

10.14 STORMWATER MANAGEMENT PROGRAM

1. PURPOSE: To establish the City's procedures on implementation of the Western Washington Phase II Municipal Stormwater Permit to maintain compliance with state and federal law.
2. ORGANIZATIONS AFFECTED: All departments/divisions.
3. REFERENCES: Western Washington Phase II Municipal Stormwater Permit; The State of Washington Water Pollution Control Law; The Federal Water Pollution Control Act (Clean Water Act); Bothell Storm and Surface Water Master Plan
4. PROCEDURES:

- A. Requirements. As an operator of a municipal separate storm sewer system (MS4), the City is required to apply for and obtain coverage under the Western Washington Phase II Municipal Stormwater Permit, also known as the National Pollutant Discharge Elimination System (NPDES permit). This NPDES permit authorizes the City to discharge to waters of the state in accordance with the special and general conditions of the permit.

Compliance is defined as meeting all of the terms and conditions listed in the permit including, but not limited to:

- Reporting the discharge of toxicants to waters of the state which violate any water quality standard;
- Reducing pollutant discharge to the maximum extent practicable;
- Using all known, available, and reasonable methods of pollution prevention, control, and treatment; and,
- Development and implementation of a Stormwater Management Program (SWMP). The SWMP must include a set of actions and activities comprised of the components listed in S5, S7, and S8 of the permit.

No later than March 31 of each year, the City must also submit an annual report to the Department of Ecology detailing compliance with the NPDES permit for the previous calendar year. The City is required to keep all records related to the permit and SWMP for at least five years, and shall make all records available to the public.

- B. Mandatory Program Elements. The NPDES permit includes several mandatory elements applicable to all staff.
 1. Staff Training. Each Department Director shall ensure their staff understands what constitutes an illicit stormwater discharge and considers stormwater impacts in their assigned daily tasks. This includes permitting,

10.14 STORMWATER MANAGEMENT PROGRAM

Page 2 of 3

plan review, inspection, enforcement, customer service routing, technical assistance, event planning, facility rentals, waste disposal, operations, maintenance, training exercises, and emergency response.

2. Spill Prevention and Elimination. Each Department Director shall ensure their staff prevents illegal discharges and minimizes impacts from allowable discharges (as defined by the NPDES permit) to the maximum extent practicable by: Establishing departmental policies, procedures, and guidelines; Applying appropriate technical standards and Best Management Practices (BMPs). Policies, procedures, and guidelines for field staff shall include BMPs to stop active discharges they encounter in the field and procedures to remove clean-up materials before they become an illicit discharge.
 3. Spill Reporting. Each Department Director shall ensure their staff immediately report any and all spills that reach a city street or public storm drainage system to our Spill Hotline 425-806-6750.
 4. Vehicle Operations. Each City employee shall wash, fuel, and maintain all City-owned vehicles in a manner that does not cause an illicit stormwater discharge to occur. All vehicle leaks will be reported to Fleet staff immediately for repair.
 5. Annual Compliance Reporting. Each Department Director shall document and maintain records of the mandatory program elements and submit them to the Public Works Director by January 15 annually. These include but are not limited to:
 - i. Mandatory staff training dates and descriptions along with the names of staff trained.
 - ii. All applicable departmental policies, procedures, guidelines and pollution prevention plans.
 - iii. All funds spent complying with the permit, including staff time.
- C. Additional Program Elements. The City will annually review its SWMP elements for effectiveness. The City may elect to continue, add, or substitute additional elements to improve local water quality and achieve permit compliance.
1. SWMP shall include the following components listed in S5 of the permit:
 - i. Public Education and Outreach
 - ii. Public Involvement and Participation
 - iii. Illicit Discharge Detection and Elimination

10.14 STORMWATER MANAGEMENT PROGRAM

Page 3 of 3

- iv. Controlling Runoff from New Development, Redevelopment, and Construction Sites
- v. Municipal Operations and Maintenance
- vi. Compliance with Total Maximum Daily Load (TMDL) Requirements
- vii. Monitoring and Assessment