

# Resource Guide for New Municipal Separate Storm Sewer (MS4) Storm Water Coordinators

## GENERAL INFORMATION

### Purpose

The intent of this guidance document is to provide basic guidelines and resources for Utah's UPDES Municipal Separate Storm Sewer (MS4) permittees. This document is not a substitute for reading the full permit requirements.

### What is the MS4 Permit?

Polluted stormwater runoff is commonly transported through municipal separate storm sewer systems (MS4s), and then often discharged, untreated, into local water bodies. To prevent harmful pollutants from being washed or dumped into MS4s, certain municipalities are required to obtain coverage under a Utah MS4 permit and develop stormwater management programs (SWMPs). The SWMP describes the stormwater control practices that will be implemented consistent with permit requirements to minimize the discharge of pollutants from the storm sewer system.

### Division of Water Quality (DWQ) Storm Water Webpage

Visit the Division of Water Quality website for permit documents and necessary forms.

[www.stormwater.utah.gov](http://www.stormwater.utah.gov)

This website has general resources that apply to all of Utah's storm water programs and permits. Construction and industrial sites have their own separate permits and requirements. For MS4 specific permits and forms click on the MS4 button:



On this page you will find the general permits for MS4s. There are four permits for the following locations: Salt Lake City, Utah Department of Transportation, Jordan Valley municipalities, and all other small MS4s. Select the permit that applies to your location. It is important to read and understand your permit requirements.

The MS4 storm water webpage also has the following important files which should be reviewed:

- Annual Report Form (Due October 1<sup>st</sup> each year).
- Construction Inspection Form. Used when conducting construction oversight inspections.
- Guide to Low Impact Development (LID) within Utah. Contains information on how LID principles can be applied to construction projects and calculating storm water retention.

## Permit Requirements and Minimum Control Measures (MCMs)

The permit has 6 minimum control measures (MCMs) that must be followed to help reduce pollutants being discharged into the MS4. EPA has created fact sheets with tips to help implement these 6 MCMs. General information and links to fact sheets are in the following table:

Minimum Control Measure (click for EPA fact sheet)	Major MCM Requirements (refer to permit for specifics)
<a href="#">Public Education and Outreach on Storm Water Impacts</a>	<ul style="list-style-type: none"> <li>• Provide education on storm water runoff impacts and controls to residents, industrial/commercial facilities, developers, and MS4 owned facilities.</li> <li>• Educational topics to include illicit discharges, waste disposal, construction site controls, low impact development (LID), and post-construction controls.</li> </ul>
<a href="#">Public Involvement and Participation</a>	<ul style="list-style-type: none"> <li>• Allow public to have input on SWMP.</li> <li>• Provide public participation opportunities relating to storm water such as: public meetings, watershed committees, or volunteer opportunities.</li> </ul>
<a href="#">Illicit Discharge Detection and Elimination (IDDE)</a>	<ul style="list-style-type: none"> <li>• Have a program and SOPs to detect eliminate illicit discharges to the MS4, such as illegal dumping or inappropriate sewer connections.</li> <li>• Maintain a current storm sewer system map of the MS4.</li> <li>• Prohibit non-stormwater discharges through ordinance.</li> <li>• Identify priority areas likely to have illicit discharges and inspect annually.</li> <li>• Perform dry weather screening of all outfalls during the 5 year permit term.</li> <li>• Have a hotline for public reporting of spills or illicit discharges.</li> <li>• Promote or provide household hazardous waste collection.</li> <li>• Provide staff annual training on illicit discharges.</li> </ul>
<a href="#">Construction Site Storm Water Runoff Control</a>	<ul style="list-style-type: none"> <li>• Have regulations requiring that construction sites an acre or larger, or which are part of a common plan of development that is an acre or larger, obtain coverage under the Construction General Permit and follow requirements.</li> <li>• Have a written escalating enforcement strategy and SOP.</li> <li>• Hold pre-construction SWPPP meetings. Review proposed BMPs and use a checklist to review SWPPPs.</li> <li>• Perform an inspection prior to disturbance, monthly inspections during active construction, and a termination inspection after completion.</li> <li>• Identify priority construction sites and inspect active sites every 2 weeks.</li> <li>• Track any necessary follow-up inspections for re-inspection or enforcement.</li> <li>• Annually train all staff involved in construction inspections or review.</li> </ul>

