

Appendix G

BMP Master Tracking List

This section includes the following sections:

- (1) The U of A Small MS4 Annual Report
- (2) The U of A BMP Master Tracking List

U of A Small MS4 Annual Report

This Small MS4 Annual Report includes a list of the best management practices (BMPs) in Table 1 from the annual report period of July 1, 2015 through June 30, 2016.

Small MS4 Annual Report Form

Please refer to the attached instructions as you prepare your annual report.

A. General Information

Name of MS4: University of Arizona, Municipal Separate Storm Sewer System

Contact Name: Steve Holland, Chief Risk Officer

Telephone Number: (520) 621-1790 Email Address: sholland@email.arizona.edu

Annual Report Period: July 1, 2015 through June 30, 2016

B. SWMP Modifications and Additional Information. Attach a brief explanation if you check "yes" to any of the following statements.

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| 1. Changes have been made or are proposed to the SWMP since the last annual report, including changes in response to ADEQ's review. | YES | X | NO | <input type="checkbox"/> |
| 2. The MS4 has annexed lands. | YES | <input type="checkbox"/> | NO | X |
| 3a. The MS4 discharges directly to an impaired water. | YES | <input type="checkbox"/> | NO | X |
| 3b. A water within 10 miles of the MS4's jurisdiction has been identified as impaired. | YES | X | NO | <input type="checkbox"/> |
| 4a. The MS4 discharges directly to water for which a TMDL has been established. | YES | <input type="checkbox"/> | NO | X |
| 4b. A TMDL has been established for a water within 10 miles of the MS4's jurisdiction. | YES | <input type="checkbox"/> | NO | X |
| 5. The MS4 has conducted analytical monitoring of stormwater quality. | YES | <input type="checkbox"/> | NO | X |
| 6. The MS4 is relying on another government entity to satisfy some permit obligations. | YES | <input type="checkbox"/> | NO | X |

C. Stormwater Management Program Status. Provide the status of every BMP and measurable goal in your SWMP as described in the instructions.

TABLE 1

Minimum Control Measure(s)	BMP	Measurable Goal (steps to measure progress)	New or Revised	Start Date	Implementation Status/ Frequency/ Achievement Date (completed, in progress, not started)
Public Educ.	SWMP Website	Post SWMP to Website		2005	Complete, January 2005
Public Educ.	Publicize Website	Advertise in papers		2006	In progress
Public Particip.	Community Outreach	Volunteer marking of storm drains		2008	In progress
IDDE	Storm sewer system mapping	Map of sewer system and outfalls		2006	In progress
IDDE	Pollution source mapping	Map of pollution sources and structures (dry wells and retention basins)		2006	In progress
IDDE	Campus Use Policies	Policy Revision prohibiting illicit discharges		2006	In progress
Construction Site Control	Contractor SWMP Compliance	Develop standard construction contract requirements for SWPPP		2006	Complete, January 2006
Post-construct. Control	Dry Well Registration	Standard construction contract requiring registration		2007	In progress
Pollution Prevention	Sweeping	Sweeping streets, sidewalks, parking lots, and garages		2006	In progress
Pollution Prevention	Outdoor Material Storage	Indoor storage, covering, and containment on storage areas		2006	In progress
Pollution Prevention	Storm Drain Insp. and Cleaning	Tracking storm drain inspection and maintenance		2006	In progress
Pollution Prevention	Training	Online training curriculum		2006	Not started

Note: If you have developed a stormwater ordinance during the last reporting period, include a description or citation of the ordinance, or simply attach a copy of the ordinance.

D. Certification

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.

Signature

Date

Name (printed)

Title

U of A BMP Master Tracking List

This Best Management Practices (BMP) Master Tracking List includes a list of the BMPs including the BMP description, target completion date, actual completion date, and responsible party.

BMP Proposed	Target Completion Date	Actual Completion Date	Responsible for Implementation
BMP Category: Public Education & Outreach			
<u>SWMP Website BMP</u>			
a. Make the Storm Water Management Plan available online, along with the appropriate contact points for more information	Target: January 2005	Complete: January 2005	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
b. Revise the NOI to indicate receiving waters, and add to the website.	Target: June 2006 Renewal Target: March 29, 2017	Complete: June 2006 Revised NOI: September 2015 Renewal Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
c. Revise the website to include links to additional educational resources such as brochures, fact sheets and other municipal storm water programs associated with targeted pollutants listed in section 5.1.2 of the SWMIP.	Target: July 2006 Target: Update website and educational BMP material to include the addition of pollutants 5.1.2.g-i in the SWMIP as well as verification and updates of pollutants 5.1.2.a-f listed in the SWMIP by June 30, 2017	Complete: July 2006 Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
d. Identify on the SWMP website at least three (3) specific targeted storm water pollution sources and provide information about their hazards, proper management, and how to recognize possible releases or illicit discharge.	Target: September 30, 2006	Complete: March 2007	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
e. Revise the website to provide specific instructions for reporting illicit discharges, or other activities that may negatively impact storm water quality. List specific names and contact information.	Target: September 30, 2006	Complete: October 2006	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
f. Review the website at least annually to ensure the information is current, complete, and representative of current SWMP activities, and update as needed. Maintain records documenting these annual reviews and/or updates for a minimum of 3 years after permit expiration.	Target: Annually by June 30 of each year	Complete: Ongoing	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
<u>SWMP and Website Publicity BMP: Announce the SWMP website to the campus community in the following forums</u>			

