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# STORM WATER MANAGEMENT PROGRAM PLAN

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**May 2014**

*Prepared for*

**City of Mobile**  
P.O. Box 1827  
Mobile, Alabama 36633-1827

*Prepared by*

**Payne Environmental Services**  
7320 Hitt Road  
Mobile, Alabama 36695  
(251) 342-9400  
[www.payne-env.com](http://www.payne-env.com)


**SIGNATORY AND CERTIFICATION REQUIREMENTS**

**NPDES MS4 PERMIT**

For

**City of Mobile  
Mobile, Alabama**

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 gather and evaluate 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 fines and imprisonment for knowing violations.

  
\_\_\_\_\_  
William S. "Sandy" Stimpson

8-4-14  
Date

Address: Mobile Government Plaza  
P.O. Box 1827  
Mobile, Alabama 36633-1827

Phone: (251) 208-7800

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## **1.0 INTRODUCTION**

### **1.1 Regulatory Overview**

This Stormwater Management Program (SWMP) Plan includes pollution prevention measures, stormwater monitoring, use of legal authority, and other appropriate means to control the quality of stormwater discharged from the City of Mobile (City) Separate Storm Sewer System (MS4), in accordance with the Preliminary Draft National Pollutant Discharge Elimination System (NPDES) Permit number ALS000007 and current NPDES Permit number ALS000002. The SWMP is implemented in accordance with Section 402(p)(3)(B) of the Clean Water Act, and the Stormwater Regulations at 40 CFR Part 122.26.

It is the goal of the SWMP to reduce the discharge of pollutants to and from the MS4 to the maximum extent practical (MEP), thus protecting the quality of water in the receiving water bodies. This Stormwater Management Program covers the term of the permit and is updated as necessary, or as required by the Alabama Department of Environmental Management (ADEM), to ensure compliance with the statutory requirements of the Clean Water Act.

Per the NPDES Permit number ALS000007 requirements, BMPs and measureable goals are provided in Sections 3-13 for each program element listed below:

- Storm Water Collection System Operations
- Public Education and Public Involvement on Storm Water Impacts
- Illicit Discharge Detection and Elimination
- Construction Site Storm Water Runoff Control
- Post-Construction Storm Water Management in New Development and Re-Development
- Spill Prevention and Response
- Pollution Prevention/Good Housekeeping for Municipal Operations
- Application of Pesticide, Herbicide, and Fertilizers
- Oils, Toxics, and Household Hazardous Waste Control
- Industrial Storm Water Runoff
- Wet-Weather Monitoring and Reporting

ADEM defines the fiscal year as October 1 to September 30. ADEM and the City have agreed to a schedule for measureable goals as outlined in the following sections. Year one (1) indicates the period from May through September 2014 which is the intended first fiscal year under the Preliminary Draft NPDES Permit number ALS000007, however, this schedule will not be contingent on the date of permit issuance. Year two (2) indicates the period from October 2014 through September 2015 and so on. For year one (1)

milestones which include specified frequencies, the City shall begin meeting the required frequencies in May 2014. For some milestones, tasks performed between October 2013 and April 2014 may be credited toward a year one (1) milestone (e.g., structural control inspections conducted in April 2014 may be credited toward the third quarter milestone).

## **1.2 MS4 Jurisdictional Boundary**

The City’s MS4 boundary is bounded by Mobile Bay to the east, City of Prichard’s MS4 to the north, and Mobile County’s MS4 to the west and south. The City’s MS4 boundary includes parts of nine sub-watersheds: Bayou Sara, Chickasaw Creek, Dog River, Millers Creek, Mobile Bay, Mobile River, Muddy Creek, Pierce Creek, and Threemile Creek. The City’s MS4 covers approximately 148 square miles of industrial, commercial, and residential properties, undeveloped land, wetlands, and tidally influenced streams. Maps showing the jurisdictional boundary with sub-watersheds and land use are provided in Appendix A.

The City’s MS4 boundary encompasses 15 waterbodies which are considered impaired by the U.S. Environmental Protection Agency and ADEM. These waterbodies are included on the 303(d) List or have been assigned a Total Maximum Daily Load for at least one pollutant. Many of the impaired waterbodies flow from or to other city/county MS4 boundaries. The Map of Impaired Waterbodies on 303(d) List or Assigned a TMDL is included in Appendix A. The table on the following page provides the impaired waterbody name, representative watershed, designated use, type of impairment and pollutant of concern, and source of impairment.

### Measureable Goals:

- In year one (1), the City will prepare a map showing land use classifications to be submitted with the Annual Report and be included in future SWMP Plans.

Responsible Departments: GIS

Waterbody	Representative Watershed	Designated Use	Impairment(s)	Source
Eslava Creek	Dog River	Fish & Wildlife	TMDL: Pathogens	Urban Runoff/Storm Sewers;
Dog River	Dog River	Fish & Wildlife/Swimming	TMDL: Pathogens, OE/DO	Not Listed
Halls Mill Creek	Dog River	Fish & Wildlife	303(d): Siltation (habitat alteration)	Land Development
UT to Threemile Creek	Threemile Creek	Fish & Wildlife	303(d): Nutrients, TMDL: Pathogens	Urban Runoff/Storm Sewers;
Middle Fork Deer River	Dog River	Fish & Wildlife	303(d): OE (CBOD/NBOD)	Collection system failure/Urban Runoff/Storm Sewers
Bayou Sara/Norton Creek	Bayou Sara	Fish & Wildlife/Swimming	TMDL: OE/DO	Municipal, Urban Surface Runoff, Natural
Bolton Branch (East)	Dog River	Fish & Wildlife	TMDL: Pathogens	Urban Runoff/Storm Sewers
Bolton Branch (West)	Dog River	Fish & Wildlife	TMDL: Pathogens	Urban Runoff/Storm Sewers
Toulmin’s Spring Branch	Threemile creek (drains into Mobile River)	Fish & Wildlife	TMDL: Pathogens; 303(d): Nutrients	Urban Runoff/Storm Sewers
Mobile River	Mobile River	Fish & Wildlife	303(d): Metals (Mercury)	Atmospheric Deposition
Mobile Bay	Mobile Bay	303(d) Fish & Wildlife/Swimming TMDL: Shellfish harvesting	303(d) & TMDL: Pathogens	Urban Runoff/Storm Sewers/Failing Septic Tank/ WWTP
Chickasaw Creek	Mobile River	Limited warm water fishery	303(d): Metals (Mercury)	Atmospheric Deposition
Threemile Creek	Threemile Creek (drains into Mobile River)	Agriculture & Industrial (A&I) Water Supply	TMDL: Pathogens; OE/DO	Multiple Sources
Eightmile Creek	Chickasaw Creek (drains into Mobile River)	Fish & Wildlife	TMDL: Pathogens	Believed: overflows from municipal collection system
Rabbit Creek	Dog River (Drains into Mobile River)	Fish & Wildlife	TMDL: Pathogens; OE/DO	Not Listed

## **2.0 PROGRAM MANAGEMENT**

### **2.1 Permittee Responsibilities**

The City of Mobile is the designated permittee for the City of Mobile’s MS4. The Stormwater Management Program is administered by the Environmental Services Department (Environmental Services). However, numerous City departments are involved with the day-to-day responsibilities of implementing the stormwater program. The departments work together to perform the stormwater responsibilities as described in the table on the following page.

An organizational chart showing City departments as they relate to the Stormwater Management Program can be found within Appendix B.

### **2.2 Funding Sources**

Implementation of the SWMP is funded from the City’s General Fund using the budgets of Environmental Services, Engineering, Public Works, Urban Development, and other departments, all of which contribute to the success of the Stormwater Management Program and achieving compliance with the NPDES permit.

### **2.3 Legal Authority and Enforcement**

The City of Mobile is required to ensure legal authority exists, to the maximum extent possible, to control discharges to and from the MS4 Area. Below are summaries of three ordinances related to stormwater management. The Code of Ordinances are available to the public on the City’s website by selecting Municipal Code under Mobile Government in the QuickLinks section.

Chapter 57 of the City Code addresses the City’s supervision of the right of way and, at Section 57-36, prohibits depositing trash of any kind in any City street, gutter, ditch or drain. Additionally, Chapter 57, Appendix B at Sections 1.1.A(1)(c) and 1.2.A.(1)(b) includes erosion control as one of the Construction Standards for Miscellaneous Construction, Utility Excavation, and Right of Way and Pavement Restoration for both major and minor projects.

Chapter 25 of the City Code addresses garbage, litter and lot maintenance. It requires the proper storage, management and handling of trash and litter on all property within the City limits. Section 25-39 prohibits blowing, sweeping or pushing litter, junk or trash into the City streets, alleys, storm-water structures or ditches.



Chapter 17 of the City Code addresses Storm Water Management and Flood Control. Section 17-4 adopts and incorporates the requirements of the City's NPDES permit and requires all discharges into the City's MS4 to comply with the requirements of the City's NPDES permit. Section 17-15 identifies prohibited activities, which constitute Code violations. These include the following activities:

- Violating any provision of the City's NPDES permit conditions or requirements
- Establishing, using or maintaining an illicit connection to the City's MS4
- Throwing garbage or discarded objects into the City's streets, storm drains, inlets, catch basins or drainage structures on public or private property such that the same may become a pollutant
- Disposing of landscape debris into the City's MS4
- Conducting an industrial activity in the City without obtaining all required permits, including an NPDES general activity storm water permit when required
- Discharging unsuitable material or materials containing toxic pollutants in toxic amounts as defined by Section 307 of the Clean Water Act into waters of the U.S.
- Owning or possessing property on which a prohibited act occurs
- Authorizing or instructing others to conduct prohibited acts

Section 17-3 (g) lists the penalties for violations. Violations are punished by a fine of \$100 per occurrence, with a maximum fine of \$500 and imprisonment for not more than 30 days. Any person who causes damage to the City's MS4 is required to correct the damage arising from the violation or reimburse the City for the cost of correcting the damage. Each day that a violation continues is a separate offense. The City also reserves the right to pursue all lawful actions necessary to prevent or remedy any act in violation of the Ordinance.

Additionally, the City is currently drafting amendments to Chapter 17 of the City Code that will add new provisions addressing post-construction storm water management in new development and re-development, strengthen legal authority for illicit discharge detection and elimination, and require industrial facilities with NPDES permits to submit Discharge Monitoring Reports to the City.

The City does not have authority over the sanitary sewer collection system. However, City works closely with the Mobile Area Water and Sewer Systems (MAWSS) Board of Water and Sewer Commissioners and other utilities to minimize the impacts from any infiltration, inflow, sewer breaks, or other problems.

DEPARTMENT	RESPONSIBILITIES
Environmental Services Department	<ul style="list-style-type: none"> <li>• Program Administration</li> <li>• Collect and maintain MS4 related documentation</li> <li>• Annual Report submittal</li> <li>• Spills management and reporting</li> <li>• Environmental Training (SPCC, Haz Waste, IDDE Awareness)</li> <li>• Public Involvement</li> </ul>
City Engineering Department	<ul style="list-style-type: none"> <li>• Construction plan review</li> <li>• Construction sites inspections on qualifying sites/enforcement</li> <li>• Post-construction inspections/enforcement on qualifying sites constructed or redeveloped with a land disturbance permit dated after the effective date of the revised stormwater ordinance.</li> <li>• Construction BMP Training</li> <li>• Inspection of structural controls</li> </ul>
Public Works Department	<ul style="list-style-type: none"> <li>• Streets sweeping</li> <li>• Catch basin cleaning/maintenance</li> <li>• Storm drain cleaning</li> <li>• Litter trap cleaning/maintenance</li> <li>• Concrete street/sidewalk repair</li> <li>• Asphalt road maintenance</li> <li>• Dirt &amp; gravel road maintenance</li> <li>• Public structural control maintenance</li> <li>• Trash removal from receptacles (at public locations other than parks)</li> <li>• Waste collection from street and public lot cleaning</li> <li>• Right of way drainage ditch maintenance and inspections</li> <li>• Drainage infrastructure repairs and inspections</li> </ul>
GIS Department	<ul style="list-style-type: none"> <li>• Update maps for SWMP Plan, Annual Report, “hot spot” maps related to illicit discharges, littering, etc.</li> </ul>
Parks & Recreation Department	<ul style="list-style-type: none"> <li>• Conduct municipal facilities inspections of Public Parks</li> <li>• Application of PHFs at public parks using appropriate BMPs.</li> <li>• Trash and litter removal from public parks including litter removal from structural controls</li> </ul>
MS4 Contractor	<ul style="list-style-type: none"> <li>• Stormwater Management Program implementation</li> <li>• Conduct Wet Weather Monitoring</li> <li>• Perform Illicit Discharge Detection and Elimination Screening</li> <li>• Prepare Annual Report</li> </ul>
Fire Department	<ul style="list-style-type: none"> <li>• Spills management and reporting</li> </ul>
Real Estate/Asset Management	<ul style="list-style-type: none"> <li>• Oversight of City-owned facilities’ best management practices and good housekeeping inspections</li> </ul>
Urban Development	<ul style="list-style-type: none"> <li>• Inspection/enforcement of litter ordinance on private property</li> <li>• Inspection/enforcement of stormwater ordinance (as it relates to illicit discharges) on private property</li> </ul>
Municipal Enforcement Department	<ul style="list-style-type: none"> <li>• Inspection/enforcement of stormwater, right-of-way, and litter ordinances on right-of-way</li> </ul>
Keep Mobile Beautiful	<ul style="list-style-type: none"> <li>• Public Education and Public Involvement</li> <li>• Litter Bug Hotline and other litter prevention efforts.</li> <li>• Recycling</li> </ul>

### **3.0 STORM WATER COLLECTION SYSTEM OPERATIONS**

#### **3.1 Structural Controls**

The structural controls that are owned, operated, and maintained by the City are inspected on a quarterly basis by the MS4 Contractor. Standard operating and maintenance procedures are utilized to minimize the potential impact from the maintenance practices. Maintenance activities including stabilization and re-vegetation are performed by Public Works. Litter, floatables and other debris is removed by Parks & Recreation (at municipal parks) and by Public Works (at locations other than parks). The amount of litter and debris is recorded and tracked by Park & Recreation and Public Works. A map indicating City-owned/operated structural controls can be found in Appendix A. Standard Operating Procedures for inspection and maintenance can be found in Appendix C.

The City is currently not responsible for any routine inspection or maintenance private structural controls. Any private structural control that becomes the responsibility of the City as a result of a new or revised ordinance will be mapped and inspected on an annual basis. The private land owner(s) will be responsible for coordinating and financing any required maintenance identified during an inspection.

Measureable Goals:

- For years one (1) through five (5), the City will perform quarterly inspection and maintenance of City-owned/operated structural controls.

Responsible Departments: Parks & Recreation, Public Works, MS4 Contractor, City Engineering

- Within 365 days of the effective date of the permit, the City will pass an ordinance to provide authority over private structural controls resulting from qualifying new construction, new development, or re-development. The construction or development project is deemed “qualifying” if the land disturbance covers one or more acres or disturbs less than one acre but is part of a larger common plan of development or sale that would disturb one or more acres.

Responsible Department: Legal

- For years two (2) through five (5), the City will require annual inspection of private structural controls for which the City has authority. City Engineering will perform the inspections or review inspection reports prepared by a QCI, or similar, at the land owner’s expense.

Responsible Department: City Engineering

- For years two (2) through five (5), the City will prepare and update a map of private structural controls for which the City has authority.

Responsible Department: City Engineering, GIS

### **3.2 Catch Basins**

The City currently maintains 36,140 catch basins which are mapped and shown on Map of Catch Basins in Appendix A. The catch basins have been placed on a 20-year schedule for inspection/cleaning. The cleaning zones for the next five years are shown on the Catch Basin Cleaning Schedule Map in Appendix A. Catch basins are also cleaned based on a Service Request Order (SRO). A SRO is generated when a complaint or service request is filed by a citizen or entity via the City of Mobile 311 System by phone or online submission. These inspections are performed by the Public Works Department. A Catch Basin Inspection Form is utilized to ensure accuracy and consistency of information received. Litter, floatables and other debris is removed when identified. The amount of litter and debris is recorded and tracked by the Public Works Department. A copy of the Inspection Form can be found within Appendix D.

Measureable Goals:

- For years one (1) through five (5), continue inspection/cleaning of at least 5% of the catch basins annually following the established schedule/zones and responding to SROs.
- For years one (1) through five (5), the Map of Catch Basins will be updated as new catch basins are installed or identified.

Responsible Department: Public Works, GIS

### **3.3 Litter Traps**

The City currently maintains one litter trap located in Eslava Creek as shown on the Litter Trap Map in Appendix A. The Public Works Department inspects the litter trap on a regular basis. A Litter Trap Inspection Form is utilized to ensure accuracy and consistency of information received. Litter, floatables and other debris are removed when the trap contains ¼ cubic yard or more of material. The amount of litter and debris removed is recorded and tracked by the Public Works Department. A copy of the Inspection Form can be found within Appendix D.

Measureable Goals:

- For years one (1) through five (5), continue inspection/maintenance of the litter trap(s) on a weekly basis and immediately following a significant rainfall event (0.75 inch or more).

Responsible Department: Public Works

- For year one (1), the City will consider the purchase of a second litter trap. The city will work with a local environmental group on location options and access issues for a second litter trap.

Responsible Departments: Legal, Public Works, MS4 Contractor

## **4.0 PUBLIC EDUCATION AND PUBLIC INVOLVEMENT**

### **4.1 Introduction**

Public education and outreach is an important element of the City’s stormwater program. Increasing public awareness of stormwater pollution concerns and prevention ultimately serves to reduce the contribution of pollutants in stormwater runoff. The City will continue to operate a City-wide public education and outreach program. The City will also be involved with the public to carry out group activities that focus on storm drain pollution, contribute to volunteer community actions to restore and protect local water resources, and seek public input on the SWMP.

### **4.2 Educational Activities**

#### **4.2.1 Target Pollutants and Sources**

The City will focus educational material on non-point source pollutants typically found in stormwater. These pollutants include, but are not limited to trash, sediment, pathogens, oils and greases, fertilizers and pesticides. The sources that are targeted include, but are not limited to, littering, illegal dumping, construction site runoff, impacts from development, failing septic systems, home auto repair, and improper application of fertilizers, pesticides, and herbicides.

Mechanisms used to disseminate education and outreach messages will include, but are not limited to, the following:

- Social media;
- Public events;
- News releases / advertisements;
- City website; and
- Brochure distribution at City buildings.

##### **4.2.1.1 Reduction of Litter, Floatables, and Debris**

The Offices of the Mayor, the Senior Director of Planning and Development, and the Executive Director of Public Works and Department of Keep Mobile Beautiful are currently developing a combined Blight and Litter Campaign Plan that will enhance the City’s SWMP, ensuring there are no gaps in the City’s strategies on the interconnected issues of stormwater, blight and litter. The plan involves engaging a volunteer group and a professional consultant to assist in the development of the Litter portion with an emphasis on the City of Mobile’s Litter Ordinance and Department level operations that

positively impact litter reduction. A series of benchmarks for the plan are being developed.

On a quarterly basis, at a minimum, the program will include a general education on the impacts litter has on water bodies and ways to reduce litter. The educational messages may be relayed via media events with the Mayor and key stakeholders, Public Service Announcements distributed to the media, postings to the City’s stormwater website or the City’s social media accounts (Facebook, Twitter, YouTube) or presentations to school students.

Keep Mobile Beautiful encourages the use of its LitterBug Hotline for reporting acts of littering – both the location and the violator’s vehicle license plate identification. The data collected through the hotline allows the City to analyze where high instances of littering are occurring. This information will be utilized to increase enforcement and public education.

For several Mardi Gras parades, the Eco-Team with Downtown Mobile Alliance travels through the parade route immediately prior to the start of the parade to perform trash collection in an attempt to change attitudes about litter. The Eco-Team is a volunteer organization focused on increasing recycling at downtown events including Mardi Gras and Bay Fest. The Eco-Team has worked with representatives from Alabama Coastal Foundation, Mobile Baykeeper, Green Solutions, City of Mobile, Keep Mobile Beautiful, Mobile County Health Department, and Mobile Bay National Estuary Program.

Measureable Goals:

- For year one (1), the City will complete the Blight and Litter Campaign Plan.
- For years one (1) through (5), the City, on at least a quarterly basis, will provide general education on the impacts litter has on water bodies and ways to reduce litter.
- For years two (2) through five (5), implement and evaluate effectiveness of the Blight and Litter Campaign Plan.
- For years one (1) through five (5), continue analyzing data from the LitterBug Hotline and follow through with increased enforcement and public education in “hot spot” areas.

Responsible Department: Keep Mobile Beautiful and GIS

#### 4.2.2 Educating the General Public

The City is currently developing a stormwater website to disseminate information concerning ways to reduce stormwater pollution. The website will include information concerning how to become involved in local watershed groups or restoration activities; brochures on proper management of pet wastes, vehicle maintenance, landscaping, rainwater reuse; and ways to report litter, illicit discharges, leaks, spills, and other waste issues through the City's 311 system.

The City will continue the development and distribution of numerous BMP brochures and other various handouts used to convey various stormwater educational messages that can be used to reduce stormwater pollution, such as those listed in the table on the following page. The quantity of each brochure provided will be reported in the Annual Report.

Other educational messages may be relayed via media events with the Mayor and key stakeholders, Public Service Announcements distributed to the media, postings to the City's stormwater website or the City's social media accounts (Facebook, Twitter, YouTube) or presentations to school students.

Keep Mobile Beautiful provides an educational program which includes stormwater pollution prevention to various schools throughout the City. Approximately 9,000 children receive the program each year. Keep Mobile Beautiful consistently looks for public education opportunities and has made presentations at festivals such as BayFest, Girl Scout Jamboree, and festivals at Five Rivers. Keep Mobile Beautiful has also displayed a recycling exhibit at the Gulf Coast Exploreum and provides recycled materials for use within the summer educational programs at the Gulf Coast Exploreum.

Keep Mobile Beautiful and/or Environmental Services participate in various meetings and community events that are free and open to the public. These events occur approximately two to three times per month. These meetings are for groups such as Garden Clubs, Kiwanis, Parent Teacher Associations, and Community Action Groups. These events provide an excellent educational opportunity by providing public access to informational materials and personnel with respect to the full range of City environmental regulations and programs. Information may be provided regarding erosion control, sedimentation problems and solutions, waste management, recycling, runoff reduction techniques and other City environmental programs. Any event that the City participates in will be described in the Annual Report.



Public Education Brochures and Handouts				
Brochure #	Title	Topics	Location	Target Audience
1	Composting & Mulching	Reducing Yard Debris	Government Plaza; City Website	Homeowners, Landscapers, and Property Managers
		Storm Water & Watersheds		
		Storm Drains Vs. Sanitary Sewers		
2	Construction Activities	Erosion Control Practices	Government Plaza; City Website	General Public
		Sediment Control Practices		
		Chemical Control Measures		
3	Food Service Establishment	Potential Pollutants	Local Restaurants; Government Plaza; City Website	Businesses: Restaurant Employees
		Training (Waste and Spill)		
		Outside & Inside Operations		
		Storm Drains Vs. Sanitary Sewers		
4	Grass Clipping & Lawn Waste	Proper Disposal Methods	Government Plaza; City Website	General Public
5	Household Hazardous Waste	Do's and Don'ts	Government Plaza; City Website	General Public
6	Illicit Discharges & Improper Disposal	What Are Illicit Discharges & Improper Disposals	Government Plaza; City Website	General Public; Businesses
		Illicit Discharge Exemptions		
		What To Report		
7	Know Your Storm Water	Storm Water & Watersheds	Government Plaza; City Website	General Public
		Storm Water Pollution		
		Storm Water Pollution Causes		
8	Proper Paint Disposal Method		Government Plaza; City Website	General Public
9	Pesticides, Herbicides, & Fertilizers	Usage, Storage, & Disposal	Government Plaza; City Website	Homeowners, Landscapers, and Property Managers
10	Mobile Area Recycling Facilities		Government Plaza; City Website	General Public
11	Storm Water Pollution Prevention	Lawn & Garden Maintenance	Government Plaza; City Website	General Public
		Proper disposal of Litter		
		Chemical & Hazardous Waste		
		Pet Waste		
		Vehicle washing, repair, & Maintenance		
		Swimming Pool Care		
12	Vehicle Fueling, Vehicle Washing, & Vehicle Repairs	Trash Areas	Local Gas Stations; Car Maintenance/Car Lots	Businesses: Employees
		Steam Cleaning Vehicles		
13	EPA Handout	Facility Guidelines	local industry/facilities	Businesses: Industrial/Facility Employees
14	Trash Collection Calendars	Trash Pick-Up Days	Recycling Center	General Public

Educational materials and outreach events are documented and examples of the educational materials are included in the Annual Report.