Minimum Control Measure (click for EPA fact sheet)	Major MCM Requirements (refer to permit for specifics)
<a href="#">Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water Management)</a>	<ul style="list-style-type: none"> <li>• Have a new development/redevelopment program that includes non-structural BMPs and requires long-term post-construction controls.</li> <li>• Require LID to retain the 80<sup>th</sup> percentile rainfall event or to achieve predevelopment hydrologic conditions for new development.</li> <li>• Require LID to retain the net increase in volume from rainfall events less than or equal to the 80<sup>th</sup> percentile rainfall event for redevelopment projects which increase impervious surfaces by greater than 10%.</li> <li>• Document sites that can't implement LID or retention standards.</li> <li>• Have a written enforcement strategy and appeals process.</li> <li>• Review post-construction plans and maintain documentation on how BMPs were selected and expected pollutant removal performance.</li> <li>• Inspect long term storm water controls at least once during installation and verify it was constructed as designed once completed.</li> <li>• Inspect all long-term controls at least every other year or have a maintained agreement in place with the private owner.</li> <li>• Inspect all long-term controls at least every 5 years if privately maintained.</li> <li>• Maintain an inventory of all post-construction structural controls.</li> <li>• Provide annual training for staff involved with post-construction controls.</li> </ul>
<a href="#">Pollution Prevention and Good Housekeeping for Municipal Operations</a>	<ul style="list-style-type: none"> <li>• Have an inventory of all permittee owned or operated facilities.</li> <li>• Identify high priority facilities, pollutants sources at the facilities, and controls to prevent these pollutants from entering the storm system. A SWPPP must be developed for these facilities and they must have routine visual inspections, comprehensive inspections, and visual observations of storm water discharges.</li> <li>• SOPs shall be developed for practices that may affect water quality.</li> <li>• Have a schedule for street sweeping and storm drain system maintenance.</li> <li>• Have a spill prevention plan.</li> <li>• Inventory all floor drains inside permittee owned/operated facilities and insure they discharge to appropriate locations.</li> <li>• Have a process to assess water quality impacts of the design of new or modified flood management structures.</li> <li>• Have a plan to retrofit permittee facilities that are impacting water quality</li> <li>• Provide annual training for staff and contractors working at the facilities that could impact storm water quality.</li> </ul>

Storm Water Management Program (SWMP)

Unless your MS4 was newly designated, there should already be a Storm Water Management Program (SWMP) which explains how your municipality plans to meet the permit requirements and the 6 MCMs. This document must be reviewed annually and updated as necessary. If the MS4 has a website then the most current version of the SWMP must be posted on the website. It's important to review this document and make sure you are following the commitments made in it.

## Electronic Portal – Submitting Annual Reports and SWMPs

Occasionally you will need to submit forms to DWQ to meet permit requirements. This includes the annual report due Oct 1<sup>st</sup> and qualifying changes to the SWMP. These should be submitted through the electronic portal: <https://deq.utah.gov/water-quality/water-quality-electronic-submissions>

## ACCESSING AND USING THE STORM WATER DATABASE (CDX/NeTCGP)

A CDX account allows you to access NeTCGP and view all construction storm water permits within your MS4. It also allows you to approve termination requests for completed construction projects. Multiple people within an MS4 can have accounts. It's important that at least one person in each MS4 has an account in the database to properly manage construction permits.

### Setting up a new account

To request a new account use the following online form:  
[https://docs.google.com/forms/d/12M3iL5ICOL1wWH9QFJbVzIz-j3bnBdGg5WjBhyGNYM/viewform?edit\\_requested=true](https://docs.google.com/forms/d/12M3iL5ICOL1wWH9QFJbVzIz-j3bnBdGg5WjBhyGNYM/viewform?edit_requested=true)

### Using CDX

CDX helpfiles: <https://deq.utah.gov/water-quality/municipal-separate-storm-sewer-system-ms4s-permits-updes-permits#help-files>

## STORM WATER GROUPS

### Utah Storm Water Advisory Committee (USWAC)

USWAC meets on the second Wednesday of every month (except July and December). It is a great way to meet other MS4s and collaborate on challenges faced by your MS4s. This meeting is attended by DWQ storm water representatives and many MS4s. Contact Hart Wybrow for details: [uswacwebsite@gmail.com](mailto:uswacwebsite@gmail.com) or (435) 716-9643. <https://uswac.org/news/>

### County Storm Water Coalitions

To discuss issues on a local level there are County Coalitions who are also members of USWAC. Contact information for the coalition chairs can be found below. Each coalition meets on a different schedule.