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
a. Announce in Arizona Daily Wildcat – student newspaper – daily circulation= 15,000. Evaluate annually if recirculation is needed based on SWMP amendments.	Target: October 31, 2006 Target: June 30, 2017	Complete: November 1, 2006 Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
b. Announce in Lo Que Pasa – Electronic newsletter for faculty, staff and public. Periodically sent via email to 6,400 individual email addresses. Evaluate annually if recirculation is needed based on SWMP amendments.	Target: October 31, 2006 Target: June 30, 2017	Complete: November 1, 2006 Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
c. 3-D Memo –This is the U of A system for sending official information to all Deans, Directors and Department Heads. 3D Memos will be sent via email. Any member of the campus community may subscribe to receive 3-D memos via email. The current list includes 2,000 email addresses.	Target: October 31, 2006	Removed from BMP list upon determination that 3D memos are no longer considered effective media - Dropped September 2015	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
<u>SWMP Educational Materials and Signage BMP</u>			

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
a. Install signage and pet waste stations at large grass-stabilized open areas.	Target: June 30, 2017	Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
b. Place brochures in Student Union on identification of stormwater impacts.	Target: June 30, 2017	Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
<i>BMP Category: Public Participation and Involvement</i>			
<u>Campus Community Outreach BMP</u>			
a. In the publicity BMP described above "SWMP and Website Publicity BMP", include language that requests input on the U of A's SWMP, and encourage volunteer involvement	Target: June 30, 2017	Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
b. The Neighborhood Relations Coordinator will request time on the agenda to present the U of A's SWMP to the Campus Community Relations Committee (CCRC), and encourage volunteer participation.	Target: June 30, 2007 Relaunch amended SWMP: June 30, 2017	Complete: March 13, 2007	TBD
c. Design and implement a student/volunteer/employee project to mark campus storm drains to prevent illicit discharge and other adverse impacts to storm water runoff. Marking remaining campus storm drains.	Target: March 1, 2007 Target: June 1, 2018	50% Complete: December 15, 2007 Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
d. Annual review of the Public Participation and Involvement Program to include consideration of new opportunities for community/volunteer involvement activities, ensuring any new storm drains are marked, and evaluation of the ability to partner with any local agencies on programs or activities, etc. This annual review will be documented along with any action items completed as a result of annual evaluation recommendations.	Target: Annually by June 30 of each year	Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
<i>BMP Category: Illicit Discharge Detection and Elimination</i>			
<p>Maintain periodic inspection reports for sump pump discharges to impervious surfaces, loading docks, 3-yard waste trailers, and trash compactors with records for the SWMP in Appendix I. Establish a program to obtain spill kits for loading docks.</p>	<p>Target: 10% loading dock spill kits: June 30, 2017 100% loading dock spill kits: June 30, 2018</p>	<p>Complete: TBD</p>	<p>Assigned U of A Departmental Responsibility: Campus & Facilities Planning Assigned Point of Contact: Grant McCormick, Campus Planner, Planning/Design & Construction</p>
<p>Maintain periodic inspection reports for sump pump discharges to impervious surfaces, loading docks, 3-yard waste trailers, and trash compactors with records for the SWMP in Appendix I. Establish a program to cover 3-yard waste trailers and trash compactors.</p>	<p>Target: 5% trailers covered: June 30, 2017 36% trailers covered: June 30, 2018 68% trailers covered: June 30, 2019 100% trailers covered: June 30, 2020</p>	<p>Complete: TBD</p>	<p>Assigned U of A Departmental Responsibility: Campus & Facilities Planning Assigned Point of Contact: Grant McCormick, Campus Planner, Planning/Design & Construction</p>