Measureable Goals:

- For year one (1), the City will identify, or prepare, and distribute a brochure covering rain water reuse.
- For year one (1), the City will identify, or prepare, and distribute a brochure on landscaping concentrating on native plants, lawn care, and gardening.
- For year one (1), the City will consider posting the new brochures (rain garden and landscaping) at garden centers/nurseries and announce/provide links to the new brochures on the City’s social media accounts.
- For year one (1), the City will populate its website with the existing and newly developed brochures and educational information listed above.
- For years one (1) through five (5), the City will continue educating school children on the importance of stormwater pollution prevention.

Responsible Departments: Keep Mobile Beautiful and Environmental Services

4.2.3 Educating Businesses

The City will continue to produce and deliver informative brochures to local businesses concerning topics such as management of food service establishments, use and storage of automotive chemicals, hazardous cleaning supplies, carwash soaps and other hazardous materials, and impacts of illicit discharges and how to report them. These topics are covered in the brochures listed in the Section 4.2.2 table.

Business can be a high contributor to illicit discharges. The City has educational material concerning illicit discharges which includes a means of reporting illicit discharges to City of Mobile 311.

Keep Mobile Beautiful has provided guidance on recycling to some individual businesses and provides recycling bins when available. Mobile County Health Department handles the permitting, inspection, and educational material for industries such as food establishments, hotels/motels, and daycares.

Measureable Goals:

- For year one (1), the City will populate its website with the brochures and educational information listed above.

Responsible Departments: Keep Mobile Beautiful, Environmental Services, MS4 Contractor

#### 4.2.4 Educating Homeowners, Landscapers, and Property Managers

The City provides multiple educational brochures applicable to Homeowners, Landscapers, and Property Managers as identified in the Section 4.2.2 table. The City will have educational materials located on the City’s website.

Measureable Goals:

- For year one (1) the City will prepare a brochure on stormwater pond maintenance for Homeowners, Landscapers, and Property Managers.
- For year one (1), the City will populate its website with the existing and newly developed brochures and educational information listed above.

Responsible Department: Keep Mobile Beautiful, City Engineering, MS4 Contractor

#### 4.2.5 Educating Engineers, Contractors, and Developers

Engineers, Contractors, and Developers have the same educational material available to them via the City’s website. The City plans to develop educational material to address: Impacts of increased storm water flows into receiving water bodies; and Run-off reduction techniques that may include, but not limited to, site design, pervious pavement, alternative parking lot design, retention of forests and mature trees to assist in stormwater treatment and flow control BMPs.

A link to [The Alabama Handbook for Erosion Control, Sediment Control, and Stormwater Management on Construction Sites and Urban Areas](#) will be located on the City Website.

Measureable Goals:

- For year one (1), the City will develop and populate its website with educational material to address: Impacts of increased storm water flows into receiving water bodies; and Run-off reduction techniques that may include, but not limited to, site design, pervious pavement, alternative parking lot design, retention of forests and mature trees to assist in stormwater treatment and flow control BMPs.
- For year one (1), the City will include a link to the [AL Handbook for Erosion Control, Sediment Control, and Stormwater Management on Construction Sites and Urban Areas](#) on its website.

Responsible Department: Keep Mobile Beautiful, City Engineering, MS4 Contractor

#### 4.2.6 Effectiveness of Public Education

The City will assess the interest in public education by tracking views on the City's stormwater website and the number of hard copy brochures collected from distribution centers.

The purpose of the Blight and Litter Campaign Plan is to evaluate and improve the City's efficiency in the enforcement of several ordinances. The City recognizes that adjustments are necessary across multiple departments along with the court system in order to deter littering and other issues involved with abandoned or neglected properties. The City believes that the Public Education program is effective and intends to make a significant effort toward the litter problem.

### **4.3 Public Participation and Involvement**

#### 4.3.1 Stormwater Management and Watershed Planning

The City will seek and consider public input in the revision and implementation of this SWMP Plan through its website. Comments will be emailed to Environmental Services.

The Mobile Bay National Estuary Program (MBNEP) is a voluntary, non-regulatory program. It stimulates a public approach to watershed management, and promotes a team approach to address common environmental issues. The City financially supports the MBNEP in their work associated with public participation and involvement programs. The City will continue efforts regionally through involvement with organizations such as the MBNEP as long as the organization continues to provide value to the City.

The Coastal Alabama Stormwater Team (CAST) is a group that represents a collaborative effort between multiple stakeholders (i.e., environmental groups, general public, local municipalities). The City has partnered with CAST to gauge the public's stormwater needs and concerns while informing them on how they may become involved. Information found on CAST's website ([www.cleanwaterfuture.com](http://www.cleanwaterfuture.com)) informs the public on steps they can take during everyday activities to reduce pollution. Specific activities discussed include what citizens can do at home, at work, and while at play. The website also informs citizens on ways to stay involved with local government and community meetings.

#### 4.3.2 Cleanup Events

Each year, the City will organize or participate in a minimum of two (2) cleanup events focused on litter, floatables, and debris from area waterways. The waterbodies identified for such an event based on citizen feedback include but are not limited to the following waterways (not listed by priority): Bolton Branch, Dog River, Eslava Creek, Industrial Canal, Moore Creek, Three Mile Creek, Maple Street Canal. For the waterbodies identified, the City must consider access and safety for citizens, parking availability, and space for disposal trucks/containers. If conditions within the waterway are deemed to be hazardous (snakes, alligators, dense vegetation, etc.), the cleanup event may focus on the shoreline, bank areas, or surrounding rights-of-way. City employees and equipment may be utilized within the waterway before, during, or after the volunteer cleanup effort.

The City also promotes cleanup through the Keep Mobile Beautiful campaign each year and participates in events such as or similar to the Great American Spring Clean-Up (March-May).

#### 4.3.3 Recycling

Recycling Events occur throughout the year. The number of events and information from the event is tracked and will be summarized in the Annual Report. Events include Paint Recovery Day (November), Electronics Recycling (March –May, November), Christmas Tree Recycling (December/January), Mulch Giveaway (January), American Recycles Day (November), and Household Hazardous Waste Day (March).

In addition, Keep Mobile Beautiful offers recycling bins on loan to organizers of events such as BayFest Music Festival, Azalea Trail Run, Crawfish and Bluegrass night at St Mary's, and school Fall Festivals and Spring Flings. Keep Mobile Beautiful recently received a grant which will provide funding for recyclable bins to be installed at public parks.

The Metro Mobile Recycling Drop-Off Center, a joint municipal operation and volunteer effort, is discussed in Section 9.2.4.

##### Measureable Goals:

- For year one (1), the City will post the current SWMP Plan and provide an email address for review comments.
- For year one (1), the City will utilize grant funding to install 30 recyclable bins (plastic and aluminum) within parks.

- For years one (1) through five (5), continue to organize and participate in at least two (2) area cleanup activities each year focused on the removal of litter, floatables, and debris from waterways.
- For year two (2), the City will identify a volunteer representative for each watershed within the MS4. The volunteer representative may organize cleanup events, encourage volunteer interest, assist with education in their community, and share resources with other watershed representatives within the City.
- For years one (1) through five (5), track all public events organized or participated in, by the City, involving recycling.
- For years one (1) through five (5), the City will continue to partner with organizations such as CAST as long as the organization is beneficial to reaching NPDES compliance.

Responsible Department: Environmental Services and Keep Mobile Beautiful

## **5.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION**

### **5.1 Introduction**

Non-stormwater discharges to the MS4 shall be effectively prohibited. ADEM provides exceptions for the following non-stormwater discharges, since they are not considered to be significant sources of pollution:

- Water line flushing
- Landscape irrigation (not consisting of treated or untreated wastewater unless authorized by ADEM)
- Diverted stream flows
- Uncontaminated ground water infiltration
- Uncontaminated pumped groundwater
- Discharges from potable water sources
- Foundation and footing drains
- Air conditioning drains
- Irrigation water (not consisting of treated or untreated wastewater unless authorized by ADEM)
- Rising ground water
- Springs
- Water from crawl space pumps
- Lawn watering runoff
- Individual residential car washing, to include charitable carwashes
- Residual street wash water
- Discharge or flows from firefighting activities (including fire hydrant flushing)
- Flows from riparian habitats and wetlands
- Dechlorinated swimming pool discharges

Any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a NPDES permit is referred to as an "Illicit discharge". The City's current stormwater ordinance prohibits illicit discharges to waters of the State (through the MS4). The current version of the ordinance is provided as Chapter 17 of the City Code at:

<http://library.municode.com/index.aspx?clientId=11265>.

Measureable Goals:

- For year one (1), the City will revise the stormwater ordinance to strengthen its legal authority for requiring removal of any confirmed illicit discharge. This ordinance will be posted on the City website.

Responsible Departments: Legal, MS4 Contractor, Environmental Services

## **5.2 Program to Locate Illicit Discharges and Improper Disposal into the MS4**

### **5.2.1 Dry Weather Screening**

The City conducts dry weather screening to detect and eliminate illicit discharges to the City's MS4 utilizing procedures outlined in the 2013 Illicit Discharge Detection & Elimination (IDDE) Plan (Appendix E). These efforts are conducted throughout the permitted area but are focused on the City's approximately 1,200 major outfalls. A map showing all known major outfalls is provided in Appendix A. These outfalls have been placed on a 5-year schedule for inspection/screening. The screening zones with schedule for the next five years are shown on the Dry Weather Field Screening Map in Appendix A. In addition to dry weather screening, outfalls are inspected when a suspected illicit discharge is reported by a citizen or City employee via the City of Mobile 311 System. A summary of the results of the screening are found in the Annual Report.

There are some areas within the incorporated portions of the City that are not served by sanitary sewer systems and as a result, utilize individual septic systems. The Mobile County Health Department - Environmental Health Services reviews applications and plans for septic systems, conducts installation inspections and responds to reports of septic system malfunctions and releases, some of which could impact the MS4. The City will request input from Mobile County Health Department to compile and maintain an inventory and map of septic systems. Dry weather screening of outfalls and drainage ditches is an important tool in identifying seepage or illicit inflows from sanitary sewer lines or septic systems.

Measureable Goals:

- For year one (1), the City will revise the IDDE Plan to be more specific.
- For year one (1), the City will train personnel performing illicit discharge screening on the IDDE Plan.
- For year one (1), the City will provide a map of structural BMPs owned, operated, or maintained by the Permittee.
- For years one (1) through five (5), continue dry weather screening of approximately 20% of major outfalls annually with all (100%) of major outfalls screened at least once every five years. Those outfalls deemed of highest risk for



illicit discharges will be screened semi-annually with an effort to screen at least once during non-typical business hours (weekend or evening hours).

- For years one (1) through five (5), implement IDDE Plan.
- For year one (1), the City will request input from Mobile County Health Department to compile an inventory and map of septic systems within the MS4 area. The City will attempt to collect inspection records of the septic systems and perform field screening in areas with a high density of septic systems.

Responsible Departments: MS4 Contractor, Environmental Services, GIS

### 5.2.2 Municipal Enforcement Patrolling

The City’s Municipal Enforcement Department performs regular right-of-way inspections for violations of the stormwater ordinance, right-of-way ordinance, and litter ordinance. Identified parties responsible for illicit discharges are issued a Notice of Violation and given a reasonable amount of time to correct the condition(s). If compliance is not achieved by a subsequent inspection, a Municipal Offense Ticket is issued. SOPs for Patrolling, Response to Illegal Dump, and Response to Illicit Discharge are provided in Appendix C.

Measureable Goals:

- For year one (1), the City will begin mapping and analyzing data of illicit discharges on the right-of-way. The City will attempt to follow through with increased enforcement and public education in areas where there is a high frequency of illicit discharges.
- For years one (1) through five (5), continue performing Municipal Enforcement patrolling of right-of-ways. Illicit discharge reporting and enforcement will be tracked and summarized in the Annual Report.

Responsible Departments: Municipal Enforcement, GIS

### 5.2.3 Urban Development Patrolling

The City’s Urban Development Department’s Safety Unit performs regular private property inspections for violations of the litter ordinance among other ordinances. Inspections are complaint driven, typically spurred by a citizen complaint to 311 resulting in an SRO. Identified parties responsible for illicit discharges are issued a Notice of Violation and given a reasonable amount of time to correct the condition(s). If compliance is not achieved by a subsequent inspection, a Municipal Offense Ticket is issued. SOPs for 311 Dispatch/SRO, Response to Illegal Dumping, and Response to Illicit Discharge are provided in Appendix C.

Measureable Goals:

- For year one (1), the City will begin to include inspection for violations of the stormwater ordinance on private property.
- For year one (1), the City will begin mapping and analyzing data of illicit discharges on private property. The City will attempt to follow through with increased enforcement and public education in areas where there is a high frequency of illicit discharges.
- For years one (1) through five (5), continue performing the Safety Unit’s inspecting of private properties. Illicit discharge reporting and enforcement will be tracked and summarized in the Annual Report.

Responsible Departments: Urban Development’s Safety Unit, GIS

5.2.4 Sanitary Sewage Overflows (SSO)

The City does not have authority over the sanitary sewer collection system. However, the City works closely with the Mobile Area Water and Sewer System (MAWSS) to minimize the impacts from any infiltration, inflow, sewer breaks, or other problems. MAWSS provides notification via email to Environmental Services and MS4 Contractor within 24 hours of a sanitary sewer discharge or storm water inflow. The MS4 Contractor investigates any sanitary discharge/seepage location within 10 days of the incident to confirm corrective action has been completed. This information is documented on the Inspection Form found in Appendix D and tracked by the MS4 Contractor. A summary and map of SSOs will be included in the Annual Report.

Measureable Goals:

- For years one (1) through five (5), continue communication with MAWSS and follow up inspection of SSOs. Provide a tracking summary and map of SSOs in the Annual Report.

Responsible Departments: MS4 Contractor, GIS

5.2.5 IDDE Awareness Training

Departments such as Public Works, City Engineering, Urban Development, Municipal Enforcement, and Environmental Services conduct work or inspections throughout the MS4 area. Personnel in these departments should be trained on how to detect a suspected illicit discharge and encouraged to report such a finding through 311. Training of all employees responsible for IDDE is the responsibility of Environmental Services and will be conducted at least once per permit cycle.

Measureable Goals:

- For years one (1) through five (5), conduct training of Public Works crews, City Engineering right-of-way/land disturbance/construction/post-construction inspectors, Urban Development building inspectors and safety officers, and Municipal Enforcement officers. Appropriate personnel will be trained at least once per permit cycle. New employees assigned to these duties will receive IDDE Awareness training within six (6) months of employment or as determined by the Department of which the employee is assigned.

Responsible Departments: Environmental Services

### 5.2.6 Public Reporting of Illicit Discharges

In the event an illicit discharge is detected by the general public, the citizen should report the illicit discharge to the City of Mobile 311 System by phone or online submission. Following receipt of the information from 311, a SRO is created and routed immediately to the Municipal Enforcement Department (for right-of-way locations) and Urban Development’s Safety Department (for private property) for investigation and enforcement. SOPs for responding to a SRO/Call Dispatch are provided in Appendix C. Municipal Enforcement and Urban Development track the illicit discharge reporting and enforcement.

If the reported illicit discharge is validated and suspected to be intermittent or continuous, Environmental Services and MS4 Contractor are dispatched to investigate and sample following the IDDE Plan.

Measureable Goals:

- For years one (1) through five (5), review a map of reported illicit discharge locations and 311 data on types of illicit discharges. Consider public education based on these results.
- For years one (1) through five (5), evaluate effectiveness of public reporting and public education by comparing the statistics to prior years.

Responsible Departments: MS4 Contractor, Environmental Services, Municipal Enforcement Department, Urban Development’s Safety Department, 311, and GIS

## 5.3 Enforcement

Enforcement procedures associated with illicit discharges witnessed by City staff or confirmed by tracing the source through analytical results are described in the

Enforcement Response Plan (ERP) provided in Appendix E. In addition to the procedures outlined in the ERP, ADEM is notified of all confirmed illicit discharges.

Measureable Goals:

- For year one (1), the City will review procedures outlined in the ERP with personnel responsible for illicit discharge enforcement.
- For years one (1) through five (5), implement the Illicit Discharge ERP and track enforcement measures.
- For year two (2), the City will evaluate the need to revise the Enforcement Response Plan to reflect the revised stormwater ordinance.

Responsible Departments: Environmental Services, Legal, Municipal Enforcement Department, Urban Development's Safety Department

## **6.0 CONSTRUCTION SITE RUNOFF CONTROL**

### **6.1 Introduction**

The permit requires a program to reduce the discharge of pollutants from construction sites. This is achieved through education of contractors, engineers and construction companies, site inspections, and plan review.

The stormwater ordinance addresses construction site runoff control and can be found in Chapter 17 of the City Code at:

<http://library.municode.com/index.aspx?clientId=11265>.

### **6.2 Site Plan Review**

Developers must obtain a Land Disturbance Permit from the Urban Development's Central Permitting Office for all residential sites that disturb 4,000 square feet or more. All subdivision, commercial, and industrial sites that disturb land are required to get a land disturbance permit. Currently, the following MS4-related criteria are met prior to issuance of the Land Disturbance Permit:

1. Developer may request an optional Pre-Development Meeting with City Engineering and Urban Development.
2. Developer submits a Land Disturbance Permit Application with Site Grading and Drainage Plan and Erosion Control Plan, Land Disturbance Permit Checklist, and Land Disturbance Permit Certification. These documents include but are not limited to the following requirements:
  - a. The developer notes whether a Notice of Intent (for sites at least 1 acre in size or sites less than one acre but part of a larger common plan/development/sale) has been submitted to ADEM on the Land Disturbance Checklist Form.
  - b. Developer agrees to maintain BMPs including structural control throughout the life of the project. If there is a structural control on the site, the maintenance plan is signed and notarized.
  - c. Developer agrees to submit as-built drawings if there are significant changes from the design plans and the engineer agrees to submit a final as-built certification for the construction.
  - d. Developer agrees to notify City of project startup.
3. City Engineering performs a pre-development inspection if the reviewer is unfamiliar with the site.
4. City Engineering reviews the developer's submittals (no. 2 above), completes a Land Disturbance Permit Review Checklist, and provides signature approval.

The City participates with the Alabama Branch of the Associated General Contractors, the Home Builders Association of Alabama, the South Alabama Regional Planning Commission, the League of Municipalities, the Auburn Agricultural Extension Service, and the Mobile Bay National Estuary Program to proliferate the use of BMPs.

The use of BMPs is encouraged regardless of project size. Memorandums are generated periodically from the City to design professionals reminding them of their responsibilities toward planning and implementation of construction BMPs and design requirements.

Measureable Goals:

- For year one (1), the City will revise the Stormwater Ordinance and Land Disturbance Checklist for qualifying construction sites to adopt the Alabama Handbook for Erosion Control, Sediment Control, and Stormwater Management on Construction Sites and Urban Areas as the standard for design and selection of nonstructural and structural construction BMPs. The revised Stormwater Ordinance and Land Disturbance Checklist will be posted on the City website.
- For year one (1), the City will revise the Land Disturbance Permit Certification, as it relates to qualifying construction sites, to document that the post-construction site conditions are designed to provide runoff that mimics the pre-development hydrology for a 1.2 inch rainfall over a 24-hour period preceded by a 72-hour antecedent dry period.
- For year one (1), revise the Land Disturbance Permit Certification and checklist, as it relates to qualifying construction sites, to require a statement of whether (a) the site meets the definition of a Priority Construction Site (defined in NPDES Permit # ALS000007) or (b) the site could be considered a significant threat to water quality. The Land Disturbance Permit Certification will include factors to be considered for classifying sites which pose significant threats to water.
- For year one (1), revise the Land Disturbance Permit Certification and checklist, to require the developer to submit as-built drawings, along with the engineer's as-built certification form, within 120 days of construction completion for all qualifying construction sites. If corrections/revisions need to be made to the as-built drawings, the corrected/revised as-built drawings will be submitted before a final certificate of occupancy is issued.
- For year one (1), revise the Land Disturbance Permit Review Checklist to incorporate the new requirements described in the previous measurable goals.
- For years one (1) through five (5), the City will provide educational materials and resources related to the application and maintenance of erosion and sediment controls on its website.

Responsible Department: City Engineering, Urban Development, Legal, MS4 Contractor

### **6.3 Construction Site Inspection**

The City Engineering staff inspects all qualifying construction sites every two months, at a minimum to ensure that BMPs are being implemented correctly and are maintained properly. Priority construction sites and other qualifying construction sites determined by the City or ADEM to be a significant threat to water quality are inspected monthly, at a minimum. A copy of the construction inspection checklist is provided in Appendix D. City Engineering tracks these construction site inspections and is responsible for enforcement by issuing the verbal warnings, Notice of Violations, and Municipal Offense Tickets. Tracking of the Municipal Offense Ticket through Municipal Court is accomplished through the 311 System.

Construction site inspections are also conducted following a complaint filed by a citizen through the City of Mobile 311 System by phone or online submission. The same construction site inspection form, enforcement, and tracking mechanisms apply to these inspections.

Construction site inspection personnel will be trained by completing ADEM's Qualified Credentialed Inspector (QCI) training. The QCI program provides training in the requirements of the Alabama NPDES rules, ADEM's construction stormwater management program, evaluation of construction sites to ensure that BMPs are effectively implemented and maintained, and evaluation of conveyance structures, receiving waters and adjacent impacted offsite areas to ensure the protection of water quality. Initial QCI training and annual refresher certificates will be maintained by Environmental Services for the Annual Report.

#### Measureable Goals:

- For year one (1), the City will revise the Construction Site Inspection Checklist. The revisions will include but are not limited to the following:
  - Add designation of “Priority Construction Site”, “Site with Significant Threat to Water Quality”, and “Other Qualifying Construction Sites”.
  - Simplify the form so the majority of static information (Project Information section) does not have to be recorded at each inspection.
  - Requirements for construction site operators to control waste – specifically add discarded materials, concrete truck washout, chemicals, and sanitary waste.
- For years one (1) through five (5), the City will continue to require members of staff involved in construction site inspections to be QCI trained.
- For years one (1) through five (5), the City will perform construction site inspections following the criteria described above.

Responsible Department: City Engineering, Legal

#### **6.4 Enforcement Response Plan for Construction Site Violations**

When City Engineering staff identifies insufficient BMPs, the staff initiates communications with the contractor to improve BMP controls. If during an inspection a minor violation is identified that could immediately be remedied, the inspector will either issue at his/her discretion a verbal warning or Notice of Violation. If a verbal warning is issued, the corrective action must take place immediately. When a serious violation, as outlined in the Enforcement Response Plan, is identified that requires a corrective action that cannot be remedied immediately, a Notice of Violation will be issued and corrective action must take place before the deadline stated in the Notice of Violation. If noncompliance continues, a Municipal Offense Ticket is issued.

If numerous Notice of Violations or Municipal Offense Tickets are accumulated during the project or if corrective action is not completed within the allotted period of time, a Stop Work Order may be issued along with formal report being issued to ADEM concerning the permit violation. Tracking of all enforcement activities will be the responsibility of the City Engineering Department.

Measureable Goals:

- For year one (1), the City will create and thereafter implement a Construction Site Enforcement Response Plan. This plan will provide a written procedure for issuing verbal warnings, Notice of Violations, Municipal Offense Tickets, Stop Work Orders resulting from regularly scheduled inspections or inspections spurred by a citizen complaint through the 311 system.
- For years two (2) through five (5), the City will implement the Construction Site Enforcement Response Plan.

Responsible Department: City Engineering, Legal



## **7.0 POST-CONSTRUCTION RUNOFF CONTROL**

### **7.1 Requirements and Standards**

Following construction completion, the City currently requires as-built drawings if there were significant changes from the approved plans submitted for the Land Disturbance Permit. These as-built drawings must show where the detention connects to the MS4. Additionally, a video of the underground detention system as well as the tie from the underground detention system to the City right of way and underground pipe in the right-of-ways is required, where applicable. The City will implement a requirement for developers to submit an “As-Built Certification” along with the as-built drawings within 120 days of project completion before a temporary certificate of occupancy will be issued for all qualifying construction sites. The As-Built Certification shall include flow calculations, if there are any revisions from the permit submittal. The City conducts As-Built and right-of-way inspections.

The City is currently developing post-construction runoff control standards to be required and enforced at all qualifying sites. These standards will be utilized for all approved land disturbance permits dated after the effective date of the revised stormwater ordinance. Post-construction BMPs must be designed and constructed to provide runoff that mimics the pre-development hydrology for, a minimum, 1.14 inch rainfall over a 24-hour period preceded by a 72-hour antecedent dry period. Pre-development and post-development drainage calculations must be prepared and sealed by an Alabama Licensed Professional Engineer and submitted with the Land Disturbance Permit Application and with the As-Built Certification.

