

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

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

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

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

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
— 1a	01	EH&S Training and Information Continue to include stormwater information in training and on EH&S website. The information will be available on the EH&S website for anyone to see (see BMP02) under 'Environmental Issues' page.	1. Document and report the number of website hits. 2. 3. 4.	1. Permits Year 1-5 2. 3. 4.	Environmental Health and Safety (EH&S)
— 1a	02	Website Educational Outreach Provide information on the internet identifying stormwater issues and activities. Maintain and update web pages to include current issues semiannually and count web page visitors.	1. Document and report the number of website hits to the webpage that contains storm water-related information 2. 3. 4.	1. Permits Year 1-5 2. 3. 4.	EH&S + Utilities
— 1a	03	Education & Outreach Campaign Develop a campus wide community (student, faculty, staff, visitors) educational outreach campaign in print and digital formats, including outreach activities, that covers stormwater, water quality and illicit discharge information. Include link to online reporting webpage (see BMP 4e 05) in all materials and at outreach events.	1. Develop campaign strategy through research of campus audiences and make contacts and partnerships campus-wide for launch of campaign. Document research and communications activities. 2. Document and report the different formats of education materials (digital PSAs on social media, printed posters, etc); and where the materials are placed/shared. 3. Document and report outreach activities (dates & locations). 4.	1. Permits Year 1 2. Permits Year 2-5 3. Permits Year 2-5 4.	Utilities

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

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

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

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
—	01	Campus Community Involvement Opportunities FSU faculty, staff and students learn about stormwater management through participating in periodic community service cleanup projects to collect trash and recycling. Projects are posted on the Sustainable Campus website and on the Sustainable Campus on-going listserv and calendar which is updated weekly.	1. Document and report types and dates of involvement activities and announcements.	1. Permits Year 1-5	Sustainability
2a	2. Document and report the estimated number of participants involved in each activity.		2. Permits Year 1-5		
	3. Document and report the amount of trash/recycling collected during projects.		3. Permits Year 1-5		
	4.		4.		
—	02	Public Participation Opportunities Opportunities for public participation in stormwater involvement events (service projects, public meetings, etc.) are posted on the Sustainable Campus website and on the Sustainable Campus on-going listserv and calendar which is updated weekly.	1. Document and report the communication tools utilized	1. Permits Year 1-5	Sustainability
2a	2. Record the estimated number of people reached via each of these methods		2. Permits Year 1-5		
	3.		3.		
	4.		4.		
—	03	Public Participation Opportunities Opportunities for the University general body/public to comment on the SWMP shall include posting the document online for perusal and highlighting comment periods and public meetings on the Sustainable Campus weekly listserv (see 2a-02).	1. Document and report dates that documents are available online	1. Permits Year 1-5	Sustainability
2a	2. Document and report number of attendees		2. Permits Year 1-5		
	3.		3.		
	4.		4.		

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

1. Public Education and Outreach 3. Illicit Discharge Detection/Elimination 5. Post-construction Stormwater Management (optional)
 2. Public Involvement/Participation 4. Construction Site Stormwater Runoff Control 6. Pollution Prevention/Good Housekeeping

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

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
3a	01	Mapping of Stormwater Drainage System The University will maintain a map of the entire campus storm sewer system, showing the location of all known outfalls and the names and location of all surface waters of the State that receive discharge from those outfalls.	1 Document and report the number of outfalls newly mapped during the reporting period and the total number of outfalls mapped.	1. Permits Year 1-5	Utilities
			2. Document and report existing outfalls.	2. Permits Year 1-5	
			3.	3.	
			4.	4.	
3a	02	MS4 Inventory Maintain and update an inventory of University owned and maintained structures to include linear feet of conveyance (swales or pipes) number of inlets / catch basins, number of retention/detention ponds.	1. Document and report the length of conveyance system (pipes and swales)	1. Permits Year 1-5	Utilities
			2. Document and report the number of inlets/catch basins.	2. Permits Year 1-5	
			3. Document and report the number of retention ponds	3. Permits Year 1-5	
			4. Document and report the number of outfalls newly mapped during the reporting period and the total number of outfalls mapped	4. Permits Year 1-5	
3b	02	Illicit Discharge Policy The University will maintain policies with necessary language to ensure prohibition of illicit discharge is clearly identified. Review policies and necessary procedures language annually to ensure that it meets the current regulatory requirements.	1. Document procedure review and number of web hits	1. Permits Year 1-5	EH&S
			2. Document and report any changes to the University's policy	2. Permits Year 1-5	
			3.	3.	
			4.	4.	
---		Illicit discharge screening (IDS) IDS is currently performed by the City of Tallahassee. The stormwater conveyance system serves	1. Work with City representatives annually to continue an IDS program.	1. Permits Year 1-5	EH&S/COT