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
<p>Maintain written reports of illicit discharges with records for the SWMP in Appendix I.</p>	<p>Target: Ongoing.</p>	<p>Complete: Ongoing.</p>	<p>Assigned U of A Departmental Responsibility: Campus & Facilities Planning Assigned Point of Contact: Grant McCormick, Campus Planner, Planning/Design & Construction</p>
<p>Update figure C-4.</p>	<p>Target: September 30, 2017</p>	<p>Complete: TBD</p>	<p>Assigned U of A Departmental Responsibility: Campus & Facilities Planning Assigned Point of Contact: Grant McCormick, Campus Planner, Planning/Design & Construction</p>
<p>Develop and implement a system of inspection and maintenance of storm water drainage infrastructure and update Figure C-4 in in the SWMP as this information becomes available (See Appendix I).</p>	<p>Target: TBD</p>	<p>Complete: TBD</p>	<p>Assigned U of A Departmental Responsibility: Facilities Management Assigned Point of Contact: Chris Kopach, Assistant Vice President</p>

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
All dry wells (see Figure C-4) or other installations that require registration with ADEQ will be registered.	Targets: Section/Team 1: June 30, 2004 Section/Team 2: June 30, 2005 Section/Team 3: June 30, 2007 Section/Team 4: June 30, 2007	Complete: June 30, 2007	Assigned U of A Departmental Responsibility: Facilities Management Assigned Point of Contact: Chris Kopach, Assistant Vice President
Revise enforcement response plan.	Targets: September 30, 2017	Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
Add an Illicit Discharge Prevention Training component to required employee training	Targets: Conduct initial IDDE training: January 30, 2017. Prepare inspection forms: February 17, 2017.	Complete: Initial IDDE training: January 23, 2017 IDDE inspection forms: February 17, 2017	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer

BMP Proposed	Target Completion Date	Actual Completion Date	Responsible for Implementation
BMP Category: Construction Site Runoff Control			
Construction Contractor SWMP Compliance BMP			
a. Notify current construction contractors of the new Phase II requirements for construction on parcels of 1 acre or greater in size. Document the notifications and verify response within 60 days.	Target: Ongoing - Review every construction project initiated and notify construction contractors of requirements on parcels of 1 acre or greater	Complete: Ongoing	Assigned U of A Departmental Responsibility: Planning, Design and Construction Assigned Point of Contact: Brian Dolan, Assistant Director of Construction
b. Develop provisions for the U of A's standard construction contract requiring all construction contractors to develop and implement a Storm Water Pollution Prevention Plan in full compliance with all federal and state regulations	Target: January 1, 2006	Complete: January 1, 2006	Assigned U of A Departmental Responsibility: Planning, Design and Construction Assigned Point of Contact: Brian Dolan, Assistant Director of Construction
c. Develop and implement processes to control and/or prevent potential construction site waste, procedures for site plan review, and construction site inspections. The construction site plan review and inspection program is presented in Appendix K.	Target: Propose draft: March 2017, Finalize and begin implementation: June 30, 2017 Conduct annual assessment: June 30, 2018.	Complete: TBD	Assigned U of A Departmental Responsibility: Planning, Design and Construction Assigned Point of Contact: Brian Dolan, Assistant Director of Construction
BMP Category: Post-Construction Runoff Control			
Post-Construction BMP Management BMP			

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
<p>a. Ongoing implementation of recommendations provided within the Surface Water Master Implementation Plan (SWMIP) (Appendix D)</p>	<p>Target: Ongoing</p>	<p>Complete: TBD</p>	<p>Assigned U of A Departmental Responsibility: Planning, Design and Construction</p> <p>Assigned Point of Contact: Brian Dolan, Assistant Director of Construction</p>
<p><u>Dry Well Registration BMP</u></p>			
<p>Develop provisions for the U of A's standard construction contract used by the U of A requiring all construction contractors to register all completed drywells with the ADEQ's drywell registry and to provide Planning, Design and Construction with copies of the registry forms. Incorporate registered drywells into U of A facilities database. Installation of new drywells is strongly discouraged by RMS and DSS.</p>	<p>Target: February 1, 2007</p>	<p>Complete: February 1, 2007</p>	<p>Assigned U of A Departmental Responsibility: Planning, Design and Construction</p> <p>Assigned Point of Contact: Brian Dolan, Assistant Director of Construction</p>