#### Measureable Goals:

- Within 365 days of the effective date of the permit, the City will revise the Land Disturbance Permit Certification and checklist to require developers of qualifying construction and/or new development/re-development sites to maintain post-construction structural and non-structural BMPs until the maintenance responsibility is legally transferred to another party.
- For year one (1), the City will consider implementing a requirement for developers to record maintenance of structural controls on deeds (in addition to having the maintenance plans signed and notarized) for qualifying construction sites.
- Within 365 days of the effective date of the permit, the City will revise the Stormwater Ordinance to require landowners to maintain post-construction structural and non-structural BMPs for all qualifying construction or new development/redevelopment sites. This requirement will not be applicable to sites with approved land disturbance permits dated prior to the effective date of the

revised stormwater ordinance. The revised Stormwater Ordinance will be posted to the City website.

- Within 365 days of the effective date of the permit, the City will prepare a written Post-Construction Enforcement Response Plan.
- For years one (1) through five (5), the City will update an inventory of post-construction structural controls for which the City has responsibility. For year one (1), the City anticipates that only City owned or operated structural controls will fall under its responsibility.
- Within 365 days of the effective date of the permit, the City will identify LID/green infrastructure resources on its website and encourage the use of LID/green infrastructure.
- For years two (2) through five (5), the City will develop LID/green infrastructure standards and update the Land Disturbance Permit Application and Review process accordingly.

Responsible Department: City Engineering, Urban Development, Legal, Environmental Services

## **7.2 Post-Construction Inspections**

The City is currently developing a program for performing post-construction inspections on all qualifying sites with approved land disturbance permits dated after the effective date of the revised stormwater ordinance. Post-construction site inspections will be performed to identify site conditions including BMP condition, along with other site characteristics indicating whether site maintenance is required. Post-construction inspections will be required of qualifying construction and new development/re-development sites. Structural and non-structural controls will require annual inspections. Annual inspection documentation will include photo documentation of critical BMP components and maintenance agreements for long-term BMP operations and maintenance.

Measureable Goals:

- Within 365 days of the effective date of the permit, the City will create and begin implementing a post-construction inspection checklist for qualifying construction and/or new development/re-development sites. The City must determine whether the inspections will be conducted by City Engineering staff or a QCI or similar at the landowner's expense. These annual inspections will be tracked and landowners with deficiencies will be mailed a Notice of Violation letter with details of required improvements and schedule. Noncompliance will result in a Municipal Offense Ticket which will be processed through Municipal Court.

Responsible Department: City Engineering

## **8.0 SPILL PREVENTION AND RESPONSE**

### **8.1 Spill Prevention/Spill Response Plan**

The City's plan to prevent, contain, and respond to a spill that may discharge into the MS4 is in place through multiple programs. Spills containing hazardous materials on private property are responded to by the City of Mobile through the Mobile Fire and Rescue Department, Haz-Mat Response Team. All incidents that the Haz-Mat Response Team responds to are handled in compliance with the guidelines established within the National Fire Protection Agency (NFPA) 471 and 29 CFR 1910.120. SOPs for Hazardous Materials On Scene Operations and Response Reports are provided in Appendix C. ADEM is notified of hazardous material response through the Mobile County Emergency Management Agency. The Haz-Mat Response Team will forward these reports to Environmental Services. Photos of the spill and post-cleanup must be retained for a minimum of five (5) years. Environmental Services will summarize the spill data for inclusion in the Annual report.

Spill cleanup during highway transportation is the primary responsibility of the transporter; however, the Haz-Mat Response Team, Mobile County Sheriff's Department, and representatives of the Public Works Department will respond to assist in emergency efforts and to address concerns regarding traffic control, prevention of entry of materials into the City MS4, and to address damage to roads and bridges.

The City has implemented a Spill Prevention Control and Countermeasure (SPCC) program. This program was created to address oil spills at municipal facilities and is managed by Environmental Services. All spills from municipal facilities or operations are reported to Environmental Services. For all spills that Environmental Services cannot manage, an Oil Spill Response Organization shall be contacted. The SPCC Plan describes the City's oil storage facilities, methods utilized for spill prevention, oil spill contingency plan, and reporting requirements. Upon request, the SPCC Plan will be submitted to ADEM.

Infrequently, containers of waste (typically used petroleum products) are abandoned on the City rights-of-way. The Department of Environmental Services will conduct any cleanup required and will transport the wastes and any impacted soil to a Public Works facility for temporary storage until proper disposal can be coordinated.

All hazardous spill responses occurring at municipal facilities or on the right-of-way will be tracked and summarized for the Annual Report. This summary will include: location, spill substance, incident date, time to resolution, any enforcement actions taken, and photographs of the spill and post-cleanup.

The Environmental Services and Fire and Rescue Departments will coordinate sharing of data with the GIS Department so spill sites can be mapped and chronic problem areas identified. This information may be provided in the Annual Report.

Measureable Goals:

- For years one (1) through five (5), the City will continue to track all spills, spill response, and cleanup activities for spills.
- For years one (1) through five (5), the City will utilize GIS to identify all spill locations, inspection locations, and chronic problem areas.
- For years one (1) through five (5), the City will continue to implement the Spill Prevention/Spill Response Plan as described above.

Responsible Department: Environmental Services, Fire and Rescue Haz-Mat Response Team, GIS

## **8.2 Spill Prevention and Response Training For City Personnel**

The Environmental Services Department presents an annual SPCC training class to applicable City employees. These presentations address spill prevention, spill response, and clean-up activities. Training documentation includes a description of the training materials/curriculum and records of attendance. This documentation will be provided in the Annual Report.

Measureable Goals:

- For years one (1) through five (5), the City will continue to provide training to appropriate personnel in spill prevention and response procedures and techniques to mitigate pollutant discharges from spills to the MS4.

Responsible Department: Environmental Services

## **9.0 POLLUTION PREVENTION/GOOD HOUSEKEEPING**

### **9.1 Introduction**

The NPDES Permit requires the City to develop, implement, and maintain a program that will prevent or reduce the discharge of pollutants in stormwater runoff from municipal operations to the MEP. To meet this requirement, the City will employ BMPs that result in pollution prevention and also utilize good housekeeping measures at its municipal facilities. Each topic is as discussed below.

### **9.2 Pollution Prevention**

Pollution prevention includes measures that involve roadways, rights-of-way, recycling, and stormwater management systems.

#### **9.2.1 Street Sweeping**

The City typically operates a street sweeper on a daily basis, weather permitting. All public, paved streets are swept annually, at a minimum, by Public Works staff. A SOP for Street Sweeping is provided in Appendix C. Public Works staff will track the streets swept and quantity of sediment removed and forward that information to Environmental Services for the Annual Report.

Measureable Goals:

- For years one (1) through five (5), the City will sweep all public, paved streets and track/report sediment removed in the Annual Report.

Responsible Department: Public Works

#### **9.2.2 Vegetation Control**

The City is responsible for maintaining vegetation within right-of-way ditches, medians along public roads, and the grounds of municipal facilities (with the exception of some leased properties). The Parks and Recreation Department is responsible for landscape maintenance at public parks and cutting the majority of right-of-way ditches and grounds keeping at other facilities, the Golf Course staff maintains the city's golf course, and Public Works is responsible for cutting and maintaining major ditches and major maintenance of right-of-way ditches. Parks and Recreation and Public Works do not have equipment capable of collecting grass clippings though personnel are trained to direct clippings away from roads and stormwater inlets. A Vegetation Control SOP is provided in Appendix C. Some parks have areas of alternative ground cover which do

not require frequent mowing. Right of way ditches are sprayed with herbicides to control vegetation.

Measureable Goals:

- For years one (1) through five (5), the City will continue to implement the Vegetation Control SOP.

Responsible Department: Public Works, Parks and Recreation, and Golf Course

### 9.2.3 Litter Removal

The City shall maintain its streets and right-of-ways in a manner to minimize discharge of pollutants. The City currently relies on inmates from local correction facilities and persons fulfilling community service hours, under the supervision of Parks and Recreation staff, along with Public Works light duty personnel to remove litter from right-of-ways. The City relies on persons fulfilling community services hours under the supervision of Parks and Recreation staff, along with Public Works light duty personnel to remove litter from parks. Public Works is assigned to remove litter and debris collected by these groups. The Parks and Recreation Mowing Division is responsible for four trucks dedicated to litter removal. Parks and Recreation runs routes for litter collection and responds to citizen complaints received via the 311 system. The efficiency of the litter removal program will be evaluated as part of the Blight and Litter Campaign Plan. See Section 4.2.1.1 for more information concerning the Blight and Litter Campaign Plan.

Measureable Goals:

- For year one (1), the City will evaluate cost-effective methods for advancing the litter removal program as part of the Blight and Litter Campaign Plan. The City will consider how to increase the number of man hours from inmates and community service hours assigned to litter collection.
- For years one (1) through five (5), the City will track quantity of litter collected from the right-of-ways for the Annual Report.

Responsible Department: Parks and Recreation, Public Works, and Municipal Court

### 9.2.4 Recycling

Keep Mobile Beautiful operates the Metro Mobile Recycling Drop-Off Center which accepts used oil, filters, antifreeze, plastic, aluminum, steel, glass, paper, wooden pallets, styrofoam, pine straw, and clothing. Aaron Oil, a local oil company, recycles the used oil that is dropped off to the City's Recycling Center.

A recycling program for paper has been implemented in Government Plaza where the majority of employee offices are located. A private vendor collects the recyclables approximately once per week and Keep Mobile Beautiful tracks and reports the recycled paper for the Annual Report. Many of the outlying departments also recycle paper and some have organized collection of other recyclables. These departments drop off materials to the Recycling Center themselves or drop off recycled paper at one of more than 200 drop boxes throughout Mobile. Since this recycling effort is not an official program, the collected material is not tracked or reported.

Recycling efforts that rely on public involvement such as recycling bins at parks/festivals, and specific collection days for paint, Christmas trees, etc. are described in Section 4.3, Public Education/Involvement.

Measureable Goals:

- For years one (1) through five (5), the City will continue operating the Recycling Center.
- For years one (1) through five (5), the City will continue to recycle paper from Government Plaza. The quantity of paper collected will be tracked and reported in the Annual Report.

Responsible Department: Keep Mobile Beautiful

### 9.2.5 Flood Management Projects

The City shall assess the impacts to water quality resulting from flood management projects. Typical flood management projects for the City include dredging and cleaning/debris removal from drainage ditches. The Public Works Department performs these flood management projects with coordination and oversight from Environmental Services personnel. The City will continue to evaluate erosion and sediment control during the design phase and implementation of these projects. City Engineering provides support to Public Works as requested.

The City will consider the feasibility of retro-fitting existing structural control devices to provide additional pollutant removal among other capital improvement project priorities.



### **9.3 Good Housekeeping**

#### **9.3.1 Municipal Facility Inventory**

The City owns more than 200 facilities including various office buildings, equipment yards, garages, parking lots, pools, parks, and one golf course. A Municipal Facility Inventory is provided in Appendix F.

Measureable Goals:

- For year one (1), the City will revise the Municipal Facility Inventory to include facilities leased to or by the City, with notes for regarding maintenance responsibilities.
- For years two (2) through five (5), the City will update the facility inventory as needed.

Responsible Department: Real Estate and Asset Management

#### **9.3.2 SOPs for Municipal Operations**

Good housekeeping involves sound practice in operations and maintenance of vehicles and equipment, material storage practices, material inventory controls, routine and regular clean-up schedules, maintaining well organized work areas, and educational programs for employees about all of these practices. The City has prepared the following SOPs to formalize and encourage good housekeeping BMPs:

- Concrete and Sidewalk Repair;
- Asphalt and Street Repair;
- Dirt & Gravel Roads & Easements Maintenance;
- Public Structural Control Maintenance;
- Vehicle Fleet/Equipment Maintenance and Repair;
- External Building Maintenance;
- Mowing and Right of Way Maintenance;
- Trash Receptacles;
- Addressing Storm Water Pollution in Daily Activities;
- Pet Waste;
- PHF Storage, Application & Spill Procedures;
- Equipment Washing;
- Material Storage Areas; and
- Storage and Disposal of Chemicals and Waste Materials.

The SOPs listed above are included in Appendix C.

Measureable Goals:

- For years one (1) through five (5), annual refresher training will involve review of applicable SOPs. City employees will update SOPs, as needed. Any revisions to the SOPs will be forwarded to Environmental Services for documenting in the Annual Report/SWMP Plan.

Responsible Departments: Public Works, Real Estate and Asset Management, Parks and Recreation

### 9.3.3 Municipal Facility Inspections

The purpose of a facility inspection is to evaluate possible conditions that may impact stormwater. Municipal facilities will be regularly inspected by Environmental Services Department staff. Municipal facilities classified as PHF storage locations, municipal shops and equipment yards will be inspected annually, at a minimum, as discussed in Sections 10 and 11. A copy of the Municipal Facility Inspection Checklist can be found within Appendix D. Any deficiency will be reported to the Facility Manager for appropriate response actions.

Measureable Goals:

- For years one (1) through five (5), inspections will be conducted following the provided schedule so that all municipal facilities are inspected at least once per permit cycle. Inspections along with corrective actions will be tracked by Environmental Services for inclusion in the Annual Report.

Responsible Department: Environmental Services

### 9.3.4 Employee Training

Facility Managers and employees responsible for the proper use of BMPs will receive site-specific training based on SOPs that are applicable to their facility. Environmental Services personnel will conduct the training at least once during the permit cycle and according to the proposed Facility Inspection and Good Housekeeping Training Schedule provided in Appendix F. The Environmental Services Department will be responsible for documenting and tracking Good Housekeeping Practices Training.

Measureable Goals:

- For years one (1) through five (5), the City will train Facility Managers and employees responsible for the proper use of BMPs. This training will be conducted following the provided schedule so that all appropriate personnel receive training at least once per permit cycle. Training sessions will be tracked by Environmental Services for inclusion in the Annual Report.

Responsible Department: Environmental Services

## **10.0 PESTICIDES, HERBICIDES, AND FERTILIZERS (PHFS)**

The use of pesticides and herbicides by the City is limited to those used on right-of-ways and parks. Generally, fertilizer is not used. The Parks and Recreation Department sprays herbicide on roadside shoulders, some drainage ditches, and parks. Public Works hires a contractor to spray herbicide within some major drainage ditches/outfalls. These personnel are certified and licensed to perform this work. Most of the training for this operation comes from the Alabama Department of Agriculture. The herbicides that are used are of the contact type. The material is not applied during any wet weather or windy conditions and is generally not sprayed in any area of running or standing water. Public Works will provide Environmental Services with the contractor's certification records and information on dates/locations of PHFs.

Parks and Recreation staff are the only City employees who handle pesticides and herbicides. An inventory of all PHFs is maintained by the Parks and Recreation Department, a copy of which is transmitted to Environmental Services for inclusion within the Annual Report. Parks and Recreation Staff will also track PHF application information to help identify high application areas.

Measureable Goals:

- 
- For year one (1), the City will create an inventory of on hand PHFs including information about the formulations of various products as described in the NPDES Permit.
- For year one (1), the City will review eligibility to the ADEM NPDES Pesticide General Permit ALG870000 and submit NOI if applicable.
- For years one (1) through five (5), the City will identify all areas receiving high frequency (greater than four (4) per year) of PHF applications.

Responsible Department: Parks and Recreation, Public Works, and Environmental Services

### **10.1 PHF Inspections and Monitoring**

Inspection of PHF storage areas within Municipal Facilities will be performed by Environmental Services. Copies of inspections are maintained by Environmental Services. A copy of the PHF Inspection Form can be found within Appendix D.

- For years one (1) through five (5), the City will inspect Municipal Facilities storing PHFs once a year. During these inspections, equipment use and

maintenance will be documented. PHF storage locations are noted in the Municipal Inventory in Appendix F.

Responsible Department: Environmental Services

## **10.2 Employee PHF Training**

Municipal employees responsible for the handling and proper application of PHFs will be trained on the safe use, storage and disposal of PHFs. The Parks and Recreation Department will be responsible for documenting and tracking PHF Training and providing the documentation to Environmental Services.

Measureable Goals:

- For years one (1) through five (5), the City will conduct an annual training of safe use, storage, and disposal of PHFs

Responsible Department: Parks and Recreation, Environmental Services

## **11.0 OIL, TOXICS AND HOUSEHOLD HAZARDOUS WASTE**

The City’s Metro Recycling Center accepts used oil during daily operation of the facility. In addition, a list of facilities within the City that will take used oil is generated and distributed through the efforts of the Keep Mobile Beautiful Department. Environmental Services is routinely contacted by residents regarding the proper way to dispose of Household Hazardous Waste and provides those interested with the necessary information. Educational Material concerning hotline numbers and alternatives to toxic material will be prepared and made available by Keep Mobile Beautiful.

### Measureable Goals:

- For year one (1) through five (5), the City will inspect municipal maintenance shops and equipment yards annually and provide inspection reports in the Annual Report. Facilities classified as municipal maintenance shops and equipment yards are noted in the Municipal Inventory in Appendix F.
- For years one (1) through five (5), the City will continue to prepare and distribute educational material concerning used oil facility locations.
- For year two (2), the City will prepare and distribute educational material concerning hotline numbers (including the Metro Recycling Center phone number) and alternatives to toxic material. Educational material will be made available through the City’s website.

Responsible Departments: Keep Mobile Beautiful and Environmental Services

## **11.1 Employee Training**

Municipal employees responsible for the proper use of oils, toxics and hazardous waste will be trained on the safe use, storage and disposal of these materials. Environmental Services will be responsible for documenting and tracking this Training.

### Measureable Goals:

- For year one (1) through five (5), the City will provide employee training on spill prevention at all municipal facilities where oils or toxic materials are used. Attendance records and presentations from the training will be provided in the Annual Report.

Responsible Departments: Environmental Services

## **12.0 INDUSTRIAL STORM WATER RUNOFF**

### **12.1 Priorities and Procedures for Inspections of Industrial and High-Risk Facilities**

The City currently has no municipal waste landfills which drain to its MS4. For all hazardous waste treatment, storage, disposal (TSD) and recovery facilities which fall within the MS4 boundary, annual inspections of the facility will occur. Facilities of high risk, including commercial facilities without NPDES permits or those with the potential to discharge substantial pollutant loadings to the MS4, are inspected at least annually. This inspection is performed by the City's MS4 Contractor.

Industrial facilities operate under separate NPDES Permits issued by ADEM. The monitoring program is required to collect quantitative data about stormwater discharges from the facilities. This data is collected by reviewing the Discharge Monitoring Reports the industrial facility submits to ADEM. The City may fulfill the industrial facility inspection requirement by reviewing the Discharge Monitoring Report(s) for some or all of the facilities to determine if there are any violations. Records of these inspections and data review are maintained by MS4 Contractor.

#### Measureable Goals:

- For year one (1), the City will revise the City's Stormwater Ordinance to provide adequate legal authority concerning Industrial Storm Water Runoff to include but not limited to:
  - Provide access for City personnel to inspect facilities which discharge to the MS4;
  - Require industrial facilities to submit to the City all electronic Discharge Monitoring Reports required by separate NPDES permits.
- For year one (1), the City will identify and map TSD and recovery facilities within the MS4 boundary.
- For years one (1) through five (5), the City will inspect annually all identified municipal waste landfills and TSD and recovery facilities.
- For year one (1), the City will identify, using GIS, the high-risk commercial facilities without an NPDES Permit.
- For years two (2) through (5), the City will inspect high-risk commercial facilities that do not have an NPDES permit.
- For years one (1) through five (5), the City will review Discharge Monitoring Reports submitted by industrial facilities and summarize data collected to ensure industries are not in violation. The City will summarize all enforcement actions, if applicable.

Responsible Departments: Environmental Services, GIS, Legal, MS4 Contractor

## **12.2 Inventory of Industrial and High Risk Stormwater Sources**

The City is required to maintain an inventory of municipal waste landfills, hazardous waste TSD facilities and high-risk commercial facilities. The City will update the inventory annually as new high-risk sources becoming operational and other sources are either closed or no longer considered high-risk.

### Measureable Goals:

- For years one (1) through five (5), the City will update a list of all municipal waste landfills, hazardous waste TSD and recovery facilities, and high-risk commercial facilities within the MS4.

Responsible Departments: Environmental Services, GIS



## **13.0 STORM WATER MONITORING**

### **13.1 Storm Event Monitoring**

Monitoring is conducted at representative in-stream monitoring locations to characterize the quality of storm water discharges from the MS4. The stormwater sampling protocol is performed in general conformance with EPA 833-B-92-001 “EPA NPDES Stormwater Sampling Guidance Document” (July 1992). Each sample is collected more than 72 hours after the end of the previous measurable rainfall event.

The City has a MS4 boundary that contains 15 impaired (303(d) or TMDL) streams. Of the 15 impaired streams, three (3) are monitored for determining major land use characteristics inside the MS4 boundary. The major land use characteristics include industrial, residential, and commercial areas. The three representative locations include:

- Industrial: Rabbit Creek in Dog River Watershed
- Commercial: Eslava Creek (East) in Dog River Watershed
- Residential: Eightmile Creek in Chickasaw Creek Watershed

The frequency of monitoring from the three (3) representative locations above will be semi-annual to establish a seasonal trend. Samples from the representative locations will be analyzed for the following parameters:

- |  |                                  |
|--|----------------------------------|
| A) Temperature                           | L) Chemical Oxygen Demand        |
| B) pH/ORP                                | M) E. Coli                       |
| C) Turbidity                             | N) Fecal Coliform                |
| D) Conductivity                          | O) Hardness as CaCO <sub>3</sub> |
| E) Dissolved Oxygen                      | P) Nitrate plus Nitrite Nitrogen |
| F) Cadmium                               | Q) Oil and Grease                |
| G) Copper                                | R) Total Dissolved Solids (TDS)  |
| H) Lead                                  | S) Total Kjeldahl Nitrogen (TKN) |
| I) Zinc                                  | T) Total Nitrogen (TN)           |
| J) Ammonia Nitrogen (NH <sub>3</sub> -N) | U) Total Phosphorus              |
| K) Biochemical Oxygen Demand             | V) Total Suspended Solids (TSS)  |

### 13.2 Impaired Water Bodies

Section 303(d) of the CWA requires that states, territories, and authorized tribes develop lists of impaired waters in their jurisdictions. The lists are required to be updated every other year, which is managed by ADEM. Water bodies included on the 303(d) list and TMDL list are considered impaired because they do not meet water quality standards for at least one designated use. As of the date of this SWMP Plan, there are eight (8) impaired waters located within the City MS4 not impacted by atmospheric deposition or sampled under the procedures outlined in Section 13.1. These eight (8) impaired waterbodies will be monitored semi-annually for at least two years to determine trend and overall impact. ADEM and the City may evaluate concentrations of pollutants of concern and consider annual sampling of the impaired waterbodies in the future. The following is the list of impaired streams and the parameters for which they are monitored:

Waterbody	Representative Watershed	Impairment(s)	Monitoring Parameter(s)
Threemile Creek	Threemile Creek	Pathogens, OE/DO	E. Coli, Fecal Coliform, BOD, COD, Dissolved Oxygen
Dog River	Dog River	Pathogens, OE/DO	E. Coli, Fecal Coliform, BOD, COD, Dissolved Oxygen
Halls Mill Creek	Dog River	Siltation	Turbidity
UT to Threemile Creek	Threemile Creek	Nutrients, Pathogens	Ammonia Nitrogen, Nitrate plus Nitrite Nitrogen, Total Kjeldahl Nitrogen, Total Nitrogen, Total Phosphorus, E.Coli, Fecal Coliform
Middle Fork Deer River	Dog River	OE	BOD, COD
Bayou Sara/Norton Creek	Bayou Sara	OE/DO	BOD, COD, Dissolved Oxygen
Bolton Branch (East)	Dog River	Pathogens	E. Coli, Fecal Coliform
Bolton Branch (West)	Dog River	Pathogens	E. Coli, Fecal Coliform

Records are maintained including all analytical results, the date and duration (in hours) of the storm event(s) sampled; rainfall measurements (in inches) of the storm event which generated the sampled runoff; the duration (in hours) between the storm event sampled and the end of the previous measurable (greater than 0.1 inch rainfall) storm event and an

estimate of the total volume (in gallons) of the discharge sampled. This data is utilized to generate the annual pollutant loading reported in the Annual Report.

## **14.0 IMPLEMENTATION AND REVIEW**

### **14.1 Introduction**

The Stormwater Management Program is implemented in accordance with Section 402(p)(3)(B) of the Clean Water Act, the Stormwater Regulations (40 CFR Part 122.26), ADEM’s NPDES Permit Number ALS000002 and ADEM’s Preliminary Draft NPDES Permit Number ALS000007.

Implementation of the Stormwater Management Program was originally achieved through participation with other co-permittees in lieu of creating duplicate program elements for each individual permittee. This Stormwater Management Program, taken as a whole, achieves the "effective prohibition" and "MEP" standards from Section 402(p)(3)(B) of the Clean Water Act.

### **14.2 Documentation**

Multiple City departments are involved with the day-to-day responsibilities of implementing the stormwater program. Each department documents their responsibilities and reports to the Environmental Services for inclusion to the MS4 Annual Report.

### **14.3 Review and Revisions**

The City will conduct an annual review of the current SWMP Plan in conjunction with the preparation of the Annual Report. The City may modify the SWMP Plan at any time during the life of the permit. Modifications to the SWMP Plan shall be submitted to ADEM and described in the Annual Report. Examples of acceptable modifications are:

- Adding components, controls or requirements to the approved SWMP may be made at any time upon written notification to the Director.
- Replacing an ineffective or infeasible BMP specifically identified in the SWMP with an alternate BMP may be requested at any time. Written notification to the director is required.

### **14.4 Annual Report**

An Annual Report will be prepared and submitted to ADEM no later than January 31 every year. The report shall cover the previous fiscal year from October 1 to September 30. The reporting requirements outlined in the Permit will be followed, including:

- a. List of Contacts and Responsible Parties;

- b. Overall evaluation of the Storm Water Management Program Elements and Progress;
- c. Narrative report of all program elements;
- d. Monitoring section with maps, data, discussion of monitoring efforts, trend analysis and interpretation;
- e. Status of implementation and proposed changes to the SWMP Plan;
- f. Summary of inspections and nature of enforcement actions;
- g. Implementation status of public education programs; and
- h. Complete financial analysis of the fiscal year covered by the Annual Report and the following fiscal year.

**APPENDIX A**  
**MAPS**

# MS4 BOUNDARY

## CITY OF MOBILE

SWMP Plan  
Draft NPDES Permit No. ALS000007



- MS4 Boundary
- Water
- Stream

- BAYOU SARA
- CHICKASAW CREEK
- DOG RIVER
- MILLERS CREEK
- MOBILE BAY

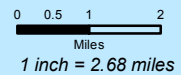
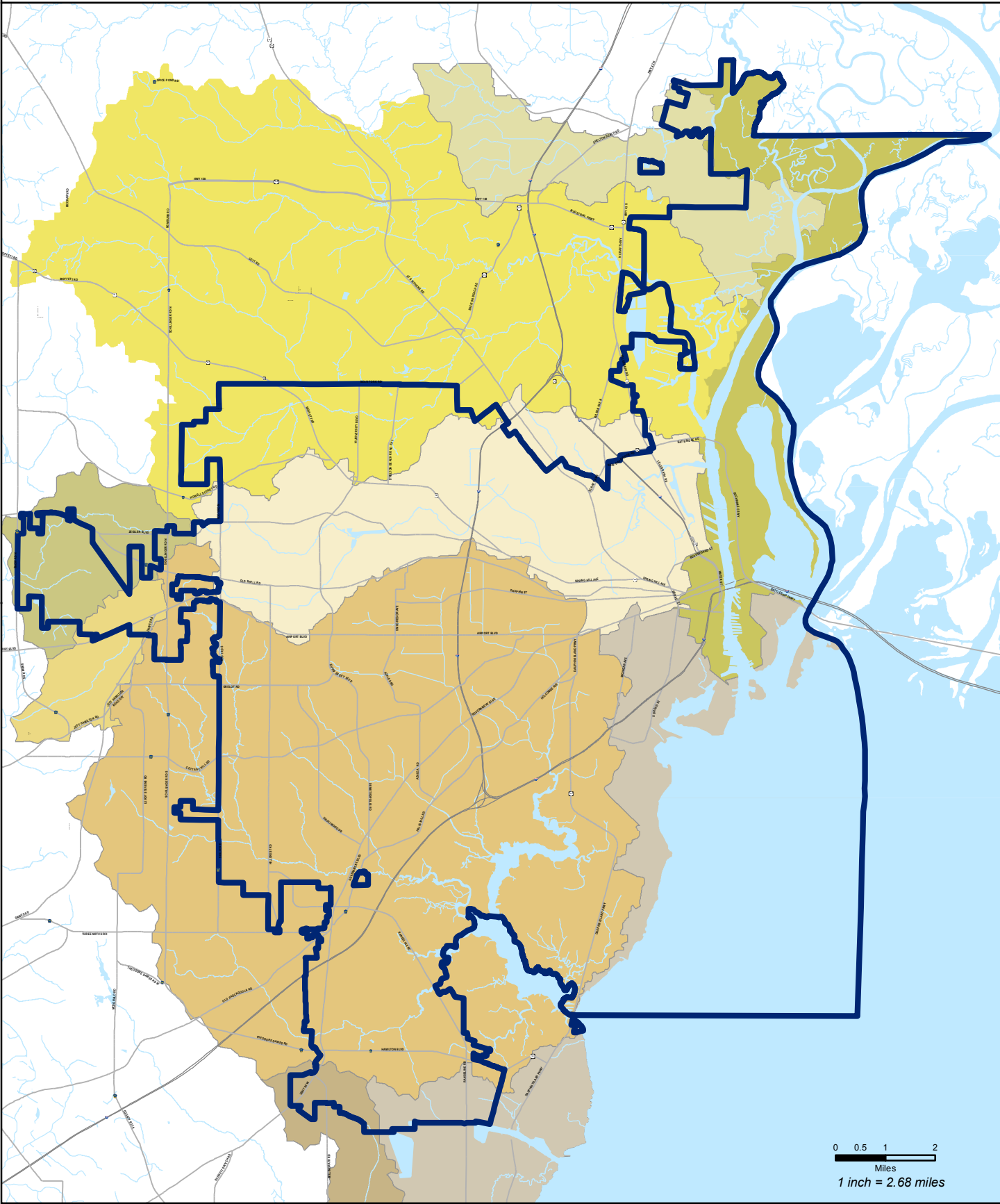
- MOBILE RIVER
- MUDDY CREEK
- PIERCE CREEK
- THREE MILE CREEK



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# 303(d) and TMDL

## CITY OF MOBILE

SWMP Plan  
Draft NPDES Permit No. ALS000007



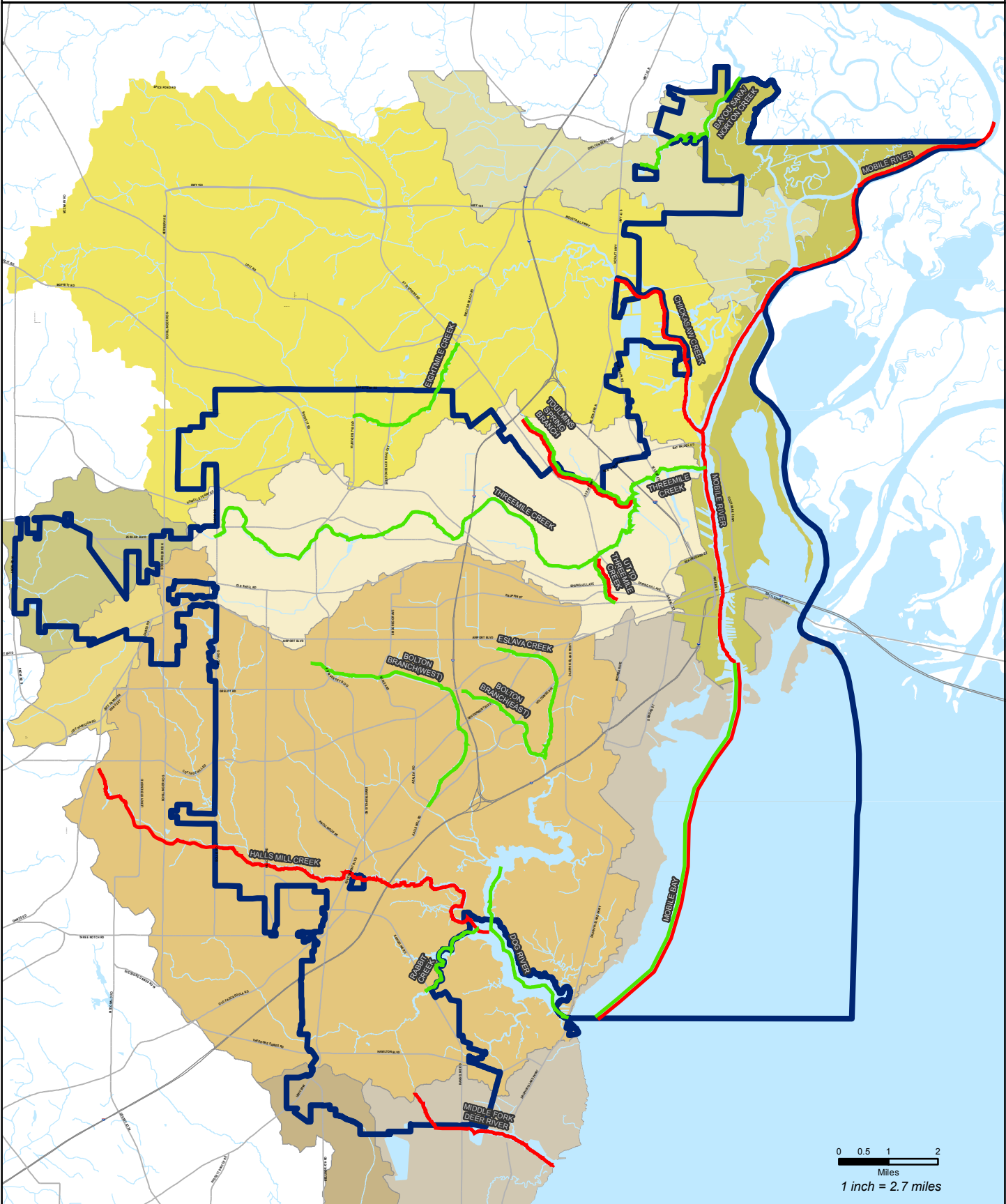
- SW\_TMDL\_2014
- SW\_303d\_2014
- MS4 Boundary
- Water
- Stream

- BAYOU SARA
- CHICKASAW CREEK
- DOG RIVER
- MILLERS CREEK
- MOBILE BAY

- MOBILE RIVER
- MUDDY CREEK
- PIERCE CREEK
- THREE MILE CREEK



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# CITY OWNED/OPERATED STRUCTURAL CONTROLS

**CITY OF MOBILE**

SWMP Plan  
Draft NPDES Permit No. ALS000007



- City Owned/Operated Structural Control
- MS4 Boundary
- Water
- Stream

- BAYOU SARA
- CHICKASAW CREEK
- DOG RIVER
- MILLERS CREEK
- MOBILE BAY

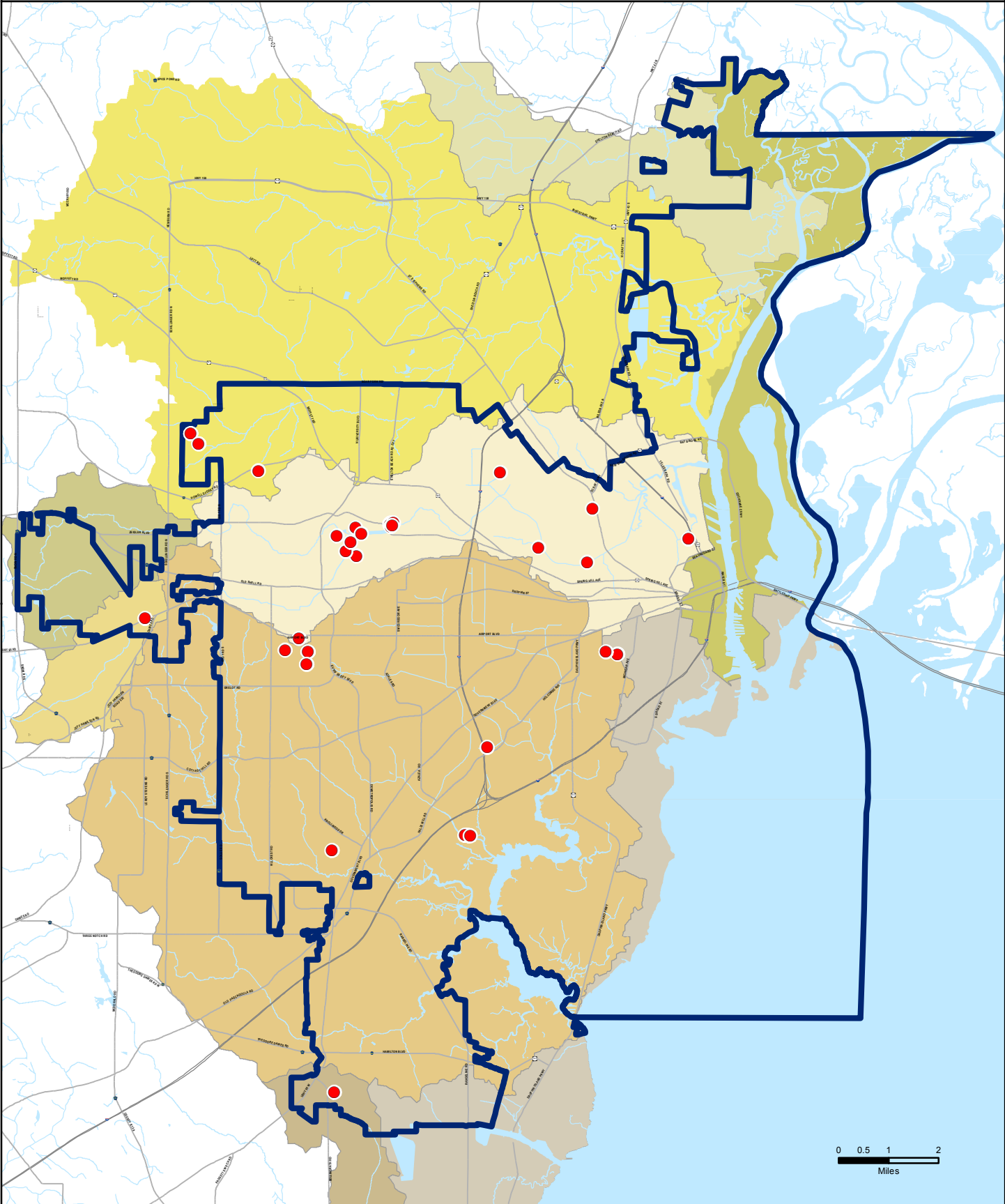
- MOBILE RIVER
- MUDDY CREEK
- PIERCE CREEK
- THREE MILE CREEK



**City of Mobile**  
Geographic Information Systems  
1000 North  
10th Street, Suite 100  
Mobile, AL 36684  
334.756.2000  
http://www.cityofmobile.org

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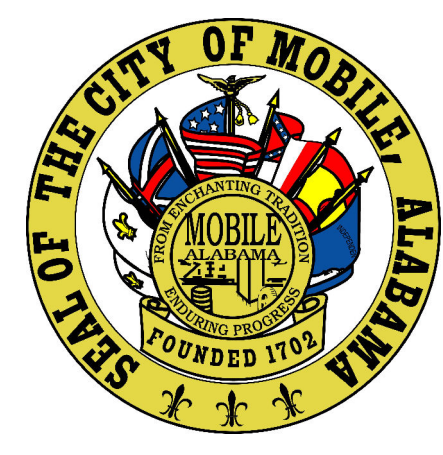
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# CATCH BASIN

## CITY OF MOBILE

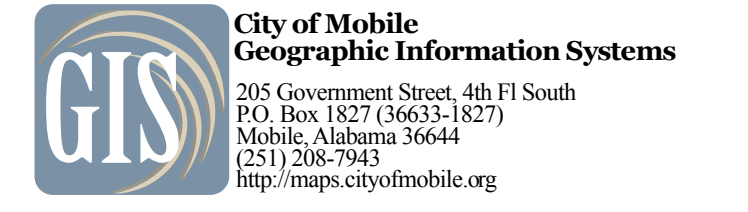
SWMP Plan  
Draft NPDES Permit No. ALS00007



- MS4 Boundary
- Water
- Stream
- Catch Basins

- BAYOU SARA
- CHICKASAW CREEK
- DOG RIVER
- MILLERS CREEK
- MOBILE BAY

- MOBILE RIVER
- MUDDY CREEK
- PIERCE CREEK
- THREE MILE CREEK



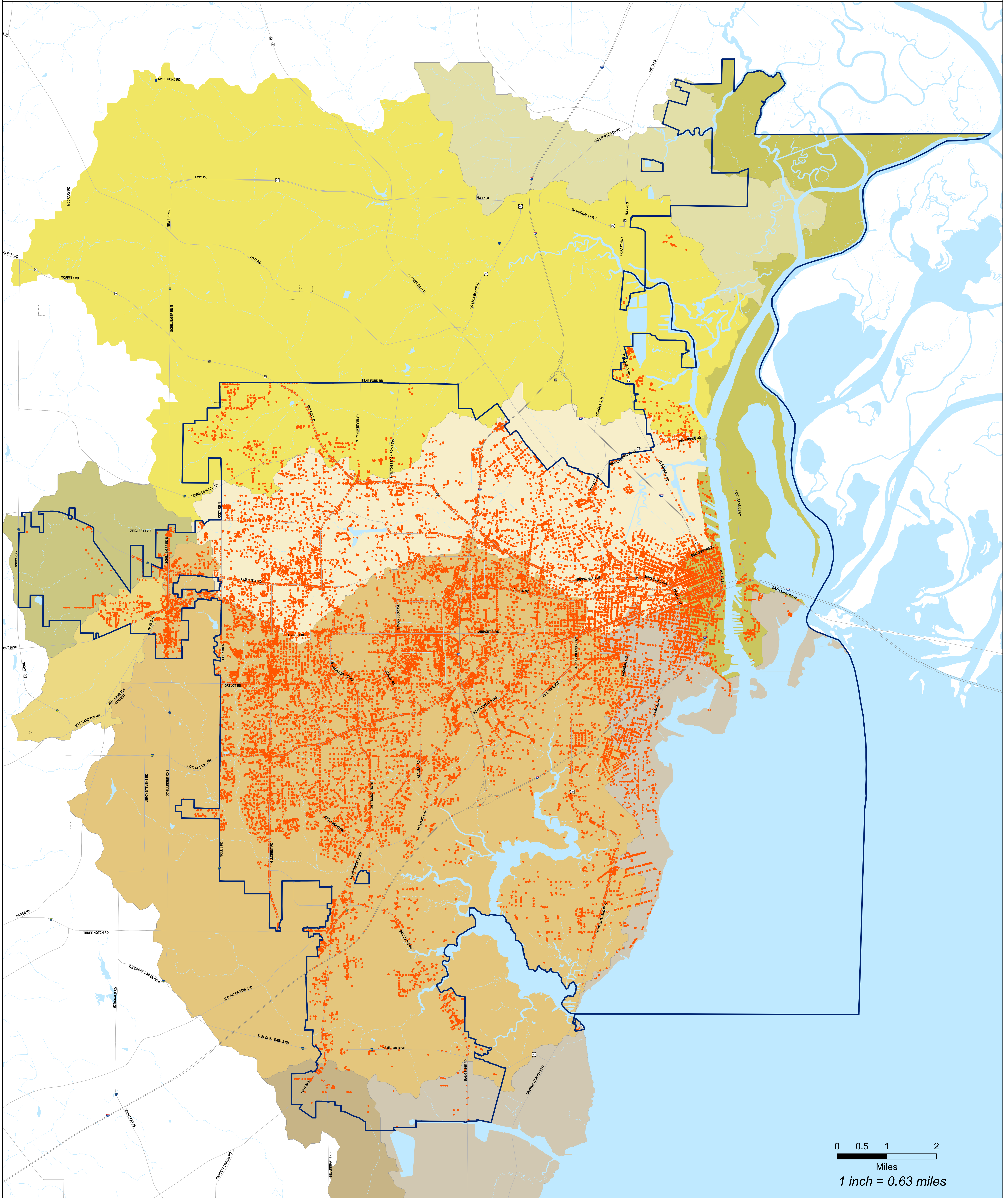
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Print Date: 3/20/2014



0 0.5 1 2  
Miles  
1 inch = 0.63 miles

# CATCH BASIN CLEANING SCHEDULE 5 YR CYCLE

**CITY OF MOBILE**

SWMP Plan  
Draft NPDES Permit No. ALS000007

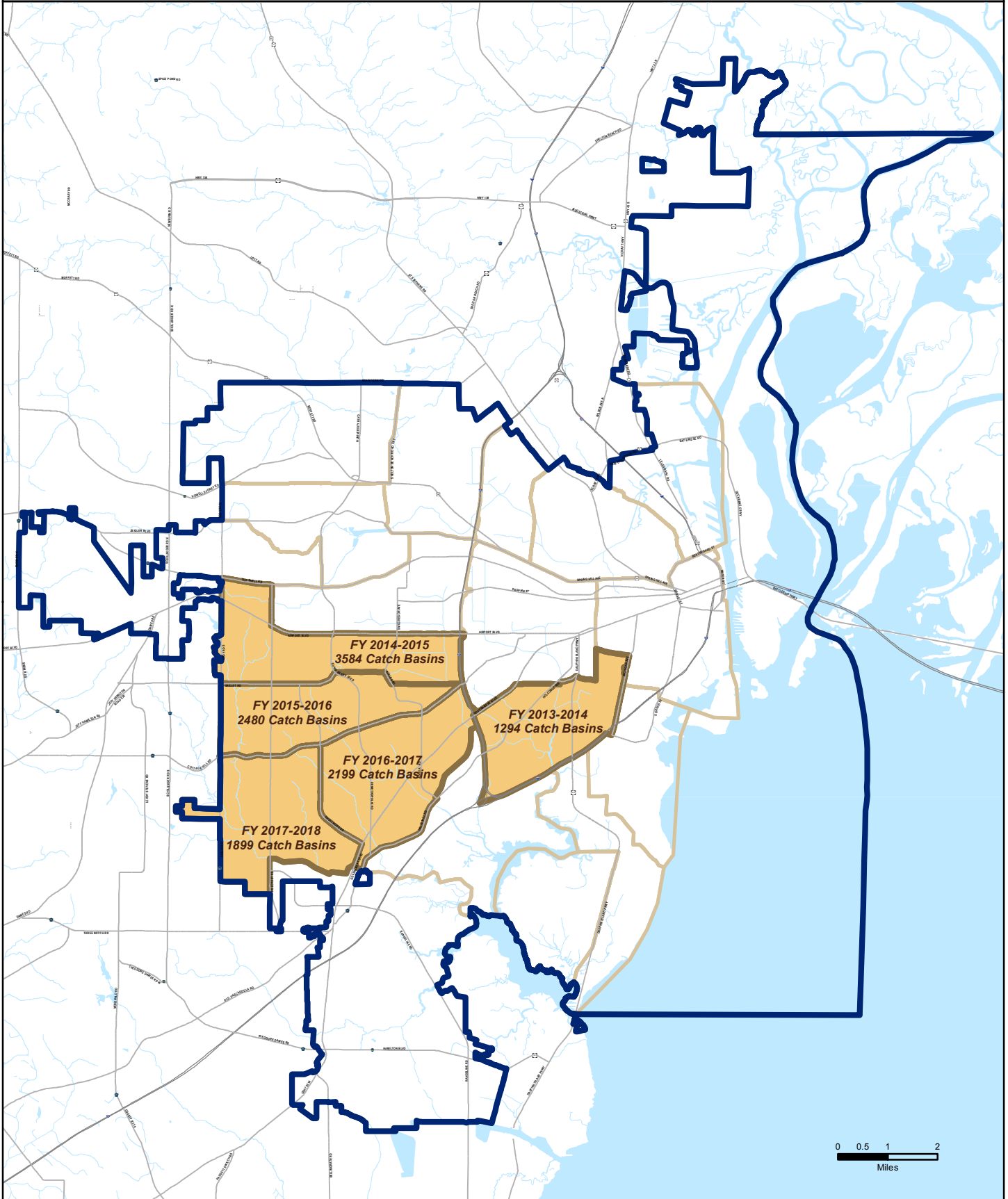


- MS4 Boundary
- Water
- Stream
- Catch Basin Clean Zones within 5 yr Cycle
- Catch Basin Clean Zones



Print Date: 4/9/2014

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# LITTER TRAP

## CITY OF MOBILE

SWMP Plan  
Draft NPDES Permit No. ALS000007



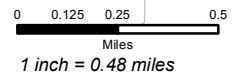
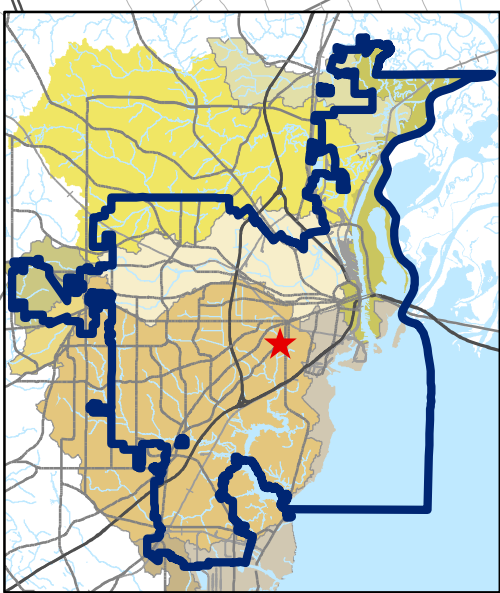
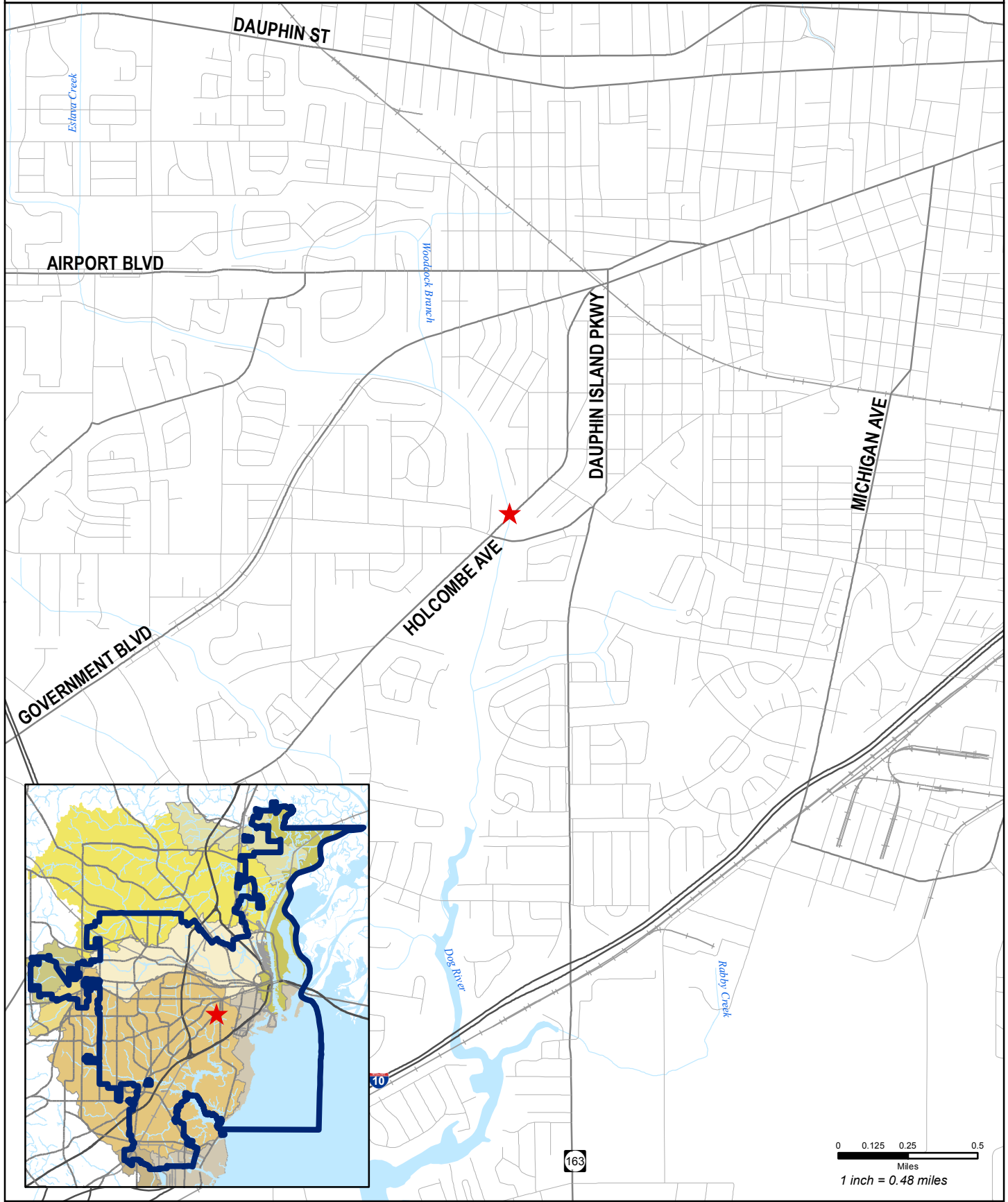
-  Litter Trap
-  MS4 Boundary
-  Railroad
-  Water
-  Stream
-  Major Roads
-  Interstate
-  Tunnel
-  BAYOU SARA
-  CHICKASAW CREEK
-  DOG RIVER
-  MILLERS CREEK
-  MOBILE BAY
-  MOBILE RIVER
-  MUDDY CREEK
-  PIERCE CREEK
-  THREE MILE CREEK



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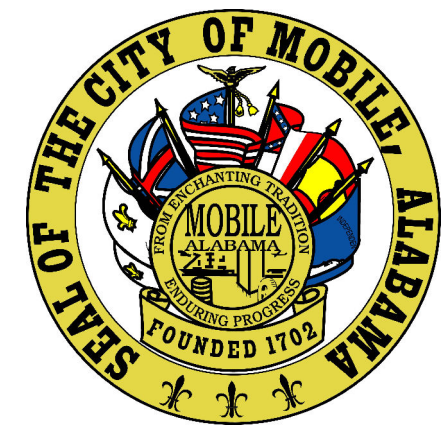


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# MAJOR OUTFALLS

## CITY OF MOBILE

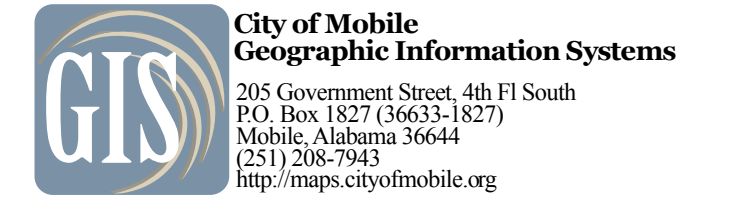
SWMP Plan  
Draft NPDES Permit No. ALS000007



- MS4 Boundary
- Water
- Stream
- Major Outfalls

- BAYOU SARA
- CHICKASAW CREEK
- DOG RIVER
- MILLERS CREEK
- MOBILE BAY

- MOBILE RIVER
- MUDDY CREEK
- PIERCE CREEK
- THREE MILE CREEK



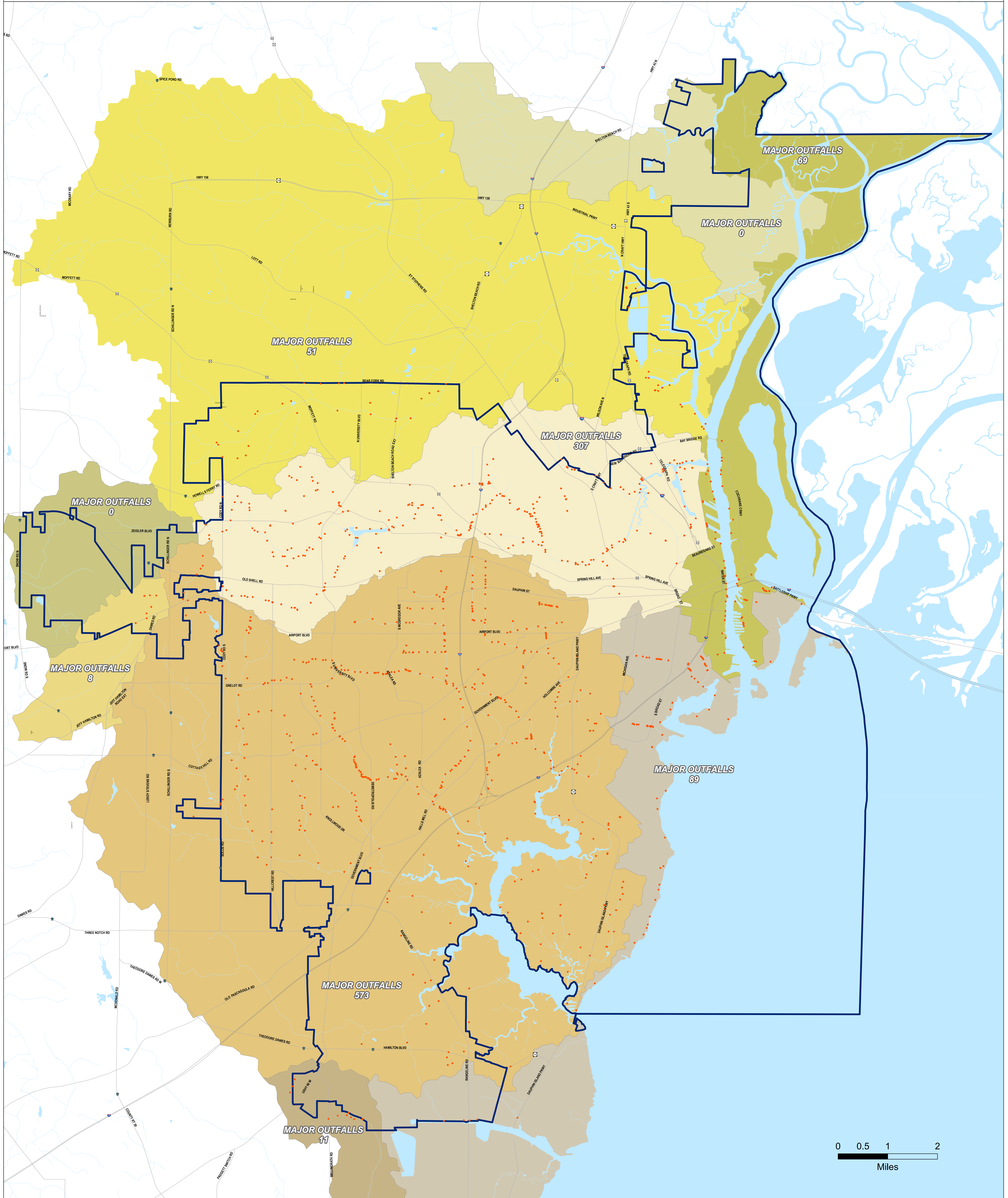
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Print Date: 4/18/2014



# DRY WEATHER FIELD SCREENING

## CITY OF MOBILE

SWMP Plan  
Draft NPDES Permit No. ALS000007

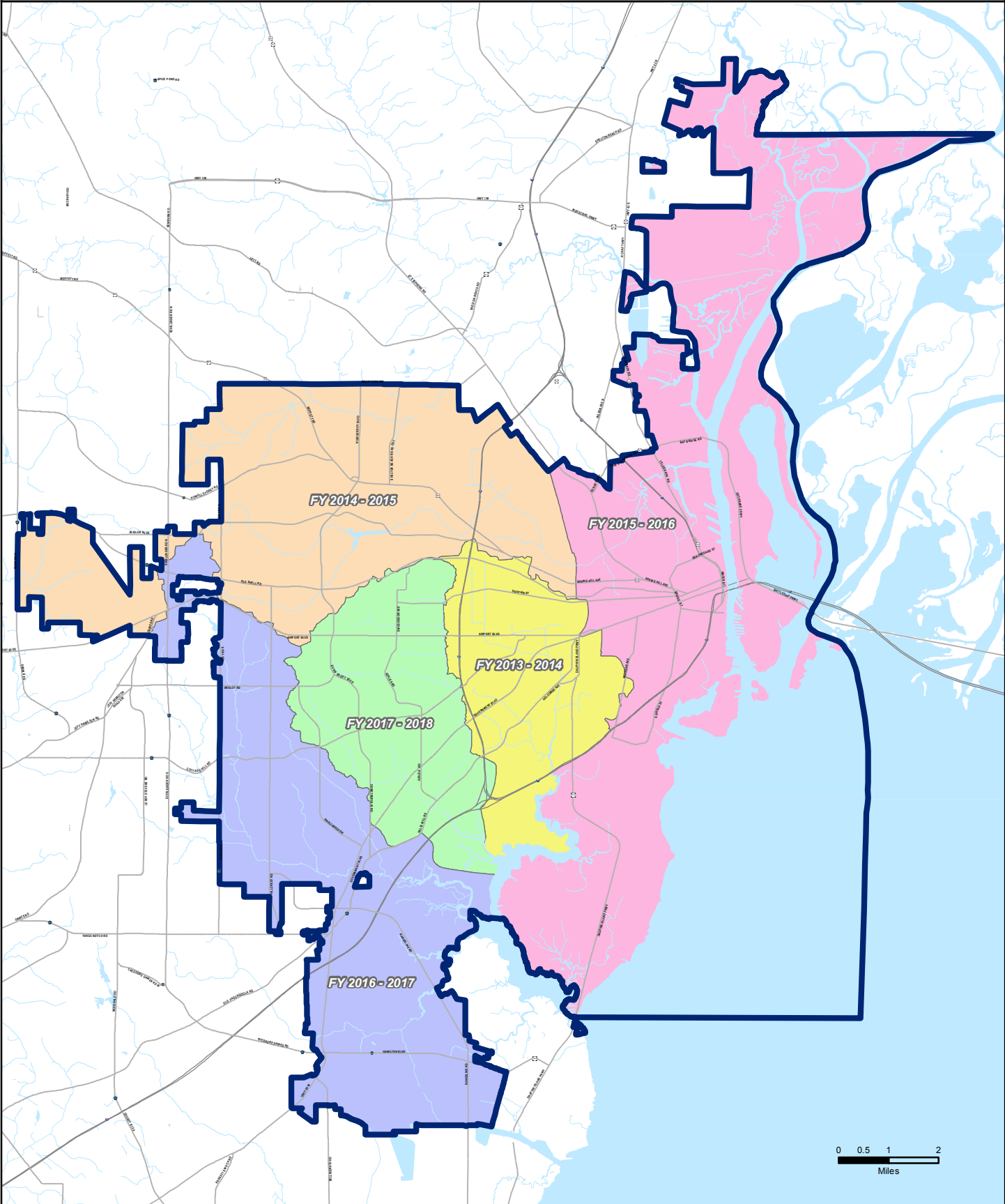


- MS4 Boundary
- Water
- Stream
- FY 2013-2014
- FY 2014-2015
- FY 2015-2016
- FY 2016-2017
- FY 2017-2018



Print Date: 4/9/2014

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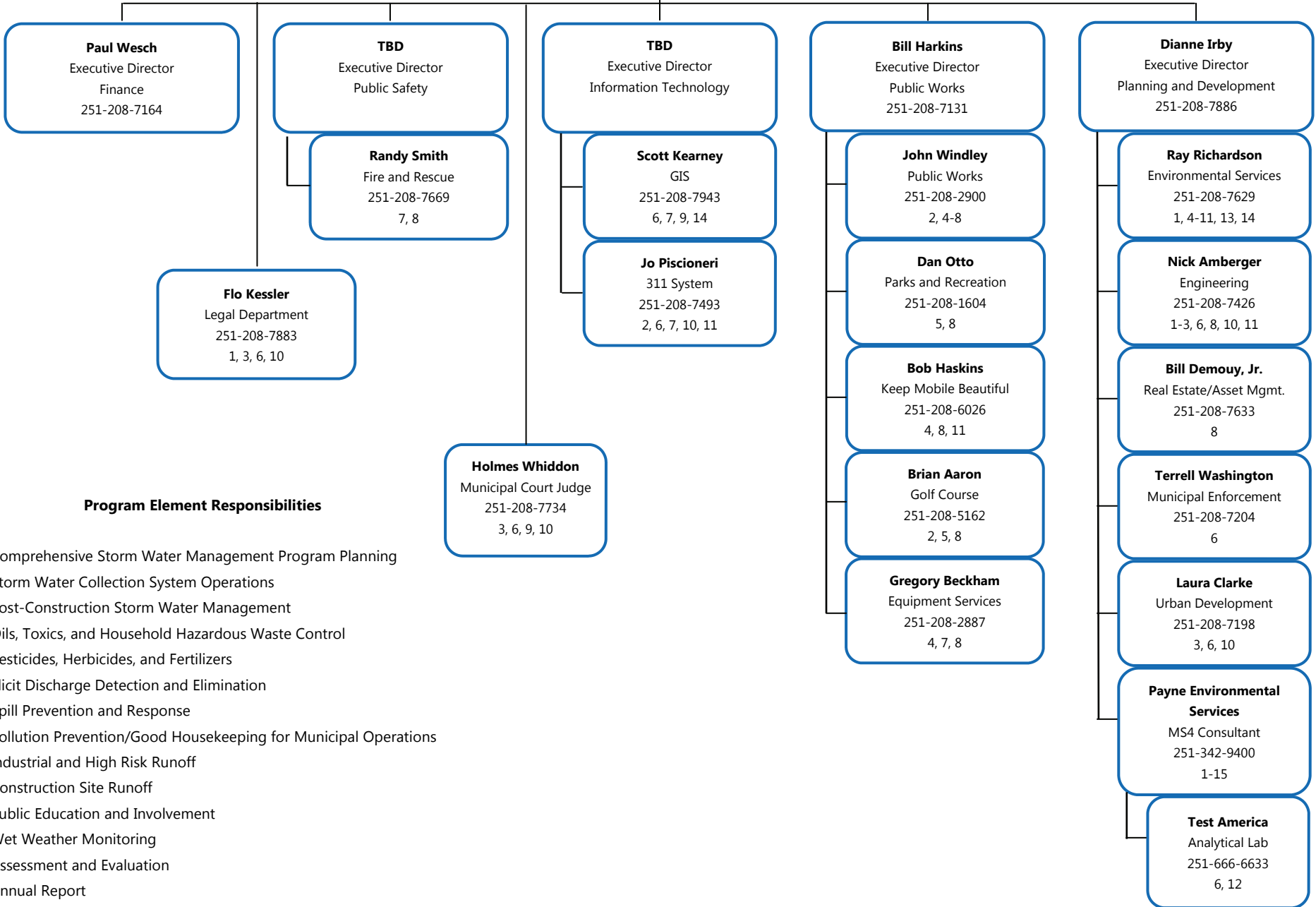
**APPENDIX B**

**ORGANIZATIONAL CHART FOR STORMWATER  
PROGRAM MANAGEMENT**

# City of Mobile Organizational Chart

## Storm Water Program Management

**William S. "Sandy" Stimpson**  
 Mayor  
 251-208-7800




### Program Element Responsibilities

1. Comprehensive Storm Water Management Program Planning
2. Storm Water Collection System Operations
3. Post-Construction Storm Water Management
4. Oils, Toxics, and Household Hazardous Waste Control
5. Pesticides, Herbicides, and Fertilizers
6. Illicit Discharge Detection and Elimination
7. Spill Prevention and Response
8. Pollution Prevention/Good Housekeeping for Municipal Operations
9. Industrial and High Risk Runoff
10. Construction Site Runoff
11. Public Education and Involvement
12. Wet Weather Monitoring
13. Assessment and Evaluation
14. Annual Report
15. Fiscal Analysis



**APPENDIX C**  
**STANDARD OPERATING PROCEDURES**

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/30/2014
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>DEPARTMENT:</b> Municipal Enforcement		<b>REVIEWED BY:</b> T.P. Washington
<b>JOB TASK:</b> Duties and Responsibilities of the Environmental Patrol Officer II		<b>APPROVED BY:</b> T.P. Washington

**OPERATIONAL OVERVIEW:** The Environmental Patrol Officer II's duty is to enforce the stormwater, litter and right-of-way ordinances on the right-of-way. Each Environmental Patrol Officer II will patrol his or her assigned district(s). Calls from information obtained from the 311 system will be relayed as soon as possible to officers in the field via cell phone for further investigation.


**STANDARD OPERATING PROCEDURES**

- Standard work hours for an Environmental Patrol Officer II are from 7:00 am until 4:00 pm, Monday through Friday. Each Environmental Patrol Officer II is assigned two or more districts. Municipal Enforcement is responsible for seven districts in totality. Typically, Municipal Enforcement employs three Environmental Patrol Officer II, one administrative assistant, and one supervisor who implement this SOP.
- Between the hours of 7:00 am and 8:30 am, each Environmental Patrol Officer II will receive Service Request Orders (SROs) and finish any documentation from the previous day or report any concerns to the supervisor. Tasks are prioritized and patrol routes are planned during this time.
- The officers are to patrol their district(s) from 8:30 am to 2:00 pm daily. When patrolling, an Environmental Patrol Officer II's primary focus is on trash on right-of-way and garbage carts which are set on the right-of-way outside of scheduled pickup times. When this violation is encountered, the Environmental Patrol Officer II will issue a Notice of Violations (NOV). Enforcement escalation is discussed in #4.

Other violations encountered include illegal trash dumps and illicit discharges into storm drains. If the responsible party can be identified in association with illegal trash dumps, a NOV or Municipal Offense Ticket (MOT) is issued. If a suspected illicit discharge is observed and threatens immediate discharge into a water body, the Environmental Services Department will be contacted for cleanup and investigation of the source of the illicit discharge. Next, a NOV or MOT will be issued to the responsible party by Municipal Enforcement.

Environmental Services should only be contacted in the event of a "worst case" discharge that threatens water quality and/or fish and wildlife. Examples of such events include oil, grease, and hazardous materials. Municipal Enforcement will issue NOV/MOTs and enforce abatement for all other constituents (e.g., leaves, household trash, construction materials, etc.).

- If a NOV is issued for any reason, Municipal Enforcement will allow a specified time period for the responsible party to abate the situation. Generally, 24 - 48 hours will be given in association with NOVs to completed abatement. If the violation is not corrected, a MOT will be issued. If the MOT is not paid, the presence of the Environmental Patrol Officer II who issued the MOT will be required at court.
- All SROs are to be updated with all information that is necessary to understand the situation and terminology that can be understood by the citizen.
- If there is a problem while performing work duties, first call the supervisor (509-2229). If unavailable, call the office administrative assistant (208-6197). In the case of an emergency, call Mobile Police Department (MPD) or dial 911.
- Environmental Patrol Officer IIs shall return to the office at 2:00 pm for daily processing. This time is allotted for daily documentation and reporting any issues or concerns that were encountered during patrolling.
- The supervisor shall be called (509-2229) in the event that an employee cannot make it to work or must leave work unexpectedly due to illness or emergency. If unavailable, call the office administrative assistant (208-6197).

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/30/2014
<b>DEPARTMENT:</b> Municipal Enforcement		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Duties and Responsibilities of the Environmental Patrol Officer II		<b>REVIEWED BY:</b> T.P. Washington
		<b>APPROVED BY:</b> T.P. Washington

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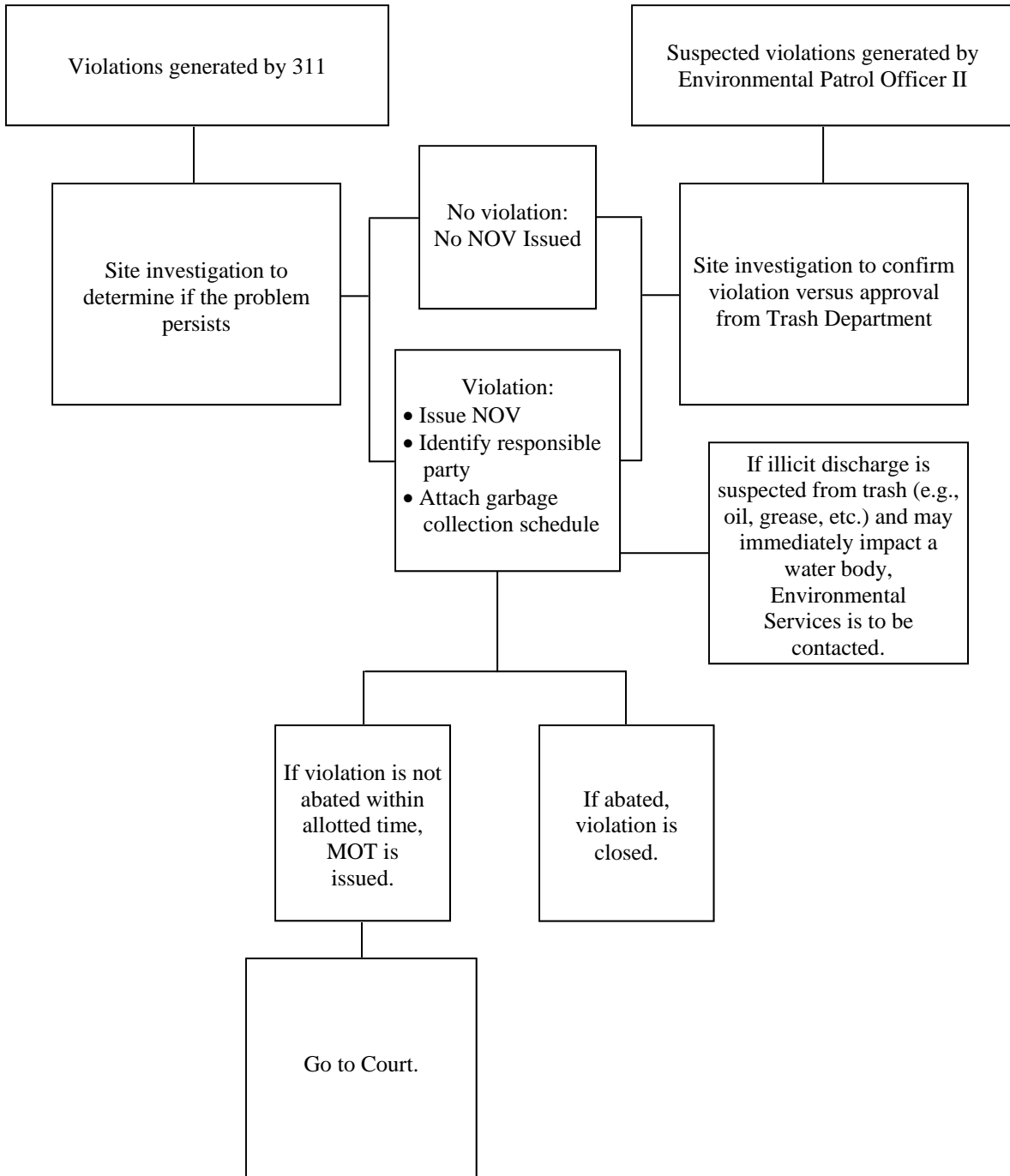
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Date: \_\_\_\_\_

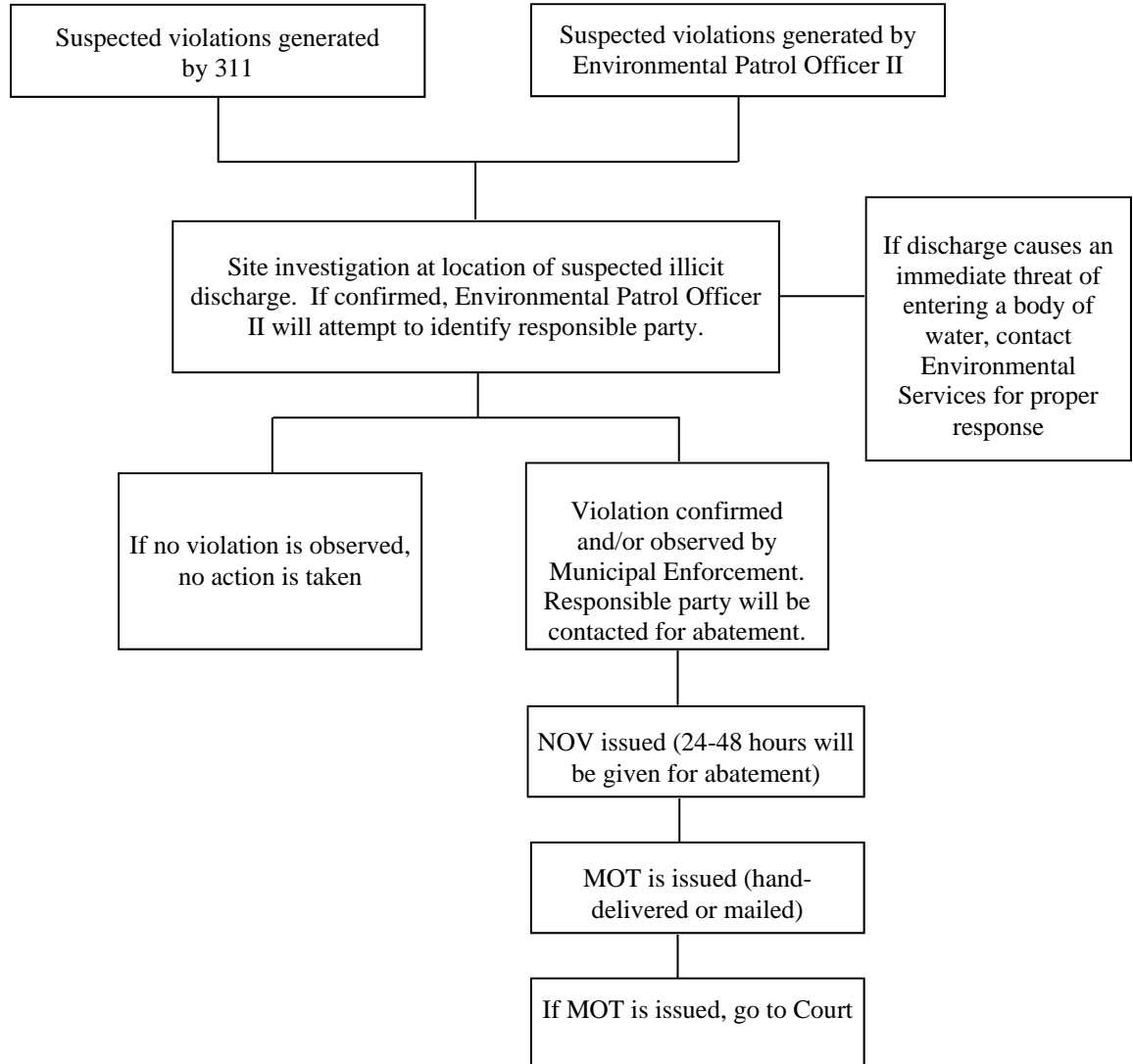
<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/30/2014
		✓ <b>NEW</b> □ <b>REVISED</b>
<b>REVIEWED BY:</b> T.P. Washington		
<b>APPROVED BY:</b> T.P. Washington		
<b>DEPARTMENT:</b> Municipal Enforcement		
<b>JOB TASK:</b> Duties and Responsibilities of the Environmental Patrol Officer II		


**Enforcement of Litter and ROW Ordinances:  
Response to Garbage/Trash**



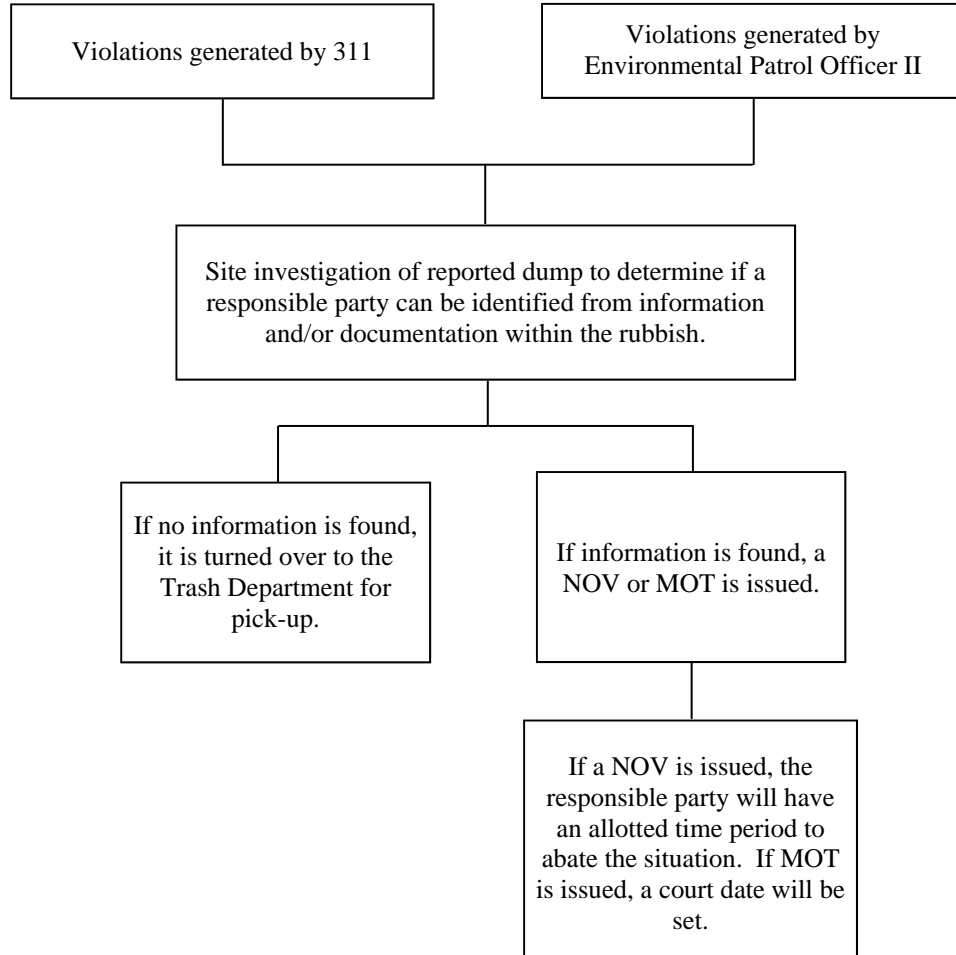
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		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> T.P. Washington		
<b>APPROVED BY:</b> T.P. Washington		
<b>DEPARTMENT:</b> Municipal Enforcement		
<b>JOB TASK:</b> Duties and Responsibilities of the Environmental Patrol Officer II		


**Enforcement of Stormwater and ROW Ordinances:  
Response to Illicit Discharge**



<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/30/2014
<b>DEPARTMENT:</b> Municipal Enforcement		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Duties and Responsibilities of the Environmental Patrol Officer II		<b>REVIEWED BY:</b> T.P. Washington
		<b>APPROVED BY:</b> T.P. Washington

**Enforcement of Stormwater and ROW Ordinances:  
Response to Illegal Dump Site**



<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/17/14
<b>DEPARTMENT:</b> Urban Development, Safety Unit		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Duties and Responsibilities of the Municipal Enforcement Officer		<b>REVIEWED BY:</b> Ron Jackson
		<b>APPROVED BY:</b> Laura Clarke


If there is any variation from the directions that follow, you must get permission from your supervisor.

## INSPECTIONS

1. Jurisdiction means city limits. We do not make inspections outside the city limits of Mobile.
2. No sweeps are to be done unless approved by your supervisor.
3. Every inspection must have a Service Request Order (SRO). Every SRO must have a picture attached which shows the date and time the inspection was made. Sweep inspections do not require a SRO unless a violation is found, then a SRO and picture is required.
4. All first inspections are to be done within 72 hours.
5. All second inspections are to be done within 72 hours.
6. All re-inspections for court are to be done within 72 hours.
7. All SROs are to be updated with all information that is necessary to understand the situation and terminology that can be understood by the citizen.
8. If a delay in action on the SRO occurs, a comment must be entered on the SRO stating why.
9. When inspecting a residential property, park on the street or in the drive way and take the sidewalk to the front door, or if there is no side walk, then take the shortest distance to the front door. Only violations that are visible from the street or your journey to the front door are admissible.
10. If you are asked to make an inspection outside a structure, and the violation cannot be seen from the Right of Way (ROW) or the front door, permission to proceed further must be granted. This can be done in two different ways:
  1. From the owner of the property where the violation is thought to occur;
  2. From the adjacent landowner.

To proceed with this type of inspection, a Right of Entry Form must be filled out, signed by the land owner, and witnessed by another Municipal Enforcement Officer. Then you have permission to complete your inspection. After the inspection has been made a complete report must be filed with your daily sheet. Include the following with your daily worksheet:

  1. Copy of the SRO
  2. Right of Entry Form filled out and witnessed by the Municipal Enforcement Officer who accompanied you;
  3. Results of your inspection;
  4. If a violation is found, a copy of the Notice of Violation (NOV) and pictures are to be included. If no violation is found, pictures of the area where supposed violation was thought to be must be included.
  5. If you cannot get permission and the supposed violation is a health or safety issue, only your supervisor can grant you permission to go further.
  6. If unable to gain access to the property, inquire of all property abutting the property thought to be in violation. Attempt three times at each location, then notify your supervisor that your attempts had failed.
11. If you are asked to make an inspection inside a structure, you may do so when the following requirements are met:
  1. Permission is granted from your supervisor;
  2. A signed consent form is obtained from the Lessee. Permission cannot be granted by a person under the age of 18 years;
  3. An appointment is made with the Lessee and you are accompanied by another Municipal Enforcement Officer of the opposite gender;
  4. For no reason are you to enter the property when only a minor (a person under the age of 18) is present. Identification is required;
  5. Permission form must be filled out by all parties;

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/17/14
<b>DEPARTMENT:</b> Urban Development, Safety Unit		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Duties and Responsibilities of the Municipal Enforcement Officer		<b>REVIEWED BY:</b> Ron Jackson  <b>APPROVED BY:</b> Laura Clarke

6. All right of entry or consent to enter the property forms will be filed by the appropriate party prior to the inspection.

12. All NOV's will be given ten days to comply except for trash out early, which will be given two days.
13. All violations where a NOV has been issued will be re-inspected within 72 hours of the deadline of the NOV.  
If an extension is granted, the supervisor must be notified. If an extension is not given and the violation still exists, then a Municipal Offense Ticket (MOT) must be written.
14. When asked to make an inspection, the following information must be included in the reply to your supervisor:
  - A. SRO number
  - B. Address
  - C. Result of inspection
  - D. Pictures
  - E. Date of inspection
  - F. If NOV written, when will re-inspection take place.
  - G. If MOT written, then also include MOT number in response, and court date.
15. When an illicit discharge is discovered, the appropriate enforcement agency shall be immediately notified of the illicit discharge. Agencies to be notified include but not limited to Mobile County Health Department, City of Mobile Environmental Services, City of Mobile Plumbing Section of Urban Development, and the Alabama Department of Environmental Management.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/17/14
<b>DEPARTMENT:</b> Urban Development, Safety Unit		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Duties and Responsibilities of the Municipal Enforcement Officer		<b>REVIEWED BY:</b> Ron Jackson  <b>APPROVED BY:</b> Laura Clarke

**Right of Entry Permit**

**City of Mobile**

**County of Mobile**

The undersigned hereby certifies and warrants that he/she is the title owner or lessee of the property described herein and the undersigned, and hereby authorizes the City of Mobile, its employee, successors and assigns, including its contractors and subcontractors the authority and permission to enter their property to do a visual inspection of their property or the adjacent property, located within the City of Mobile, Alabama, more commonly identified as:

**Address:** \_\_\_\_\_

I hereby grant permission on \_\_\_\_\_.

**Owner/Lessee**

\_\_\_\_\_  
\_\_\_\_\_

**Home phone number** \_\_\_\_\_

**Work phone number** \_\_\_\_\_

**Cell phone number** \_\_\_\_\_

**Witnessed by:**

\_\_\_\_\_  
**Municipal Enforcement Officer**

\_\_\_\_\_  
**Accompanying Officer**

**Authorized by:**

\_\_\_\_\_  
**Deputy Director of Urban Forestry/Safety**

## Hazardous Materials on Scene Operations

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### **Purpose:**

Due to the wide variety of situations the Mobile Fire Rescue Department's Haz-Mat Team may encounter, this document is merely a guide and does not provide specific procedures on any one individual chemical or situation and is not listed in priority.

### ***Definitions:***

*Minor Incidents:* May include, vehicle fuel tank leaks, the investigation of chemical odors, discovery of abandoned containers, gas main leaks, etc.

*Major Incidents:* May be either a hazardous materials emergency involving air, water, rail or highway transportation; or a release from fixed facility which manufacture and/or store hazardous materials.

### **Position Assignments on Major Incidents**

#### **Required:**

- Incident Commander – The person responsible for the management of all incident operations. Shall be trained to 29 CFR 1910.120.
- Incident Safety Officer – Training Chief or his/her designee that is responsible for monitoring and assessing the safety hazards and unsafe conditions on the scene as a whole. Possesses both the authority and responsibility to stop any unsafe actions and correct unsafe practices. Shall be trained to 29 CFR 1910.120.
- Operations Section Chief - The Operations Section Chief directly manages all incident tactical activities and implements the Incident Action Plan (IAP). Shall be trained to 29 CFR 1910.120.
- Haz-Mat Safety Officer – Responsible for ensuring that safe and accepted practices and procedures are followed throughout the incident involving Haz-Mat Team. Possesses both the authority and responsibility to stop any unsafe actions and correct unsafe practices during haz-mat site operations.
- Haz-Mat Research – Research, gather and compile information from both public and private agencies on the products involved. Provide recommendations on PPE and possible environmental impacts of a release. Reports to the Operations Section Chief or Haz-Mat Branch Director.
- Entry Team Leader – Recommend actions to the Haz-Mat Branch Director or Operations. Implement actions as directed by the Haz-Mat Branch Director/Operations. Directs rescue operations within the hot zone and coordinate all entries with Decon, Haz-Mat Safety, and Medical.
- Decon Officer – Ensure that proper decon procedures are used by the Decon Team, including decon area set-up, decon methods, staffing, protective clothing requirements, and demobilization.
- Haz-Mat Medical Officer – Provide pre-entry and post-entry medical monitoring of all entry and back-up personnel. Complete the ICS 206-MFRD (Medical Plan & Surveillance) and turn into the Haz-Mat Branch Director or Operations. On large scale incidents, the designation for the Haz-Mat Medical Officer is “Haz-Mat Medic.”

*To Be Considered:*

- Planning Officer - The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepares the IAP for each operational period.
- Haz-Mat Branch Director – The officer responsible for the management and coordination of all functional responsibilities assigned to the Haz-Mat Branch. Reports to the Operations Section Chief. Shall complete an ICS 214 – Unit Log
- Haz-Mat Resource – Responsible for control and tracking of all supplies used by the Haz-Mat Team during an incident. This includes all expendables.
- Liaison Officer – Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the LO position on the Command Staff.
- Finance Officer – Will track expenses accumulated due to the incident.

**Decontamination**

Minor Incident

Follow OG 3021

Major Incident

The Decon Officer shall determine the type of Decon to be established and site location.

During site selection the following needs to be considered:

- Water supply
- Runoff
- Environmentally Sensitive Areas

Decon Corridor Rules

- Decon Station Designated
- Minimum of 50 feet from the start of the cold zone in to the warm zone.
- Establish a “dirty and clean” side of the decontamination corridor
- Decon personnel shall be in the same level of PPE or one level below as the entry team
- Containment Basins
- Water Flow
- Sufficient Disposal Containers
- Spare respiratory protection devices available for decon personnel and entry crews
- Entry and exit points are well marked
- All Decon personnel must be decontaminated before leaving the Decon Corridor

**Paperwork**

Minor Incidents

Provide a detailed narrative in SunPro to include, but not limited to:

- Scene Description
- Hazard’s Name, Container Type, and Quantity
- Actions taken by other agencies and/or MFRD
- Actions taken by HM15\*

- Who the scene was turned over too.

\*T10 & E15 will also complete narratives; however these will only support HM's narrative.

### Major Incidents

Provide a detailed narrative in SunPro to include, but not limited to:

- Scene Description
- Hazard's Name, Container Type, and Quantity
- Actions taken by other agencies and/or MFRD
- Actions taken by HM15\*
  - Site Management and Control Actions
  - Products to include quantity
  - Recon and Entries
  - Decon
- Who the scene was turned over too.

\*T10 & E15 will also complete narratives; however these will only support HM's narrative.

### To be turned in to the HazMat Coordinator within 72 hours of the end of the incident

- ICS 214 – Unit Log
- ICS 208 HM – Site Safety & Control Plan
- Responsible Party Form
- ICS 206-MFRD – Medical Plan & Surveillance
- All MSDS
- All other applicable paperwork for documentation and record keeping to include expendable equipment, manpower hours, and accident/injury reports.

## **Response Reports**

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The following guidelines shall be used for submitting Incident Reports using Sunpro RMS and NEMSIS:

I. For all incidents:

- The first unit on the scene will submit in Sunpro RMS, all Basic Response Information, their Resource Activities, a Narrative, and the Incident Authorization Information.
- All other responding units will submit in Sunpro RMS, their respective Resource Activities, and a Narrative. (this includes staff as well)
- Verification of the completed reports shall be the responsibility of the company officer before relieved at shift change.


II. For Medical Related Incidents:

- Medical Related Incidents where the Rescue Unit responds; the first arriving Unit will submit in Sunpro RMS, all Basic Response Information, their respective Resource Activities, a Narrative, and Authorization Information. The Rescue Unit will submit in Sunpro RMS, their respective Resource Information, and a Narrative; as well as a Patient Care Report (PCR) in NEMSIS, and all supporting documentation (i.e. HIPPA Notice, EKG, etc...).
- Medical Related Incidents where no Rescue Unit responds; the first arriving Unit will submit in Sunpro RMS, all Basic Response Information, their respective Resource Activities, a Narrative, and Authorization Information. The Unit providing patient care will submit in Sunpro RMS, their respective Resource Information, a Narrative, a Patient Care Report (PCR) in NEMSIS, Transfer of Care Documentation, and all supporting documentation (i.e. HIPPA Notice, Refusal Statements...).

III. System Failure; in case of system failure where submission of data electronically is not possible,

- Complete hard copies of all documentation until such time as electronic submission becomes available.
- Report system failure immediately to District Chief.
- District Chief will contact Fleet and Facilities.


IV. Refer to O.G. 5101, EMS Prehospital Documentation  
NO NUMERICAL

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/16/14
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Dwight Austin		
<b>APPROVED BY:</b> John Windley		
<b>DEPARTMENT:</b> Street Sweeping (Street Division)		
<b>JOB TASK:</b> Street Sweeping		

**OPERATIONAL OVERVIEW:** Street sweeping is scheduled to be conducted at least once a year for the entire city limits and, if feasible, more than once a year at “hot spots” or prioritized areas.

**STANDARD OPERATING PROCEDURES**

1. Initial investigation of service request orders (SROs) will be completed by Department Supervisor.
2. Refer to the established schedule and identify the next street sweeping area.
3. Ensure the Street Sweeping Tracking Spreadsheet is on hand for that day.
4. Inspect and report on the *Street Sweeping Division Daily Worksheet* the street sweeper and ensure all components are functional.
5. Replace brushes and other wear and tear parts when no longer effective.
6. Fill the water tank as needed for adequate street sweeping planned for the day.
7. Follow all safety procedures prior to commencing work.
8. Employees are to use all required personal protection equipment (PPE) including but not limited to: shoes, reflective vest, eye protection, etc. as required.
9. Ensure inlet/runoff prevention devices such as sand bags, absorption pads, silt fences, or other items are on hand and in adequate numbers and spill response equipment and supplies are stocked/readily available.
10. Install runoff prevention devices upstream and along ditches and channels where applicable.
11. Mobilize to start of route.
12. Install temporary traffic control devices and signs to warn and divert vehicular traffic.
13. Drive street sweeper with safety as a priority and follow manufacturer’s recommended procedures.
14. Remove all debris/materials and ensure that debris is not pushed/flushed into the catch basins. All disturbed debris/materials should be vacuumed into the holding tank.
15. Track the amount of debris removed from each street on the Street Sweeping Tracking Spreadsheet.
16. Ensure material/product is properly loaded, not leaking and covered during transport & application.
17. Repeat steps 11 – 16 until holding tank is full or end of work day.
18. Remove the inlet/runoff protection devices after the repair/maintenance work has been completed.
19. Debris is stored at the public works garage temporarily and eventually transported to the construction/debris landfill?
20. Return Street sweepers to proper location (Public Works Garage, Medal of Honor Park Storage Facility, or Parks and Recreation Department) and perform end of work inspection using the *Street Sweeping Division Daily Worksheet*.

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/16/14
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Dwight Austin		
<b>APPROVED BY:</b> John Windley		
<b>DEPARTMENT:</b> Street Sweeping (Street Division)		
<b>JOB TASK:</b> Street Sweeping		

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/10/14
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Dan Otto		
<b>APPROVED BY:</b> Bill Harkins		
<b>DEPARTMENT:</b> Parks Maintenance; Mowing Division		
<b>JOB TASK:</b> Street Sweeping		

**OPERATIONAL OVERVIEW:** All street sweeper operators and supervisors with responsibility over street sweeping operations will adhere to the procedures detailed in this document.

#### STANDARD OPERATING PROCEDURES

1. Street sweeping is to be conducted immediately after conducting curb edging operations, after mowing medians or rights-of-way when the mower is unable to confine the discharged grass clippings to the median or right-of-way, and on an as needed basis at other times.
2. Inspect the street sweeper and ensure all components are functional. Complete attached inspection checklist.
3. Replace brushes and other wear and tear parts when no longer effective.
4. Ensure inlet protection devices such as wattles, sand bags, filter fabric or other items are on hand and in adequate numbers for the street sweeping to be done for that day.
5. Fill the water tank as needed for adequate street sweeping planned for that day.
6. Ensure the Street Sweeping Tracking Spreadsheet is on hand for that day.
7. Drive street sweeper with safety as a priority and follow manufacturer’s recommended procedures.
8. Install temporary traffic control devices and signs to warn and divert vehicular traffic.
9. Follow all safety procedures prior to commencing work.
10. Install inlet protection devices at catch basins ahead and down gradient of the area to be swept in the direction of the planned street sweeping.
11. Leave the inlet protection devices until the street sweeping is complete.
12. Remove all debris and materials and ensure debris is not pushed into the catch basins.
13. Ensure no material is flushed into the catch basins and disturbed materials/debris is vacuumed into the holding tank.
14. At the end of the street sweeping, remember to REMOVE the inlet protection devices from ALL catch basins to ensure catch basins are not blocked – if not, the street may flood.
15. Track the amount of debris removed from each street on the Street Sweeping Tracking Spreadsheet.
16. Remove all debris and materials and ensure debris is not pushed into the catch basins.
17. Transport the debris to the City’s Vacuum Dump Facility.


#### EMPLOYEE TRAINING

1. Ensure employees are trained in above operations and stormwater pollution prevention.
2. Ensure employees know how to recognize and report illegal discharges, connections or disposals.

#### RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above operations and stormwater pollution prevention.
2. Keep a copy of the tracking spreadsheet.



<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/10/14
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Dan Otto		
<b>APPROVED BY:</b> Bill Harkins		
<b>DEPARTMENT:</b> Parks Maintenance; Mowing Division		
<b>JOB TASK:</b> Street Sweeping		

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/10/14
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>DEPARTMENT:</b> Parks Maintenance; Mowing Division		<b>REVIEWED BY:</b> Dan Otto
<b>JOB TASK:</b> Street Sweeping		<b>APPROVED BY:</b> Bill Harkins

**STREET SWEEPER INSPECTION RECORD**

<b>ASSET NUMBER</b>	<b>DATE</b>
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**ENGINE FLUID/FILTERS**

	OK	ADD
OIL		
HYDRAULIC		
BRAKE		
COOLANT		
TRANSMISSION		
POWER STEERING		
BATTERY		
AIR FILTER		

VEHICLE MILEAGE/HOURS

OPERATOR

**PHYSICAL CONDITION**

	OK	NEEDS REPAIR
WIPERS		
DOOR CLOSURE		
GLASS		
DOOR HANDLES		
KNOBS		
FIRE EXTINGUISHER		
INSURANCE CARD		
GUTTER BROOM		
TAILBROOM		
DIRT SHOE		
MOLD BOARD		

**LIGHTS**

	OK	NEEDS REPAIR
HEAD LIGHTS		
TURN SIGNALS		
BRAKE LIGHTS		
FLASHERS		
STROBE LIGHTS		
HEAD LIGHTS		
TURN SIGNALS		
BRAKE LIGHTS		
FLASHERS		
STROBE LIGHTS		
TURN SIGNALS		
BRAKE LIGHTS		
FLASHERS		
STROBE LIGHTS		

**EXTERIOR**


	OK	DETAILED DESCRIPTION
MIRRORS		
RIGHT SIDE		
LEFT SIDE		
FRONT		
BACK		
TIRES		

**MACHINE MAINTENANCE**

	OK	NEEDS REPLACING
GREASE		
GREASE SWEEPER		
GREASE ROLLER		
BELTS		
HOSES		

SUPERVISOR APPROVAL

Use reverse side of form for any detailed remarks required to more fully describe repair requirements and any actions taken by the person performing the inspection.

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/16/2014
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Kenneth Hires		
<b>APPROVED BY:</b> John Windley		
<b>DEPARTMENT:</b> Public Works		
<b>JOB TASK:</b> Vegetation Control		

**OPERATIONAL OVERVIEW:** The Flood Control section is a part of the department of Public Works Storm Drainage Maintenance. Flood Control is responsible for maintaining non-roadside; drainage ditches (earthen and paved), small canals, culverts, litter containment structures, and vegetation control of drainage way. During rainy days Flood Control will survey assigned areas.

**STANDARD OPERATING PROCEDURES**

1. Supervisor will ensure that the time cards are in place and turned in on a daily basis.
2. Supervisor will conduct monthly safety meetings. Crew will receive safety instructions prior to project start up.
3. Operators of all equipment and vehicles will perform a pre-trip inspection.
4. Any equipment found to be inoperable or in need of repair should be reported to the supervisor.
5. Supervisor will receive SROs, and return checked and completed SROs to the Office Assistant.
6. Supervisor will meet with crews to assign work areas, equipment, tools and keys.
7. Crew will go to assigned work areas or last area of stoppage.
8. Crew will remove any blockage (trash, limbs, logs, etc.) and any trash/debris from the area.
9. Crew will cut away any vegetation and small trees which would block the flow of water.
10. Crew will remove shoaling that can be done by hand or small equipment.
11. Crew will spray pesticide and herbicide on nuisance vegetation according to manufacturer specifications.
12. MSDS sheets for pesticides and herbicides are to be kept on jobsite as well as kept on file in the office.
13. Removed material will be loaded, covered, and transported to Gulf Hauling for disposal.
14. All activities will be tracked using the *Department 177 Flood Control Daily Report*.

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/16/14
<b>DEPARTMENT:</b> Concrete & Sidewalk Repair		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Repair of Cave-ins, Concrete and Asphalt Structures		<b>REVIEWED BY:</b> Courtney French
		<b>APPROVED BY:</b> John Windley

**OPERATIONAL OVERVIEW:** To ensure proper maintenance of concrete and asphalt structures, and repair cave-ins on right of way and easements.

#### STANDARD OPERATING PROCEDURES

1. Initial investigation of Service Request Orders (SROs) will be completed by Department Supervisor or appointed personnel.
2. Identify the weather conditions
  - a. On rainy days crews will be reassigned by the department supervisor to assist in removal of debris from catch basins.
3. The area for cave-in repair or replacement of catch basin tops and storm drain tops/grates will be determined by Department Supervisor.
  - a. Emergency SROs are given preference and are properly secured until they are repaired.
4. Departmental Supervisor will assign daily work schedules for the repair of cave-ins on concrete structures, asphalt structures, and cave-ins located in yards for which the City of Mobile has liability.
5. Ensure the appropriate spreadsheet is on hand for that day.
6. All vehicle operators are required to inspect equipment and ensure that all components are functional before utilizing equipment. Report all inspections on the *Department 179 Concrete Daily Report*.
  - a. Any component found to be inoperable or in need of repair during inspection should be reported to the supervisor and a work order shall be obtained.
  - b. All vehicle operators are required to ensure vehicles are properly stocked and loaded with appropriate materials and supplies
7. Crews shall report to assigned work areas and ensure that all safety protocols are met while on jobsite.
8. Employees are to use all required Personal Protection Equipment (PPE) while on jobsite.
9. MSDS sheets are to be kept on jobsite as well as kept on file in the office.
10. Operators are to follow manufacturer's recommended procedures.
11. If vehicular traffic will be interrupted, install temporary traffic control devices and signs to warn and divert drivers.
12. Install inlet protection devices around the connected catch basin to prevent any spillage runoff.
13. Ensure material/product is properly loaded, not leaking and covered during transport & application.
14. All repairs, replacements, and material usage are recorded on the *Department 179 Concrete Daily Report* and turned in to the department supervisor by vehicle operators.
15. At end of repair/maintenance, remove all inlet protection devices.
16. All repairs, replacements, and material usage are recorded on daily worksheets and turned in to the Department Supervisor by vehicle operators.
17. If weather conditions warrant work delay insures proper run-off protection is utilized (wattles, diverters, tarps, etc.).

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/16/14
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Courtney French		
<b>APPROVED BY:</b> John Windley		
<b>DEPARTMENT:</b> Concrete & Sidewalk Repair		
<b>JOB TASK:</b> Repair of Cave-ins, Concrete and Asphalt Structures		

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/16/2014
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Joseph Alexander		
<b>APPROVED BY:</b> John Windley		
<b>DEPARTMENT:</b> Asphalt & Street Repair		
<b>JOB TASK:</b> Asphalt Repair and Street Repair		

**OPERATIONAL OVERVIEW:** Asphalt & Street Repair is responsible for ensuring the maintenance of streets to achieve their maximum design life which includes: repairing potholes, overlaying streets, milling humps out of streets, building asphalt berms and spillways, and maintenance of all metal and wooden barricades.

**STANDARD OPERATING PROCEDURES**

1. Initial investigation of service request orders (SROs) will be completed by Department supervisor or appointed personnel.
2. Identify the weather conditions.
  - a) On rainy days crews will be reassigned by the department supervisor to assist in removal of debris from catch basins.
3. The department supervisor will assign crews to designated work areas which include regularly scheduled routes and service request orders generated by Mobile 311.
4. Ensure the appropriate spreadsheet is on hand for that day.
5. Employees are to use all required Personal Protection Equipment (PPE) while on jobsite including but not limited to: gloves, steel toe boots, safety glasses, and hard hats.
6. Crews shall report to assigned work areas and ensure that all safety protocols are met while on jobsite.
7. All vehicle operators are required to inspect equipment and ensure that all components are functional before utilizing equipment.
  - a) Any component found to be inoperable or in need of repair during inspection should be reported and a vehicle work order shall be obtained.
  - b) All vehicle operators are required to ensure vehicles are properly stocked and loaded with appropriate materials and supplies.
8. Operators are to follow manufacturer's recommended procedures.
9. Ensure inlet/runoff prevention devices such as wattles, sand bags, absorption pads, silt fences, or other items are on hand and in adequate numbers and spill response equipment and supplies are stocked/readily available.
10. MSDS sheets are to be kept on jobsite as well as kept on file in the office.
11. Install temporary traffic control devices and signs to warn and divert vehicular traffic.
12. Install inlet protection devices at catch basins and down gradient of work area.

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/16/2014
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Joseph Alexander		
<b>APPROVED BY:</b> John Windley		
<b>DEPARTMENT:</b> Asphalt & Street Repair		
<b>JOB TASK:</b> Asphalt Repair and Street Repair		

13. Crew members shall repair potholes, patches, shoulders, spillways, metal and wooden barricades, mill humps, and install and erect “No Dumping” signs (when ordered by Mobile 311) according to guidelines. (2ft below and 7ft above).
  - a) Any road hazards found shall be reported to Street Department.
14. At the end of the repair/maintenance work, remove the inlet protection devices.
15. Remove all trash/debris from the area.
16. All repairs, replacements, and material usage are recorded on the *Asphalt Street Repair Division Daily Report* and turned in to the department supervisor by vehicle operators.
17. Ensure material/product is properly loaded, not leaking and covered during transport & application.

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 4/16/2014
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Dwight Austin		
<b>APPROVED BY:</b> John Windley		
<b>DEPARTMENT:</b> ROW Maintenance		
<b>JOB TASK:</b> Dirt & Gravel Roads & Easements Maintenance		

**OPERATIONAL OVERVIEW:** Dirt & Gravel Roads & Easements Maintenance includes the repair and maintenance of shoulders, washouts, headwalls, emergency cleanup, cave-ins, trash hauled and garbage hauled – prevent and /or minimize storm water impacts during such work.

1. Initial investigation of Service Request Orders (SROs) will be completed by Department supervisor or appointed personnel.
2. Inspect the work site at the beginning and end of the day to ensure no pollutants or sediment are entering storm drains, ditches or channels.
3. Ensure all debris and materials are removed and not pushed/flushed into the catch basins, ditches or channels.
4. Ensure the *Right of Way Maintenance Division Daily Worksheet* is on hand for that day.
5. Ensure sediment/runoff/inlet protection devices such as silt fences, crushed rock, sand bags, absorption pads, or other items are on hand and in adequate numbers and spill response equipment and supplies are stocked/readily available.
6. Ensure material/product is properly loaded, not leaking and covered during mobilization/demobilization.
7. All vehicle operators are required to inspect equipment and ensure that all components are functional before utilizing equipment.
  - a. Any component found to be inoperable or in need of repair during inspection should be reported and a vehicle work order shall be obtained.
  - b. All vehicle operators are required to ensure vehicles are properly stocked and loaded with appropriate materials and supplies.
8. Operators are to follow manufacturer's recommended procedures.
9. Install temporary traffic control devices and signs to warn and divert vehicular traffic.
10. Crews shall report to assigned work areas and ensure that all safety protocols are met while on jobsite.
11. Install sediment/runoff protection devices at the down gradient side of the road or easement as well as at the down gradient end of the road or easement.
12. Install protection devices at nearby catch basins down gradient of the work area, according to BMPs.
13. Install runoff prevention devices upstream and along ditches and channels, according to BMPs.
14. At the end of the repair/maintenance work, inspect the ditches and channels and remove the runoff protection devices if the area is stabilized and not eroding. If the area is not yet stable schedule a future return to remove devices.
15. All repairs, replacements, and material usage are recorded on the *Right of Way Maintenance Division Daily Worksheet* and turned in to the department supervisor by vehicle operators.



<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 4/16/2014
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>DEPARTMENT:</b> ROW Maintenance		<b>REVIEWED BY:</b> Dwight Austin
<b>JOB TASK:</b> Dirt & Gravel Roads & Easements Maintenance		<b>APPROVED BY:</b> John Windley

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/23/2014
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> John Windley		
<b>APPROVED BY:</b> John Windley		
<b>DEPARTMENT:</b> Public Works		
<b>JOB TASK:</b> Public Structural Control Maintenance		


**OPERATIONAL OVERVIEW:** Procedures for the maintenance and operations of City owned/operated structural controls within the City of Mobile MS4 boundary. Public Structural Control maintenance is scheduled to be conducted on a quarterly basis at each control structure by the MS4 Consultant or Engineering Department. Upon inspection maintenance will be assigned to public works.

**STANDARD OPERATING PROCEDURES**

1. Inspect maintenance equipment and ensure all components are functional.
2. Ensure outlet protection devices such as wattles, sand bags, filter fabric, or other items are on hand and in adequate numbers for the maintenance to be done for that day.
3. Ensure the *Public Structural Control Tracking Spreadsheet* is on hand for that day.
4. Follow all safety procedures prior to commencing work and operate equipment safely.
5. Inspect the Public Structural Control area for any indication of illicit discharges or illegal dumping. If any are found, inform the supervisor, who in turn will submit a request/report to the 311 system.
6. Inspect the area and remove any accumulated debris, sediment, trash, or floatables and ensure no trash, debris, sediment, or floatables come in contact with water.
7. Inspect the area for any signs of failure (sloughing, reels, vegetation, concrete structures, etc.)
  - If earth work or vegetation control is required contact Division 177 Supervisor
  - If concrete work is required contact Division 179 Supervision
8. Install temporary outlet protection devices prior to initiating maintenance and ensure no debris, sediment, trash, floatables or any other material is pushed into the outlet or overflow structure.
9. Install sediment barriers (silt fences, wattles, etc...) prior to beginning any maintenance. If feasible, install temporary barriers at least a foot above the water's surface at the bottom of the area to be maintained.
10. Prevent grass clippings, mulch, seed, and other material from coming in contact with water.
11. Ensure vegetation is maintained in grassed swales, rain gardens, pond perimeters, and vegetated controls.
12. Remember to REMOVE any temporary outlet protection devices after maintenance work is completed.
13. Track the amount of material/debris removed on the *Public Structural Control Tracking Spreadsheet*.
14. Load, cover, and transport the material/debris to the local Construction & Debris Landfill.

**EMPLOYEE TRAINING**

1. Ensure employees are trained in above operations and storm water pollution prevention.
2. Ensure employees know how to recognize and report illicit discharges, connections, or disposals.

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/23/2014
<b>DEPARTMENT:</b> Public Works		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Public Structural Control Maintenance		<b>REVIEWED BY:</b> John Windley
		<b>APPROVED BY:</b> John Windley

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<b>CITY OF MOBILE</b> <b>STANDARD OPERATING PROCEDURES</b> <b>Fleet and Vehicle Maintenance</b>		<b>DATE:</b> 04/10/14
<b>DEPARTMENT:</b> Municipal Garage/Motor Pool		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Stormwater pollution prevention procedures for fleet and vehicle maintenance operations including emergency repair operation.		<b>REVIEWED BY:</b> Gregory P. Beckham
		<b>APPROVED BY:</b> Bill Harkins

**OPERATIONAL OVERVIEW:** Municipal Garage/Motor Pool is responsible for fleet and vehicle maintenance operations including emergency repair operations. Employees performing the procedures in this SOP will receive periodic informative documents provided by the City of Mobile – Environmental Services regarding Stormwater Pollution Prevention – MS4.

#### STORMWATER PROTECTION EQUIPMENT AND MATERIALS

1. Weather proof containers
2. Polly or plastic pallets
3. Drum covers
4. Tarps
5. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, and dustpan)

#### STANDARD OPERATING PROCEDURES

##### **Vehicle and Equipment Maintenance**

1. Move leaking vehicles or equipment indoors or under cover
2. Use drip pans for leaking vehicles that need to be stored outside
3. Contain leaking fluids and tag the vehicle to alert drivers that the vehicle is non-operational
4. Perform all maintenance activities involving fluids indoor only (except in emergency cases)
5. Dispose of wastewater from tire leaks check appropriately (to sanitary sewer or interior drain)
6. Wash vehicles in dedicated wash bays that drain to sanitary sewer

##### **Emergency Maintenance Operations**


1. Use drip pans underneath vehicles to catch leaks and drips
2. Have spill kits on all response vehicles
3. Contain leaking fluids and tag the vehicle to alert drivers that the vehicle is non-operational
4. Move vehicle to an impervious surface if possible (for better spill clean up)
5. Notify your supervisor of spills

##### **Good Housekeeping and Waste Disposal**

1. Clean up all spills promptly
2. Transfer fluids from drip pans to the appropriate waste containers immediately
3. Routinely check any equipment stored outside for leaks
4. Maintain oil/water separators according to municipal ordinances
5. Keep lids on dumpsters closed when not in use
6. Follow a maintenance schedule to check outdoor parking and storage areas for spills and or debris accumulation
7. Inspect parking and fueling areas daily. Designate employee(s) to perform these inspections

#### CONTRACTS & CONTRACTORS

1. Contracts should include Stormwater pollution prevention language
  2. Ensure that contractors implement proper Best Management (BMPs) to prevent stormwater pollution
- EMPLOYEE TRAINING**

<b>CITY OF MOBILE</b> <b>STANDARD OPERATING PROCEDURES</b> <b>Fleet and Vehicle Maintenance</b>		<b>DATE:</b> 04/10/14
<b>DEPARTMENT:</b> Municipal Garage/Motor Pool		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Stormwater pollution prevention procedures for fleet and vehicle maintenance operations including emergency repair operation.		<b>REVIEWED BY:</b> Gregory P. Beckham
		<b>APPROVED BY:</b> Bill Harkins

1. All applicable employees should be trained in Stormwater pollution prevention including how to recognize and report illegal connections or discharge – annually or bi-annually

**RECORD KEEPING AND DOCUMENTATION**

1. Keep a list of all employees trained in the facility’s Stormwater Pollution Prevention
2. Maintain a current copy of Spill Response Plan
3. Keep a map, including location of storm drain inlets, in a facility’s Stormwater Pollution Prevention Binder

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/25/14
<b>DEPARTMENT:</b> REAM		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> External Building Maintenance		<b>REVIEWED BY:</b> Steve Elmore  <b>APPROVED BY:</b> William G. Demouy

**OPERATIONAL OVERVIEW:** Construct or maintain buildings/structures at City Facilities. Duties to include but not limited to power washing, painting, new construction work, routine maintenance, etc.

#### STANDARD OPERATING PROCEDURES

1. Maintain Public Buildings on a routine basis.
2. Inspect the facility to determine which activities are necessary.
3. Follow all safety procedures prior to commencing work.
4. Ensure that an adequate number of inlet protection devices such as filter fabric, sand bags, wattles of any other item needed to perform necessary work is on site.
5. Do not dump liquids or materials outside of building or structure. Dispose appropriately in a covered trash receptacle.
6. Drums and containers should be labeled, secured with a lid, and in good condition. Store drums and containers indoors inside of secondary containment, unless empty.
7. Pick up trash and debris daily.
8. Properly maintain all storm drains, ditches, catch basins, inlets, etc. on the property.
9. Keep work areas neat, sweep at the end of the workday and properly dispose of all waste.
10. Use only water to clean exterior of buildings or structures where discharge cannot be prevented from entering the storm water system.
11. Remove debris prior to pressure washing using dry cleanup methods.
12. After pressure washing, filter out and dispose of any solids from the wash water.
13. Mop or vacuum up the wash water and dispose of in the sanitary sewer system and not the storm water system.
14. Wash vehicles and equipment in a designated area where waste water goes into sanitary sewer system and not storm water system.
15. When fueling vehicles or equipment park close to the pump to avoid spillage
16. Do not top off fuel tanks or leave your vehicle or equipment unattended during the fueling process.
17. Cleanup small spills and leaks immediately with absorbent pads or other dry material.
18. If the spill or leak cannot be contained with materials on hand, notify the Department Supervisor or contact the Environmental Specialist (709-0960/208-7151) and/or the Environmental Manager (604-5220/208-7629).
19. Ensure employees are trained in above operations and storm water pollution prevention.
20. Ensure employees know how to recognize and report illegal discharges, connections or disposals.
21. Maintain a copy of all employees trained in above operations and storm water pollution prevention.

<b>CITY OF MOBILE</b> <b>STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/25/14
<b>DEPARTMENT:</b> REAM		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> External Building Maintenance		<b>REVIEWED BY:</b> Steve Elmore <b>APPROVED BY:</b> William G. Demouy

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/15/14
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
		<b>REVIEWED BY:</b> Dan Otto
		<b>APPROVED BY:</b> Bill Harkins
<b>DEPARTMENT:</b> Parks Maintenance; Mowing, Landscape Services, Eastern, Western Division		
<b>JOB TASK:</b> Mowing and Right-of-Way Maintenance		

**OPERATIONAL OVERVIEW:** All personnel with responsibility over right-of-way maintenance operations will adhere to the procedures detailed in this document.


**STANDARD OPERATING PROCEDURES**

1. During the mowing season, mowing is scheduled as often as practical and necessary, but no more often than once every week.
2. In areas with winter ryegrass, mowing is scheduled as needed in the winter months.
3. Mowing is done on a rotational basis for one of a number of designated routes: parks, ball fields, rights of way, ditches, lot route, trim route, facilities route, green space route, priority thoroughfares, priority parks
4. Using a daily check sheet, inspect the equipment to ensure that all components are functional, including lights. Report to the mechanics if parts are not working properly. Make minor repairs as necessary.
5. Using a daily check sheet, inspect the fluid levels and grease the equipment as necessary, daily in most cases.
6. Using the daily check sheet, inspect the blades and other wear and tear parts. Replace or sharpen blades as necessary.
7. Drive mowers safely, following manufacturer’s recommended procedures and all applicable traffic laws.
8. In accordance with the Manual on Uniform Traffic Control Devices, install temporary traffic control devices and/or signs to warn and divert vehicular traffic as necessary.
9. Follow all safety procedures, including wearing proper Personal Protective Equipment (PPE). The Parks Department Safety Agreement is attached showing the type of PPE required for each operation.
10. Regularly inspect equipment for leaks and report all leaks to a supervisor.
11. Contain all leaks until a supervisor or spill team arrives.
12. When applicable, aim the discharge chute away from streets and storm drains or catch basins. Inform a supervisor if grass clippings have been discharged into a street or catch basin.
13. Set the cutting deck to the proper height: Bahia 2.5 inches, Centipede 2.5 inches, Bermuda 1.75 inches, St. Augustine 4 inches, Zoysia 2 inches
14. Litter is removed prior to mowing and is not to be cut up.
15. Track the streets mowed on a daily route sheet.

**Standard Operating Procedures Specific to Curb Edging**

1. Curb edging may be done using a hand held edger, or a mechanical edger mounted behind a tractor.
2. The tractor mounted edger is primarily used on main thoroughfares, which are edged throughout the mowing season, as needed and as practical, with the goal to edge the curbs on main thoroughfares once every two weeks.
3. A street sweeper is dispatched following edging with the mechanical edger.
4. When curb edging is done with a hand held edger, the clippings are blown with a backpack or push blower towards the right of way, out of the street and gutter.



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<b>REVIEWED BY:</b> Dan Otto		
<b>APPROVED BY:</b> Bill Harkins		
<b>DEPARTMENT:</b> Parks Maintenance; Mowing, Landscape Services, Eastern, Western Division		
<b>JOB TASK:</b> Mowing and Right-of-Way Maintenance		

**Standard Operating Procedures Specific to Sidewalk Edging**

1. Sidewalk edging in parks is done on a periodic basis with the goal of maintaining a sharply edged sidewalk with no grass overlap.
2. Sidewalk edging on rights of way is typically only done once a year, in the winter months after the mowing season has ended. The sidewalk on the right of way is only edged on certain streets, typically main thoroughfares and where the City of Mobile is the property owner. Individual property owners are responsible for their own sidewalk and right of way maintenance.
3. Sidewalk edging is done using a handheld edger or edging device mounted on a utility cart.
4. When sidewalk edging is done the clippings are blown with a backpack or push blower into the existing vegetation on either side of the sidewalk. Occasionally such as right-of-way sidewalk edging that is only done once per year, it is necessary to use a shovel to remove the clippings, in which case they are transported to the landfill, or a designated disposal site.

**Standard Operating Procedures Specific to Concrete Edging**

1. Concrete, such as that around storm drains and culverts is edged on a periodic basis.
2. The frequency that such concrete is edged depends on a number of factors including the location and prevailing resources. Such concrete in parks is often edged at the same frequency as sidewalk edging. Such concrete on rights of way may be edged multiple times per year on main thoroughfares. Such concrete in other areas may be edged infrequently or not at all.
3. When concrete is edged the clippings are blown into the surrounding vegetation if they are light. If the clippings are heavy they may be removed with a shovel and transported to the landfill, or a designated disposal site.

**Standard Operating Procedures Specific to Ditches**


1. Roadside ditches are mowed on a rotational basis using specific equipment designed for slope mowing.
2. The frequency that ditches are mowed is dependent on the resources available. The goal is to mow ditches every 60 days.
3. It is preferable to remove litter from ditches prior to mowing, but the height of the vegetation in the ditch often makes this impractical. If the litter is severe, the operator should inform his supervisor that it is necessary to remove the litter after the ditch is mowed.

**EMPLOYEE TRAINING**

1. Ensure employees are trained in above operations and stormwater pollution prevention.
2. Ensure employees know how to recognize and report illegal discharges or disposals.

**RECORD KEEPING AND DOCUMENTATION**

1. Keep a copy of all employees trained in above operations and stormwater pollution prevention.
2. Keep a copy of the tracking spreadsheet.

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/15/14
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Dan Otto		
<b>APPROVED BY:</b> Bill Harkins		
<b>DEPARTMENT:</b> Parks Maintenance; Mowing, Landscape Services, Eastern, Western Division		
<b>JOB TASK:</b> Mowing and Right-of-Way Maintenance		

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/15/14
<b>DEPARTMENT:</b> Parks Maintenance; Mowing, Landscape Services, Eastern, Western Division		✓ <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Mowing and Right-of-Way Maintenance		<b>REVIEWED BY:</b> Dan Otto
		<b>APPROVED BY:</b> Bill Harkins

**Parks Department Employee Safety Agreement**

**As a safety conscious employee of the Mobile Parks Department, I will practice the following safety rules:**


1. When working on a median or right-of-way, I will wear a reflective safety vest.
2. When operating push mowers, walk behind mowers, string trimmers, edgers, tillers, and other similar power equipment, I will wear safety glasses.
3. When operating tractors, outfront mowers, slope mowers, and other similar equipment, I will wear safety glasses, a hard hat, and a reflective safety vest. Safety glasses and hard hats are optional when in an enclosed cab. At my supervisor's discretion, hard hats may be optional when operating in a park. I will wear a hard hat when operating or working around a front end loader/backhoe/skid steer loader.
4. I will not operate a string trimmer, mower, or any other power equipment without the manufacturers safety guards in the proper position. In certain situations, and with supervisory approval, an outfront mower may be permitted to operate with the chute in the open position.
5. I will wear steel toe safety shoes at all times.
6. I will carry gloves with me at all times so that they may be used when needed.
7. When working in an area that may have a higher risk of infection from blood borne pathogens, such as operating the packrat or performing janitorial work (specifically cleaning the restrooms), I will wear rubber gloves and safety glasses.
8. When working with chemicals, I will first participate in a training session dealing with chemical and pesticide safety. I will follow all label instructions and wear all required PPE.
9. Hearing protection is provided and strongly recommended when working around gasoline-powered equipment. Dust masks are also available.
10. I will wear a hard hat, leg chaps and safety glasses when operating a chainsaw or pole saw.
11. I will obey traffic laws and wear seat belts, including when operating tractors equipped with Rollover Protection Systems (ROPS), and see that any passengers in the vehicle that I am operating are wearing seat belts. I will not obstruct or tamper with a DriveCam unit.
12. I will not use a cell phone while operating vehicles and other equipment. I understand that Bluetooth and other ear devices are not allowed.
13. I will wear a personal flotation device when on a boat or a barge.

*Having read this statement fully, I will make safety a priority. I understand that the rules set forth by the Safety Committee are designed to protect me from accidents and injuries. With that in mind, I understand that the penalty for not observing these safety rules will be a verbal warning for the first two offenses, followed by a letter of reprimand on the third offense within a twelve-month period. A fourth warning within a twelve-month period will result in a one-day suspension, a fifth violation will result in a two-day suspension, and sixth will result in a five-day suspension. Additional violations will result in further disciplinary action up to or including termination.*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Revised: 3/26/2014

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/10/14
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>DEPARTMENT:</b> Parks Maintenance; Mowing Division		<b>REVIEWED BY:</b> Dan Otto
<b>JOB TASK:</b> Trash Receptacles		<b>APPROVED BY:</b> Bill Harkins

**OPERATIONAL OVERVIEW:** All parks maintenance personnel will adhere to the procedures detailed in this document. All parks that are used by the public will have trash receptacles.

#### STANDARD OPERATING PROCEDURES


1. Place trash receptacles in concentrated areas within each park that experience the greatest use and in specific areas where trash is expected to be generated.
2. Specific areas where trash may be expected in parks include: near picnic tables, pavilions, bleachers, benches, athletic fields, and concession stands.
3. When placing trash receptacles in parks consideration will be given to the equipment used to empty the trash receptacles. For example, if a side-arm garbage truck is used to empty the receptacles, the receptacles may be placed in a location accessible to this equipment.
4. Recognizing that many factors, such as the weather, seasonal athletic events, and public and private events cause the amount of park use to fluctuate, the number of receptacles and placement location will be evaluated and adjusted to account for these fluctuations. Trash receptacles will be monitored for use and more will be added if the existing receptacles are determined to be insufficient. Receptacles may be removed or relocated if the existing receptacles are experiencing infrequent use.
5. When a pattern of litter is observed in certain areas within a park, a trash can will be placed in that area.
6. Extra trash receptacles may be added for large events. The number of receptacles added will depend on the expected activity. Activities in which food will be served or waste is expected to be generated will require more receptacles. The expected size of the crowd will also be a key in determining the number of receptacles needed.
7. Recognizing that trash receptacles are occasionally removed without permission, receptacles will be replaced as necessary.
8. Trash receptacles with lids are preferred as lids deter animals and help prevent wind from blowing the trash.
9. Trash cans will be emptied by a trash truck assigned to the Eastern Maintenance Division and the Western Maintenance Division.
10. Each division will determine the appropriate schedule for emptying the trash cans in their respective areas.
11. The schedule will be based on many factors including: seasonal athletic schedules and events and the general amount of usage of the particular park. The weekly event schedule will be consulted when determining the route.
12. Priority may be given to high use and high visibility parks.
13. The goal is to empty trash receptacles so that all of the trash is contained and there are no receptacles overflowing or full to the degree that loose trash falls or is blown out of the receptacle.
14. The garbage trucks will be used on weekends when necessary, recognizing that the transfer station is only open for limited hours on the weekend and the truck may not be able to be emptied.

#### EMPLOYEE TRAINING

1. Ensure employees are trained in above procedures.
2. Ensure employees know how to determine where to place trash receptacles to best deter littering.

#### RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above procedures.
2. Keep a copy of the trash receptacle emptying records.

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		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Dan Otto		
<b>APPROVED BY:</b> Bill Harkins		
<b>DEPARTMENT:</b> Parks Maintenance; Mowing Division		
<b>JOB TASK:</b> Trash Receptacles		

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/10/14
<b>DEPARTMENT:</b> Parks Maintenance		<input type="checkbox"/> <b>NEW</b> <input checked="" type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Addressing Storm Water Pollution in Daily Activities		<b>REVIEWED BY:</b> Dan Otto
		<b>APPROVED BY:</b> Bill Harkins

**OPERATIONAL OVERVIEW:** All parks maintenance personnel will adhere to the procedures detailed in this document.

#### STANDARD OPERATING PROCEDURES


1. Do not dump liquids or materials outside. Dispose appropriately in a covered trash receptacle.
2. Properly maintain all storm drains, ditches, catch basins, inlets, etc. on the property.
3. Keep work areas neat and sweep after each shift. Properly dispose of all wastes.
4. Avoid hosing down work areas or trash container areas; if these areas must be washed, discharge to sanitary sewer.
5. Storm Water Education:
  - a. Storm water signs for public education have been developed and installed.
  - b. Inspect the facility to identify high traffic areas and locations where public education would be beneficial.
  - c. Inspect and ensure storm water signs are located near high traffic and potential littering areas – secure additional storm water signs if needed from Traffic Engineering or Public Works.
  - d. Inspect tube underneath the sign and refill the “Know Your Storm Water” brochure when depleted.
  - e. Keep track of number of brochures refilled along with the dates.
  - f. Inform Supervisor if additional copies of the brochure are needed.
6. Public Restrooms:
  - a. Use appropriate cleaners to ensure restrooms are cleaned and maintained.
  - b. Ensure entire contents of cleaners, solvents, and other chemicals are used and not disposed into catch basins, inlets, streets, ditches, channels, water bodies or into the ground.
  - c. Dispose unused cleaners, solvents, and other chemicals at a hazardous waste collection facility. Empty bottles can be discarded in a covered trash receptacle.
  - d. Clean up spills immediately using dry clean-up methods.
  - e. Do not dump mop water or wastewater from cleaning into catch basin, inlet, parking lot, street, ditch, channel, water body or into the ground. Waste water may be discharged to sanitary sewer – however, do not dispose fats, oils, grease or other sewer clogging materials.
  - f. Avoid pouring or transferring any materials outdoors or near storm drains.
  - g. Sweep or pick-up all debris and properly dispose of all waste.

#### EMPLOYEE TRAINING

1. Ensure employees are trained in above operations and storm water pollution prevention.
2. Ensure employees know how to recognize and report illegal discharges, connections or disposals.

#### RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above procedures.
2. Keep a copy of the tracking spreadsheet.

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/10/14
<b>DEPARTMENT:</b> Parks Maintenance		<input type="checkbox"/> <b>NEW</b> <input checked="" type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Addressing Storm Water Pollution in Daily Activities		<b>REVIEWED BY:</b> Dan Otto
		<b>APPROVED BY:</b> Bill Harkins

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<b>DEPARTMENT:</b> Parks Maintenance; Mowing Division		<b>REVIEWED BY:</b> Dan Otto
<b>JOB TASK:</b> Pet Waste		<b>APPROVED BY:</b> Bill Harkins

**OPERATIONAL OVERVIEW:** All parks maintenance personnel will adhere to the procedures detailed in this document. Currently Pet Waste Dispensers are located at: Langan Park, Lavretta Park, Medal of Honor Park, McCants-Chavers Park, Lake Drive Tricentennial Park, Public Safety Memorial Park, Bienville Square, Cathedral Square, Spanish Plaza, British Park, Washington Square, Father Ryan Park

**STANDARD OPERATING PROCEDURES**

1. Pet Waste Stations will be placed at all parks that experience significant activity by pet owners. Pet Waste Stations consist of a box designed to hold pet waste bags , a sign indicating it's purpose and a trash receptacle.
2. The Pet Waste Station(s) will be placed in areas within the park that experience the greatest dog activity.
3. The Pet Waste Stations will be monitored by the maintenance staff to ensure that they are regularly replenished with pet waste bags.
4. A trash receptacle will be placed in the proximity of the Pet Waste Station.
5. Recognizing that there are factors that may increase or decrease the use of parks by pet owners, each park will be monitored to determine whether additional stations are necessary, or existing stations can be relocated.
6. When a pattern of litter is observed in certain areas within a park, a trash can will be placed in that area.
7. Extra trash receptacles may be added for large events. The number of receptacles added will depend on the expected activity. Activities in which food will be served or waste is expected to be generated will require more receptacles. The expected size of the crowd will also be a key in determining the number of receptacles needed.
8. Recognizing that trash receptacles are occasionally removed without permission, receptacles will be replaced as necessary.
9. Trash receptacles with lids are preferred as lids deter animals and help prevent wind from blowing the trash.


**EMPLOYEE TRAINING**

1. Ensure employees are trained in above procedures.
2. Ensure employees know how to determine where to place trash receptacles to best deter littering.

**RECORD KEEPING AND DOCUMENTATION**

1. Keep a copy of all employees trained in above procedures.
2. Keep a copy of the trash receptacle emptying records.



<b>CITY OF MOBILE</b> <b>STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/10/14
<b>DEPARTMENT:</b> Parks Maintenance; Mowing Division		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Pet Waste		<b>REVIEWED BY:</b> Dan Otto
		<b>APPROVED BY:</b> Bill Harkins

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<b>DEPARTMENT:</b> Parks Maintenance; Landscape Services Division		<b>REVIEWED BY:</b> Dan Otto
<b>JOB TASK:</b> PHF Storage, Application & Spill Procedures		<b>APPROVED BY:</b> Bill Harkins

**OPERATIONAL OVERVIEW:** Before an employee applies any Pesticides, Herbicides or Fertilizers they will be trained in the proper use of the products in accordance with EPA guidelines.


**STANDARD OPERATING PROCEDURES**

**PHF Storage**

1. Pesticides, Herbicides and Fertilizers shall be stored in a designated location that is dry, climate controlled, ventilated and secure. Material Safety Data Sheets (MSDSs) and Labels must be present. There must be a sign on the exterior of the storage area stating that the area is used for the storage of hazardous materials. Consult the label for specific storage instructions.

**PHF Application**

1. Before mixing, applying, or handling pesticides, herbicides, and fertilizers, employees shall receive chemical safety training.
2. The pesticide, herbicide or fertilizer will be the appropriate product for the application.
3. The product will be used in accordance with its label, including at the proper rate.
4. Applications will only be done when weather conditions are appropriate. Spraying will be curtailed when the wind may cause the product to drift. Granular products will not be applied when heavy rain is forecast. Applications will not be made unless rainfall is not expected within the period of time that the product is expected to dry, in accordance with the label. It is the responsibility of the applicator to monitor the weather conditions and determine if the weather conditions are appropriate.
5. When mixing and applying pesticides, herbicides and fertilizers, Personal Protective Equipment (PPE) will be worn as required by the label. Sheet attached showing the type of PPE that each chemical requires.
6. MSDSs shall be present and/or available in vehicle or storage building on site.
7. Once the application is made, the Daily Pesticide Application sheet shall be filled out to record the treatment.
8. In the event that a granular product is spilled it shall be picked up and distributed in accordance with label instructions. In the event of a liquid spill, it shall be contained with absorbent material, which shall be removed and disposed of in a drum that has been designated as a disposal site for pesticides. Proper PPE shall be worn when handling a spill. Your supervisor shall be notified in the event of a spill.
9. Used containers shall be disposed of in accordance with label instructions. The label may require the containers to be punctured.
10. Pesticides shall be transported in accordance with label instructions, which generally requires that they are transported in the original container with the label on the container. It may also be acceptable to transport them in an approved non-original container, in which case the container must be labeled with the name of product, EPA registration number, and EPA establishment number.
11. Equipment shall be inspected regularly for leaks and to determine that it is in proper working order.
12. Employees shall wash their hands after handling pesticides, herbicides and/or fertilizers.
13. In the event of an accidental exposure to any Pesticide or Herbicide products, the MSDS shall be consulted to determine any first aid procedures. You shall notify your supervisors in the event of an accidental exposure.

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<b>DEPARTMENT:</b> Parks Maintenance; Landscape Services Division		<b>REVIEWED BY:</b> Dan Otto
<b>JOB TASK:</b> PHF Storage, Application & Spill Procedures		<b>APPROVED BY:</b> Bill Harkins

**PHF Spill**

1. In the event that a granular product is spilled it shall be picked up and distributed in accordance with label instructions. In the event of a liquid spill, it shall be contained with absorbent material, which shall be removed and disposed of in a barrel that has been designated as a disposal site for pesticides. Proper PPE shall be worn when handling a spill. Your supervisor shall be notified.
2. In the event of a large spill, employees shall call 911 and their supervisor. The spill shall be contacted as much as possible and the MSDS should be available for the hazardous response team.
3. In the event that a chemical gets on an employee's skin or clothing, they should consult the MSDS to determine the proper procedure. If emergency medical attention is needed the employee should proceed to the nearest emergency room.

**Employee Training**

1. Ensure employees are trained in the above operations.
2. Ensure that MSDS and labels are readily available.
3. Ensure that spill control materials and necessary personal protective equipment are readily available.

**RECORD KEEPING AND DOCUMENTATION**

1. Keep a copy of names of all employees trained in above operations.
2. Keep a copy of the Daily Pesticide Application sheets.

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	<b>REVIEWED BY:</b> Dan Otto <b>APPROVED BY:</b> Bill Harkins
<b>DEPARTMENT:</b> Parks Maintenance; Landscape Services Division	
<b>JOB TASK:</b> PHF Storage, Application & Spill Procedures	

Name of Product	Manufacturer	EPA REG #	R	SIGNAL	PPE (Mixer/loaders)	PPE (App/Handlers)	REI	PPE (Re-Entry)	Special Instructions
912	Agrisolutions	977-133		C	SG G C R F	SG G C R F	12	E G A C F	You are required to wash your hands with soap and water after each use. No smoking, eating, etc. while using or handling these products may not be used in a confined space.
2, 4-d Amine	PBI/Gordon	42750-19-55467		D	SG G C	E G C	48	E G C F	
2, 4-d Amine 4	Agrisolutions			D	SG G C	E G C	48	E G C F	
3336 WP	Clearly	1001-63		C	SG G A	SG G A C(drench)	12	E G A C F	
Accord RXT II	Dow	62719-556		C	SG G A	E G A	4	G A C	Pesticide Requirements include: the label must be carried with the product and any non-original containers must be approved and include name of product, EPA registration number, and EPA establishment number
Amdro Pro	Amblands	73342-1		C	G A	E G A	12	G A C	
Aqua Neat	Nufarm	228-365		C	SG A	E A F	12	G C	
Banrot 8 G	Scotts	58185-23		C	SG G A R F	SG G A R F	12	G A C	
Basagrán TO	BASF	7969-45		C	SG G A	E G A	48	G A C	<b>Spill Control Information Pesticides:</b> For small spills (five gallons or less) follow in-house spill procedures: notify your supervisor; wear PPE for mixing/loading; contain the spill; use absorbent material as necessary; dispose of material in hazardous material container; for large Pesticide spills call 911, consult the MSDS, contain the spill; wear PPE for mixing/loading; <b>Oil Based Products:</b> call Environmental Services at 208-7530, 709-0084, or 311, consult the MSDS, contain the spill; wear PPE for mixing/loading. Remain at the scene of the spill, notify your supervisor; have the label and MSDS sheet available.
Blade	Gordon's	66222-164-2217		C	SG G A	E G A	4	G A C	
Chlorpyrifos SPC 2 G	Nufarm	228-625		R	E G C F	E G C R F	24	G A C F	
Cide-Kick	Brewer Int.	73342-1		C	SG G A	E G A		A	
Daconil 2787	Syngenta	15724		W	SG G A R	SG G A	when dry	E G A C	Any additional PPE required by the Safety Policy will continue to be required.
Dipel DF Pro	Valent	33762-1A-001		C	SG G A N	E G A N	4	G A C	
Dip n Grow	Dip n Grow Inc.	64388-1		C	G A	E G A	12	A	
Duron 4L	Drexel	19713-36		C	SG G A A P R	E G A R	12	G C	
Dursban 50 W	Dow	62719-72		R	E G A R	SG G A R	24	E G A C	*Short sleeve shirts are acceptable when applying chemicals at low volume and within 12 inches from the ground or when applying granular chemicals with a push spreader.
Dursban Pro	Dow	62719-166		R	SG G A R	SG G A R	when dry	E G A C	
Finalé	Bayer	432-1229		W	SG G A A P	E G A	12	E G A C	
Fusilade II	Zeneca	10182-393		C	SG G A A P	E G A	12	G A C	
Garlon® 4	Dow	62719-40		C	SG G A	E G A	12	G A C	<b>R Column = Restricted Use Pesticide</b>
Glyphosate	Dupont	352-607		W	SG A	E A	12	E G A C F	
Hi-Yield Snail Bait	VPG	71096-7-7401		C	E G A	E G A		A	
Iloxan 3EC	Bayer	432-1231		R	SG G C R F	SG G C R F	when dry	A F	
Image 70DG	BASF	241-319		C	SG G A	G C	12	G A C	<b>Signal Column:</b> C = Caution W = Warning D = Danger
Kamnio Plus	Helena			C	SG G A	SG G A	48	E G A C F	
Momentum FX 2	Lesco	228-447-10404		R	SG G C	SG G A		E G A C F	
Malch Magic	Becker Underwood				SG G A F	E G A F		A F	
Neutralize Liquid	Becker Underwood				SG G A	E G A		A F	<b>PPE KEY:</b> E = Safety Glasses SG = Safety Goggles G = Chemical Resistant Gloves A = Long Sleeve Shirt* and Long Pants C = Chemical Resistant Coveralls AP = Apron R = Respirator, Must Be Fit Tested, TC-23C + N95 Cartridge N = N95 dust mask F = Chemical Resistant Footwear
Orthene 97	Amvac	59639-91-5481		C	SG G A R	E G A R	24	G A C	
Orthene WSP	Valent	5481-8971		C	E A R	G A R	24	G A C	
Oust XP	Dupont	352-601		C	E A	E A	4	G A C	
Pendulum 3.3 EC	BASF	241-341		C	SG G A	E G A	24	G A C	<b>PPE KEY:</b> E = Safety Glasses SG = Safety Goggles G = Chemical Resistant Gloves A = Long Sleeve Shirt* and Long Pants C = Chemical Resistant Coveralls AP = Apron R = Respirator, Must Be Fit Tested, TC-23C + N95 Cartridge N = N95 dust mask F = Chemical Resistant Footwear
Perlite	Sungro				E N	E N		E N	
Poast	BASF	7969-58		W	SG G C F	E G C F	12	G A C F	
Rodeo	Dow	62719-324		C	E A	A	4	G C	
Ronstar G	Bayer	432-886		W	SG G C	SG G C F	12	G C F	<b>PPE KEY:</b> E = Safety Glasses SG = Safety Goggles G = Chemical Resistant Gloves A = Long Sleeve Shirt* and Long Pants C = Chemical Resistant Coveralls AP = Apron R = Respirator, Must Be Fit Tested, TC-23C + N95 Cartridge N = N95 dust mask F = Chemical Resistant Footwear
Round-Up Pro	Monsanto	524-475		W	SG G C	SG G C F	12	G C F	
Scanner	LoveLand			C	SG A	E A	4	G A C	
Sevin Brand 80 S	Bayer	432-1226		C	SG G A	E A	4	G A C	
Sevin SL	Bayer	432-1227		W	SG G A	E G A	12	G A C	<b>PPE KEY:</b> E = Safety Glasses SG = Safety Goggles G = Chemical Resistant Gloves A = Long Sleeve Shirt* and Long Pants C = Chemical Resistant Coveralls AP = Apron R = Respirator, Must Be Fit Tested, TC-23C + N95 Cartridge N = N95 dust mask F = Chemical Resistant Footwear
Snapshot 80 DF	Dow	70506-53		C	E G A	E G A	24	G A C	
Spike 20P	Dow	62719-121		C	SG A	E A	24	G A C	
Subdue GR	Syngenta	100-794		C	SG G A F	E G A	48	G A C	
Surlflan A.S.	Dow	70506-43		C	E G A C A P	E G A	24	G A C	<b>PPE KEY:</b> E = Safety Glasses SG = Safety Goggles G = Chemical Resistant Gloves A = Long Sleeve Shirt* and Long Pants C = Chemical Resistant Coveralls AP = