4 Phase II General Permit, Polk County will ensure that staff responsible for performing post-construction runoff site plan reviews, administrating the post-construction program requirements and performing O&M practices or evaluating compliance with long-term O&M requirements are trained or otherwise qualified to conduct such activities.

The County will provide orientation and training to all new staff working to implement the post-construction runoff control program within 30 days of their assignment to this program. All staff working to implement the post-construction runoff control program must receive training at least once during the permit term. The County will provide follow-up training as procedures and/or technology utilized in this program change.

Rationale for BMP: Polk County must ensure that staff responsible for performing post-construction runoff site plan reviews, administrating the post-construction program requirements

and performing O&M practices or evaluating compliance with long-term O&M requirements are trained or otherwise qualified to conduct such activities.

Measurable Goal 1: Develop training plans for staff responsible for the O&M of public facilities; for staff responsible for performing post-construction runoff site plan reviews, administrating the alternative compliance program, and evaluating compliance with long-term O&M requirements, and document Post-Construction Runoff for New/Re-Development Program trainings held.

- **Rationale for Goal:** Achieving this goal will implement this BMP.
- **Responsible Party:** Polk County Community Development and Public Works.

7.0 POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR COUNTY OPERATIONS PROGRAM

In order to meet the requirements of Schedule A.3.f of the NPDES MS4 Phase II permit, Polk County will properly operate and maintain its facilities, using prudent pollution prevention and good housekeeping to reduce the discharge of pollutants through the MS4 to waters of the state.

All activities described in this section must be implemented by February 28th, 2022 per Schedule A.3.f.i.(A) of the permit.

TABLE 7. POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR COUNTY OPERATIONS PROGRAM BMPS					
BMP Activity / Description	Permit Year				
	1	2	3	4	5
7.1 Operation and Maintenance Strategy for Existing Controls					
7.2 Inspection and Cleaning of Catch Basins					
7.3 Pollution Prevention in Facilities and Operations					
7.4 County Owned NPDES Industrial Storm Water Permit Facilities					
7.5 Requirements for Pesticide and Fertilizer Applications					
7.6 Litter Control					
7.7 Materials Disposal					
7.8 Stormwater Infrastructure Staff Training					
7.9 Tracking and Assessment					

- Activity scheduled for permit year
- No activity scheduled for permit year

7.1 Operation and Maintenance Strategy for Existing Controls

There is currently one (1) privately owned bio-swale serving 3 tax lots within the permit area. This control was installed in 2017, prior to these permit requirements. The Architectural Control Committee (ACC) is under contract to “facilitate the maintenance, repair, or improvement of the Stormwater Facilities such that they are kept in good working order, condition, repair, clear of debris, and in compliance with all local rules pertaining to such facilities.” A non-exclusive easement grants ACC and its agents, designees, and contractors ingress and egress onto the owner’s property in order to perform inspections, repairs, maintenance, and any other improvements. There are no Polk County-owned controls within the permit area. It is unlikely

that any will be installed in the future because subdivisions are prohibited and the permit area is zoned almost entirely for single-family dwelling residential use.

If in the future it is necessary for Polk County Public Works to gain access to this facility for an inspection to ensure compliance, a notice will be sent to the property owner in order to obtain access to the stormwater control and perform the necessary inspection(s), and assess the improvements or updates the facility may need. Tracking of inspections and maintenance is performed by the ACC. The stormwater control has been added to the MS4 map in accordance with section A.3.e.vi.

Rationale for BMP: Polk County must develop and implement an operation and maintenance strategy and inspection schedule for existing stormwater controls both County owned and privately owned.

Measurable Goals: Polk County currently has inspections for the single existing stormwater control in its permit area covered under contract with a third party that is required to inspect the control annually and perform maintenance as needed. The stormwater control has been added to the MS4 map in compliance with section A.3.e.vi of the permit. Tracking of maintenance for this stormwater control is done by the Architectural Control Committee (AOC).

Responsible Party: Polk County Public Works Department.

Implementation: Polk County will continue to ensure that existing stormwater controls are inspected and maintained by the AOC and its agents.

7.2 Inspection and Cleaning of Catch Basins

In accordance with Schedule A.3.f.iii of the MS4 Phase II General Permit, Polk County will inspect at least 50 percent of the County-owned or operated catch basins and inlets within the permit area at least once every five years and take all appropriate maintenance or cleaning action based on those inspections to ensure the catch basins and inlets continue to function as designed.

Polk County inspects and cleans (if necessary) all of the catch basins in its MS4 area annually. A vacuum truck was purchased in 2021 for routine maintenance. The County currently maintains catch basin inspection records and cleaning records using IRIS.

Rationale for BMP: Polk County must inspect County-owned or operated catch basins and inlets and maintain inspection and cleaning records.

Measurable Goals: The County currently inspects and cleans catch basins annually and maintains records.

Responsible Party: Polk County Public Works Department.

Implementation: Polk County will continue to inspect and clean catch basins annually and will continue to maintain records for these activities.

7.3 Pollution Prevention in Facilities and Operations

In accordance with Schedule A.3.f.iv of the MS4 Phase II General Permit, Polk County currently conducts its O&M activities in a manner that reduces the discharge of pollutants through the MS4 to protect water quality. Existing procedures to ensure pollution prevention and good housekeeping practices include the following activities required by section A.3.f.iv of the permit:

1. Pipe cleaning for stormwater conveyance systems.
2. Cleaning of culverts conveying stormwater in roadside ditches.
3. Ditch maintenance.

4. Road and bridge maintenance.
5. Road repair and resurfacing including pavement grinding.
6. Dust control for roads and municipal construction sites.
7. Winter road maintenance, including salt or de-icing storage areas.
8. Fleet maintenance and vehicle washing.
9. Building and sidewalk maintenance including washing.
10. Solid waste transfer and disposal areas.
11. Municipal landscape maintenance.
12. Material storage and transfer areas, including fertilizer and pesticide, Hazardous material, used oil storage, and fuel
13. Maintenance of municipal facilities including public parks and open space, golf courses, airports, parking lots, swimming pools, marinas, etc.

Polk County's community service crews maintain the one public park (Eola Heights) in its MS4 area. The County does not have any other municipal facilities within its MS4 area.

Rationale for BMP: Polk County must conduct its municipal O&M activities in a manner that reduces the discharge of pollutants through the MS4 to protect water quality.

Measurable Goals: The County has updated its existing procedures for inspection and maintenance to ensure pollution prevention and good housekeeping practices are conducted for the activities listed above.

Responsible Party: Polk County Public Works.

Implementation: The County will continue to conduct its O&M activities in a manner that reduces the amount of pollutants to its MS4.

7.4 County-Owned NPDES Industrial Storm Water Permit Facilities

In accordance with Schedule A.3.f.v of the MS4 Phase II General Permit, Polk County owned or operated facilities with industrial activity as defined in 40 CFR §122.26(b)(14) discharging stormwater to the waters of the state must have coverage under DEQ's NPDES Industrial Stormwater General Permit. The County may use the actions required in the NPDES Industrial Stormwater Permit to address the applicable facility requirements in Schedule A.3.f.v of the General Permit.

Measurable Goals: The County does not have any facilities with industrial activity as defined in 40 CFR §122.26(b)(14).

Responsible Party: Polk County Public Works Department.

Implementation: The County will get coverage under DEQ's NPDES Industrial Stormwater Permit to address the applicable facility requirements in schedule A.3.f.vi if there is ever industrial activity as defined in 40 CFR §122.26(b)(14) in its MS4 area.

7.5 Requirements for Pesticide and Fertilizer Applications

In accordance with Schedule A.3.f.vi of the MS4 Phase II General Permit, Polk County currently implements practices to reduce the discharge of pollutants to the MS4 associated with the County's application and storage of pesticides and fertilizers. The County currently has one park in its MS4 area that is maintained by the community service crew. The County has a contract with Aklin Vegetation Management for maintenance within Polk County. All contractors, employees, and the community service crew are required to follow label requirements, which

includes application methods, rates, number of applications allowed, and the proper disposal of pesticides, fertilizer, and rinsate.

The BMPs for this section can be found in Polk County's Operations and Maintenance Plan.

Rationale for BMP: Polk County must implement practices to reduce the discharge of pollutants to the MS4 associated with the County's application and storage of pesticides and fertilizers.

Measurable Goals: The County has reviewed their SOPs for application and storage of pesticides and found that all contractors and employees applying pesticides are following label requirements, including those regarding application methods, rates, number of applications allowed, and disposal of pesticide, fertilizer, and rinsate. Polk County's Operations and Maintenance Plan has been updated to clarify that the County is meeting the permit requirements.

Responsible Party: Polk County Public Works Department.

Implementation: The County will continue to implement practices that reduce the discharge of pollutants to its MS4 with regards to the application of pesticides and fertilizers.

7.6 Litter Control

In accordance with Schedule A.3.f.vii of the MS4 Phase II General Permit, Polk County currently implements methods to reduce litter within its jurisdiction. The County has no major public events within its permit area. The County does work cooperatively with other departments to reduce litter and the discharge of pollutants to its MS4 in other permit areas.

Rationale for BMP: Polk County must implement methods to reduce litter within its jurisdiction.

Measurable Goals: The County has reviewed its policies and procedures and found that there is currently cooperation with other departments to reduce litter within its permit area.

Responsible Party: Polk County Public Works Department.

Implementation: Polk County will continue to take measures to reduce litter within its jurisdiction.

7.7 Materials Disposal

In accordance with Schedule A.3.f.viii of the MS4 Phase II General Permit, all collected material or pollutants removed in the course of Polk County's maintenance, treatment, control of stormwater, or other wastewaters are managed and disposed of in a manner such as to prevent such pollutants from entering the waters of the state in accordance with state and federal rules.

Rationale for BMP: Polk County must ensure all collected material or pollutants removed in the course of maintenance, treatment, control of stormwater, or other wastewaters must be managed and disposed of in a manner such as to prevent such pollutants from entering the waters of the state in accordance with state and federal rules.

Measurable Goals: The County has reviewed its policies and procedures for materials disposal and currently disposes of materials in compliance with state and federal rules.

Responsible Party: Polk County Public Works Department.

Implementation: Polk County will continue to dispose of collected materials and pollutants in a manner that prevents the discharge of pollutants into waters of the state.

7.8 Storm Water Infrastructure Staff Training

In accordance with Schedule A.3.f.ix of the MS4 Phase II General Permit, Polk County will ensure that staff responsible for evaluating O&M practices, evaluating compliance with long-term O&M requirements or ensuring pollution prevention at facilities and during operations are trained or otherwise qualified to conduct such activities.

Polk County will provide orientation and training to all new staff working to implement the pollution prevention and good housekeeping for municipal operations program within 30 days of their assignment to this program and at least once during the permit term. Polk County will provide follow-up training as procedures and/or technology utilized in this program change.

Rationale for BMP: Polk County must ensure that staff responsible for evaluating O&M practices, evaluating compliance with long-term O&M requirements or ensuring pollution prevention at facilities and during operations are trained or otherwise qualified to conduct such activities.

Measurable Goals: The County has updated its existing training program to include MS4 Permit requirements including annual training on these O&M requirements and training for new employees within 30 days of employment.

Responsible Party: Polk County Public Works Department.

Implementation: The County will continue to provide annual training to employees and train new employees within 30 days of employment.

7.9 Tracking and Assessment

Polk County will track and assess the implementation activities using the program IRIS. The BMPs in the SWMP will be evaluated each year, and changes to the SWMP may be made in order to adapt the program to better achieve the goals of the program.

Rationale for BMP: Polk County must ensure that records of activities for Pollution Prevention and Good Housekeeping are kept and maintained.

Measurable Goals: Records of O&M activities from section A.3.f of this permit will be kept and maintained using the program IRIS.

Responsible Party: Polk County Public Works Department.

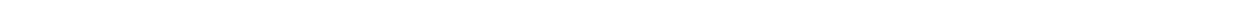
Implementation: The County will continue to maintain records for the O&M activities for section A.3.f of the permit.

8.0 TRACKING AND ASSESSMENT

Polk County will track and assess the implementation activities, which will be included in each annual report as required by the County's Phase II MS4 NPDES General Permit. Polk County will document program implementation and progress. The Measurable Goals in this Program reflect the implementation schedule of each of the BMPs, and Polk County will revise the Measurable Goals as appropriate after assessment. The BMPs in the SWMP will be evaluated each year, and changes to the SWMP may be made in order to adapt the program to better achieve the goals of the program.

APPENDIX A

MS4 Mapping Standards



Polk County GIS Project Description

In compliance with the Phase II General Permit, Polk County is required to create and maintain an MS4 map and digital stormwater inventory. The digital inventory includes outfalls, catch basins, culverts, conveyance system, and locations of reported illicit discharges and any ongoing dry weather flows where applicable. Maps and digital inventory will be readily available to DEQ upon request.

Project Name: MS4 Map

Start Date: 11-01-2021

Completion Date: 02-15-2022

Version: ArcPro

Author: Star Smith

Project Client: Community Development, Department of Environmental Quality

Project Purpose/Objective: Create and maintain maps of the County owned West Salem stormwater inventory.

Data Sources:

1. CB- Catch Basin GPS locations collected by Public Works using a Topcon Hiper SR GPS-RTK Receiver and a Topcon FC-5000 Data Collector.
 2. CUL- Culvert (labeled conveyance on map) drafted in AutoCad using surveyor maps by Public Works and verified visually verified in the field.
 3. MHST- Manhole-Street GPS locations collected by Public Works using a Topcon Hiper SR GPS-RTK Receiver and a Topcon FC-5000 Data Collector.
 4. Polk County Layer- Polk County IS
 5. Bioswales- Stand-alone feature class (polygon) was created.
-

Final Outputs: A map delineated by storm sewer drainage basin and digital stormwater inventory of outfalls, conveyance system, stormwater control locations, and chronic illicit discharges.

Proposed Project Steps:

1. Import existing stormwater inventory from Alena to see what we have to work off of.
2. Geo-locate outfalls (culverts) and missing stormwater inventory needed for the MS4 map.
3. Use the line feature to draw in conveyance system from existing surveyor maps.

Updates: (Dates and activities done for project – should be done whenever you copy your project files back. Continue to add as needed.)

Date	Name	Action & Notes
11/15/2020	Star Smith	Uploaded existing data into ArcPro. It is apparent that we are missing some inventory and that the conveyance system isn't finished.
12/2/2021	Star Smith	Met with Darren and Kristi from Public Works to coordinate collecting data for outfalls and other stormwater inventory.
2/11/2022	Star Smith	Finished MS4 map using data collected by Public Works. Imported .dwg file for culverts from AutoCad into ArcPro. Remaining stormwater inventory data was geo-located using points by public works.
2/25/2022	Star Smith	Added a stand-alone feature class for the bio-swale in our permit area. Added the document ID in the attributes table.

Project Notes: See Above.