BMP Proposed	Target Completion Date	Actual Completion Date	Responsible for Implementation
BMP Category: Pollution Prevention/Good Housekeeping			
<u>Street, sidewalk, parking lot, and garage sweeping BMP</u>			
<p>Conduct sweeping with the following minimum frequencies, and properly dispose of All collected solids in accordance with regulations:</p> <ul style="list-style-type: none"> a. Streets – weekly done by Facilities Management Department b. Sidewalks – monthly done by Facilities Management Department c. Parking garages – monthly done by Parking & Transportation Services d. Parking lots – once per year done by Parking & Transportation Services 	<p>Ongoing Targets:</p> <ul style="list-style-type: none"> a. Streets - Weekly b. Sidewalks - Monthly c. Parking garages - Monthly d. Parking lots - Once per year done by Parking & Transportation Services 	<p>Complete: Ongoing completion</p>	<p>For Streets and Sidewalks: Assigned U of A Departmental Responsibility: Facilities Management Assigned Point of Contact: Luis Rocha, Associate Director</p> <p>For Parking Lots and Garages: Assigned U of A Departmental Responsibility: Parking & Transportation Services Assigned Point of Contact: Mike Delahanty, Senior Program Coordinator</p>
<u>Outdoor material storage BMP</u>			
<p>Identify all outside storage areas with liquids containers. Move containers inside when possible. Provide adequate secondary containment for the largest container stored for all outside storage that cannot be moved inside. Arrange cover (tarps, etc.) to prevent contact with storm water.</p>	<p>Target: Ongoing</p>	<p>Complete: TBD</p>	<p>Assigned U of A Departmental Responsibility: Facilities Management</p> <p>Assigned Point of Contact: Chris Kopach, Assistant Vice President</p>

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
<u>Storm drain system inspection and cleaning BMP</u>			
a. Develop and implement a tracking system of storm drain/bubbler maintenance for each of the four University Grounds and Labor maintenance areas (see Section 5.3.4 and figure C-9).	Target: To be completed concurrent with BMP 5.3.4	Complete: TBD	Assigned U of A Departmental Responsibility: Facilities Management Assigned Point of Contact: Luis Rocha, Associate Director
b. Identify problem drainage areas, develop plans for correction of identified problem areas, and implement as appropriate.	Target: Annual completion by June 30 of each year	Complete: TBD	Assigned U of A Departmental Responsibility: Facilities Management Assigned Point of Contact: Luis Rocha, Associate Director
c. Review and update inspection procedures as necessary.	Target: Annual completion by June 30 of each year	Complete: TBD	Assigned U of A Departmental Responsibility: Facilities Management Assigned Point of Contact: Luis Rocha, Associate Director

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
<u>Industrial Facility Stormwater Pollution Prevention and Inspections BMP</u>			
a. Identify and document industrial facilities that require the development of a site-specific SWPPP.	Target: June 30, 2017	Complete: TBD	Assigned U of A Departmental Responsibility: Facilities Management, Risk Management, or Campus Agricultural Life Sciences, as depicted on Figure C-8. Assigned Point of Contact: Luis Rocha, Associate Director, with others as applicable based on department assigned.
b. Develop a site-specific SWPPP for industrial facility sites.	Target: June 30, 2018	Complete: TBD	Assigned U of A Departmental Responsibility: Facilities Management, Risk Management, or Campus Agricultural Life Sciences, as depicted on Figure C-8. Assigned Point of Contact: Luis Rocha, Associate Director, with others as applicable based on department assigned.

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
<p>c. Complete initial quarterly stormwater inspections for industrial facilities.</p>	<p>Target: June 30, 2017</p>	<p>Complete: TBD</p>	<p>Assigned U of A Departmental Responsibility: Facilities Management, Risk Management, or Campus Agricultural Life Sciences, as depicted on Figure C-8.</p> <p>Assigned Point of Contact: Luis Rocha, Associate Director, with others as applicable based on department assigned.</p>
<p>d. Depending on available storm occurrences, complete initial visual inspections of stormwater runoff at industrial sites.</p>	<p>Target: June 30, 2017</p>	<p>Complete: TBD</p>	<p>Assigned U of A Departmental Responsibility: Facilities Management, Risk Management, or Campus Agricultural Life Sciences, as depicted on Figure C-8.</p> <p>Assigned Point of Contact: Luis Rocha, Associate Director, with others as applicable based on department assigned.</p>

<i>BMP Proposed</i>	<i>Target Completion Date</i>	<i>Actual Completion Date</i>	<i>Responsible for Implementation</i>
<u>Training for University of Arizona Employees BMP</u>			
Update existing online information and training tool that will provide SWMP information to employees, and document that they have completed the program.	Target: January 31, 2018	Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
Develop and conduct a field-based train-the-trainer training for staff working outdoors (e.g., maintenance and construction activities)	Target: June 2017 MS4 Permit Update Years: June 30	Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
Provide trainings to new-hires within one month of hire date	Ongoing Target: as staff is hired on	Complete: Ongoing as staff is hired	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer
Evaluate updating training materials whenever the MS4 or SWMP changes and conduct refresher trainings for staff on an annual basis	Ongoing Target: Annually by June 30	Complete: TBD	Assigned U of A Departmental Responsibility: Risk Management Services Assigned Point of Contact: Lloyd Wundrock, Environmental Safety Officer