Coalition Name	Chairman Name	Phone Number	Email
Cache County	Clayton Nelson	435-752-2646	<a href="mailto:cnelson@riverheights.org">cnelson@riverheights.org</a>
Davis County	Kasey Jensen	801-614-0870	<a href="mailto:kjensen@clintoncity.com">kjensen@clintoncity.com</a>
Utah County	Scott Bird	801-851-8623	<a href="mailto:scottbi@utahcounty.gov">scottbi@utahcounty.gov</a>
Salt Lake County	Josh Mikel	385-468-6648	<a href="mailto:JMikel@slco.org">JMikel@slco.org</a>
Southwest Utah	Kristi Schultz	435-627-4142	<a href="mailto:kristi.schultz@sgetc.org">kristi.schultz@sgetc.org</a>
Summit County	Kelsey Christiansen	435-336-3292	<a href="mailto:kchristiansen@summitcounty.org">kchristiansen@summitcounty.org</a>
Weber County (Golden Spike)	Greg Seegmiller	801-499-9977	<a href="mailto:gseegmiller@jub.com">gseegmiller@jub.com</a>

## MS4 Resource Guide (Updated 6/8/22)

## Utah's Local Technical Assistance Program (LTAP)

LTAP runs the Registered Stormwater Inspector (RSI) and Registered SWPPP Writer (RSW) classes. The MS4's construction inspector must have some type of certification showing they are qualified to conduct inspections. RSI is one of the options. A permittee under the Construction General Permit must also have their own inspector with a certification, so contractors may also ask for information on the class.

Information can be found at: <https://www.utahltap.org/swppp/>

## CONTACTS

### Division of Water Quality (DWQ) Contacts

For questions or concerns regarding any of the storm water programs you may contact the following Division of Water Quality employees.

Position	Name	Phone Number	Email
Manager	Jeanne Riley	(801) 536-4369	jriley@utah.gov
Municipal/MS4 Storm Water	Leanna Littler-Woolf	(801) 536-4397	lnlittler@utah.gov
Construction Storm Water	Kelsee York (Temp. Contact)	(385) 260-2760	kcyork@utah.gov
Industrial Storm Water	Carl Adams	(801) 536-4330	carladams@utah.gov
Dewatering/Treated GW	Andrea Kilbane	(385) 501-9586	akilbane@utah.gov
Storm Water Database (CDX)	Lenora Sullivan Brianna Ariotti	(801) 536-4300	WQInfoData@utah.gov

### Other Local Contacts

Sometimes MS4s have agreements with the local health department to assist with spills and addressing illicit discharges. Below is a list of contact information for Utah health departments.

Health Department	Counties	Phone Number
Bear River Health Department	Box Elder, Cache, and Rich	435-792-6500
Central Utah Public Health Department	Juab, Millard, Sanpete, Sevier, Piute, and Wayne	435- 896-5451
Davis County Health Department	Davis	801- 525-5100
Salt Lake County Health Department	Salt Lake	Air Quality – 385-468-3857 Water/Waste – 385-468-3862 Housing, Noise, Business Regulation – 385-468-3835
San Juan County Public Health	San Juan	435-359-0038
Southeast Utah Health Department	Carbon, Emery and Grand	435-637-3671
Southwest Utah Public Health Department	Beaver, Iron, Washington, Garfield, and Kane	Beaver - 435-438-2482 Iron - 435-865-5180 Washington 435-986-2580 Garfield – 435-676-8800 Kane – 435-644-2538
Summit County Health Department	Summit	435-333-1511
Tooele County Health Department	Tooele	435-277-2300
Tri-County Health Department	Duchesne, Daggett, and Uintah	435-247-1160
Utah County Health Department	Utah	801-851-7525
Wasatch County Health Department	Wasatch	435-657-3264
Weber-Morgan Health Department	Weber and Morgan	801-399-7160

## ACRONYMS

Below is a list of commonly used acronyms associated with storm water permits.

Acronym	Definition
303(d)	The State's list of impaired and threatened waters. It also identifies the pollutants causing the impairment when they are known.
BMPs	Best Management Practices – Structural, vegetative, or managerial controls used to treat, prevent, or reduce pollution in storm water runoff.
CDX	Central Data Exchange – The database used to manage construction and industrial storm water permits. NeTCGP and NeTMSGP are a part of this database.
CGP	Construction General Permit – Required for construction sites disturbing an acre or greater or which are part of a qualifying common plan of development.
CPoD	Common Plan of Development or Sale – A contiguous area where multiple separate land disturbing activities may be taking place at different times, on different schedules, by different owners or operators, but under one proposed plan. Includes subdivisions where individual lots are developed by different entities.
CPP	Common Plan Permit – A construction storm water permit that is an alternative to the CGP. It is for single residential lots that are less than an acre but still require coverage.
CWA	Clean Water Act – A federal law that regulates the discharge of pollutants into waters of the United States.
EPA	Environmental Protection Agency – The federal agency responsible for environmental matters.
ESO	Expedited Settlement Agreement – An enforcement tool used by DWQ to issue monetary penalties to a permittee based on specific permit deficiencies. It is not for violations that cause significant health or environmental. Those would have more formal enforcement.
DEQ	Department of Environmental Quality – State agency responsible for maintaining clean air, water, and land.
DWQ	Division of Water Quality – A division of DEQ that handles storm water and other water quality regulations and concerns.
GIS	Geographic Information System – A computer system that analyzes and displays geographically referenced information.
IDDE	Illicit Discharge Detection and Elimination – A program for identifying and removing any illicit discharges from the MS4. One of the MS4 permit's minimum control measures.
LID	Low Impact Development – Systems and practices that use or mimic natural processes that result in the infiltration, evapotranspiration or use of stormwater in order to protect water quality. Includes principles such as bio-retention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.

Acronym	Definition
MCM	Minimum Control Measure – Components that must be addressed in the permittee’s SWMP.
MEP	Maximum Extent Practicable – The highest level of effectiveness that can reasonably be achieved given current technology and circumstances.
MOU	Memorandum of Understanding – A signed document used to formalize an agreement between two or more parties. May be used when another entity is helping the MS4 meet SWMP and/or permit requirements.
MS4	Municipal separate storm sewer system - a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) that is owned or operated by a state, city, town, county, district, association, or other public body that is designed or used for collecting or conveying storm water.
MSGP	Multi-Sector General Permit – Industrial storm water permit that certain types of industries are required to obtain coverage under.
NeT	NPDES eReporting Tool – A part of CDX that allows for application, tracking, and reporting of NPDES and UPDES permits. Utah uses NeTCGP for construction storm water permits and NeTMSGP for industrial storm water permits.
NOI	Notice of Intent – Form used to apply for coverage under a general permit. There are different NOIs for different permits. For example, the MS4 NOI is different than the construction NOI.
NOT	Notice of Termination – Form used for terminating coverage under a permit. Filed by permitted construction sites once they have been stabilized.
NOV	Notice of Violation – A written notice that is issued with DWQ is taking formal enforcement action. Issued in response to violations of water quality rules or permit requirements.
NPDES	National Pollutant Discharge Elimination System – Federal permit program that addresses water pollution by regulating point sources that discharge pollutants to waters of the United States.
P2	Pollution Prevention – One of the MS4 permit’s minimum control measures. Requires a plan to prevent or reduce pollutant runoff from permittee owned or operated facilities.
SPCC	Spill Prevention, Control, and Countermeasure – A plan that is required by EPA for qualifying non-transportation facilities with aboveground oil storage over 1,320 gallons or belowground storage over 42,000 gallons of oil.
SWMP	Storm water management program - The SWMP document is a written plan that is used to describe the various control measures and activities the permittee will undertake to reduce the discharge of pollutants from the MS4.
SWPPP	Storm water pollution prevention plan – A site specific plan that identifies all of the activities and conditions at the site that could cause water pollution and details the steps the facility



Acronym	Definition
	will take to prevent the discharge of any unpermitted pollutants.
TMDL	Total Maximum Daily Load - A TMDL is the calculation of the maximum amount of a pollutant allowed to enter a waterbody so that the waterbody will meet and continue to meet water quality standards for that particular pollutant.
UPDES	Utah Pollutant Discharge Elimination System – Utah permit program used to control the discharge of pollutants into waters of the State. Includes storm water permits. This is Utah’s version of NPDES.
USWAC	Utah Storm Water Advisory Committee - a subcommittee of the American Public Works Association (APWA) Utah Chapter that is open to anyone to attend.