3c	03	<p>different entities (City, County, Federal, Universities, etc.). The City has assumed the role of screening illicit discharge for all parties.</p> <p>Annually review written plan to detect and eliminate illicit discharges/illegal dumping to the MS4.</p>	<p>2. Document and report annually the number of proactive illicit discharge/illegal dumping investigations performed to include any actions taken from investigations.</p>	<p>2. Permits Year 1-5</p>	
			<p>3. Document any changes to written detection plan.</p>	<p>3. Permits Year 1-5</p>	
			<p>4.</p>	<p>4.</p>	
3d	04	<p>Illicit Discharge/Hazardous Waste Training FSU lies wholly within the City of Tallahassee and Leon County. These municipalities will educate the general public and businesses within their jurisdiction. The University will educate personnel (faculty, staff, students, and Business Services personnel) that maintain the areas surrounding storm water systems that traverse our campus</p>	<p>1. Document and report the number of Business Service operations on campus that have received information regarding illicit discharge/illegal dumping to the MS4.</p>	<p>1. Permits Year 1-5</p>	EH&S + Grounds
			<p>2. Document and report the number of individuals, including faculty, staff and others, that have received training regarding storm water protection and proper waste disposal.</p>	<p>2. Permits Year 1-5</p>	
			<p>3. Document and report the number of individuals, including faculty, staff and others, that have received information regarding storm water protection and proper waste disposal.</p>	<p>3. Permits Year 1-5</p>	
			<p>4. Maintain educational information on the EH&S website for faculty, staff, students and visitors. Document and record the number of visitors to this site.</p>	<p>4. Permits Year 1-5</p>	

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

1. Public Education and Outreach
 3. Illicit Discharge Detection/Elimination
 5. Post-construction Stormwater Management (optional)
 2. Public Involvement/Participation
 4. Construction Site Stormwater Runoff Control
 6. Pollution Prevention/Good Housekeeping

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

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
4a	01	Construction Contract Language Addressing Pollution Protection FSU will continue to incorporate standard language in construction contracts that addresses the contractor's commitment to adherence of pollution protection techniques and BMPs. Continue to use construction contracts which include pollution protection language.	1. Document and report any changes or amendments to the applicable FSU policies or contract language for construction activities.	1. Permits Year 1-5	Facilities Design & Construction (FD&C)
			2.	2.	
			3.	3.	
			4.	4.	
4b	02	Signed Stormwater Statement Continue to require that a signed statement be submitted with permit application which indicates that Erosion and Sediment Control (ESC) procedures will be implemented by the contractor during construction. Continue to require statement to be included in permit applications. No construction permits will be issued for which there is not a signed statement	1. Document and report the number of active construction sites with signed statements and operating under the Storm water, Erosion and Sedimentation Control requirements.	1. Permits Year 1-5	Building Code Administration
			2. Document and report the number of violations specific to erosion and sedimentation control requirements during the reporting period	2. Permits Year 1-5	
			3.	3.	
			4.	4.	
4c	03	Signed Stormwater Statement- Waste Control The signed statement specified in BMP03 will also include language addressing the contractor's commitment to controlling waste on construction sites by limiting exposure of litter and hazardous materials to stormwater. Continue to require statement to be included in permit applications. No	1. Document and report the number of active construction sites with signed statements and operating under the waste control requirements.	1. Permits Year 1-5	Building Code Administration
			2. Document and report the number of violations specific to waste control requirements during the reporting period.	2. Permits Year 1-5	

		construction permits will be issued for which there is not a signed statement	3.	3.	
			4.	4.	
—		Site Plan Review Continue to implement a site plan review and approval process to confirm that the necessary stormwater erosion and sedimentation controls and waste controls are addressed and consistent with NPDES requirements and FSU policy.	1. Document and report the number of site plans reviewed and approved for consistency with NPDES requirements and FSU policy.	1. Permit Years 1-5	FD&C + Building Code Admin
4d	04	Notify applicants of the potential need for an Environmental Resource Permit from the water management district and/or an NPDES Construction generic permit from FDEP.	2. Document and report the number of applicants notified of the CGP and ERP requirements	2. Permit Years 1-5	
			3.	3.	
			4.	4.	
—		Stormwater Hotline & Online Reporting Maintain an FSU hotline and online reporting site for faculty, staff, students or visitors to report potential violations for impacts to stormwater from construction sites and other areas. Construction site investigations will be handled by Facilities; other area incidences will be investigated and documented on an Illicit Discharge Identification form and maintained at EH&S. Include the hotline number on the 4'x8' construction sign which is displayed on site at construction sites.	1. Document and report the number of construction related complaints received via the internet, hotline or in person regarding a pollutant discharge.	1. Permit Years 1-5	EH&S + FD &C
4e	05		2. Document and report follow up actions generated from hotline or online reporting portal.	2. Permit Years 1-5	
			3.	3.	
			4.	4.	
—		Construction Inspections FSU will continue to require that all project erosion and sediment control measures implemented in the field be inspected by the design engineer. Failure to comply will be reflected in contractors' semi-annual ratings thus affecting their ability to secure future projects. Continue to consider compliance with ESC measures when	1. Document and report number of follow up actions performed as a result of the inspections.	1. Permits Year 1-5	FD &C
4f	06		2. Document and report the number of contractor evaluations that included a determination of non-compliance with ESC measures.	2. Permits Year 1-5	
			3. Document and report the number of sites verified.	3. Permits Year 1-5	

		<p>conducting semi-annual contractor evaluations.</p> <p>Maintain inspection reports on file at FSU and report the total number of site inspections in reporting period.</p> <p>Implement a written construction site inspection plan, including enforcement of construction site control measures, inspection and reporting tools and procedures. Verify ERP and CGP coverage.</p>	4.	4.	
--	--	---	----	----	--

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

1. Public Education and Outreach
 3. Illicit Discharge Detection/Elimination
 5. Post-construction Stormwater Management (optional)
 2. Public Involvement/Participation
 4. Construction Site Stormwater Runoff Control
 6. Pollution Prevention/Good Housekeeping

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

Element ID	BMP Number	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation/Completion	D Responsible Entity/Department
5a-c	01	<p>Utilize qualifying alternative program; Florida State University relies on the current North West Florida Water Management District (NWFWMD) and Florida Department of Environmental protection (FDEP) regulatory criteria by providing stormwater treatment for Environmental Resource Program (ERP) permitted projects.</p>	<p>1. Continue to maintain compliance with DEP and WMD criteria</p> <p>2.</p> <p>3.</p>	<p>1. Effective upon permit issuance</p> <p>2.</p> <p>3.</p>	FDEP and NWFWMD

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

1. Public Education and Outreach
 3. Illicit Discharge Detection/Elimination
 5. Post-construction Stormwater Management (optional)
 2. Public Involvement/Participation
 4. Construction Site Stormwater Runoff Control
 6. Pollution Prevention/Good Housekeeping

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

Element ID	BMP Number	A	B	C	D
		Description of BMP	Measurable Goal(s)	Schedule for Implementation/Completion	Responsible Entity/Department
6a	01	Good Housekeeping Inspections Inspections will be performed to ensure areas are clean, materials are not exposed, and good housekeeping measure are being taken. Inspection results are reported to supervisors.	1. Document and report the number of inspections conducted.	1. Permit Year 1-5	EH&S + Maintenance
			2. Document and report the number of follow-up actions from the inspections.	2. Permit Year 1-5	
			3.	3.	
			4.	4.	
6a	02	Litter Control Litter control and grounds maintenance is routinely completed and areas are inspected on a routine basis. Maintenance resides with the Grounds Department. Routinely inspect and check open spaces during IDS screenings.	1. Document and report the frequency of litter collection and the amount collected.	1. Permit Year 1-5	EH&S + Grounds + Utilities
			2.	2.	
			3.	3.	
			4.	4.	
6a	03	Standard Operating Procedures Maintain and continue implementation of written standard operation procedures and make them available upon request. The SOPs include a schedule of operating procedures and a schedule of regular maintenance activities. The University will inspect and maintain all of main campus.	1. Have written grounds and maintenance S.O.P.s available upon request.	1. Permit Year 1-5	Grounds + Maintenance
			2. Document and report the number of SOP's requested during the reporting period.	2. Permit Year 1-5	
			3. Document and report the amount of acres inspected and maintained during the reporting period.	3. Permit Year 1-5	
			4.	4.	

6b	01	<p>Employee Training Conduct new employee training which will incorporate guidance from EPA materials. Specific topics addressed will include spill prevention and response, good housekeeping, maintenance, and material management.</p>	1 Incorporate training topics appropriate to BMPs.	1 Permit Year 1-5	EH&S
			2. Document and report the number of individuals taking the training for the first time.	2. Permit Year 1-5	
			3. Document and report the number of individuals taking the refresher training.	3. Permit Year 1-5	
			4. Document and report training changes or updates.	4. Permit Year 1-5	
6c	01	<p>Basin Management Action Plan (BMAP) for an Adopted TMDL</p> <p>In accordance with Section 403.067, F.S., Florida State University must comply with the adopted provisions of the Wakulla Springs BMAP dated June 2018.</p> <p>Florida State University shall continue to participate in the BMAP development and amendment process. Florida State University will update the Stormwater Management Program to incorporate any future BMAP revisions to specific activities in future NOI revision cycles.</p>	1. Continue to participate and implement the specific projects listed in the Wakulla Springs BMAP dated June 2018.	1. Permit Year 1-5	All groups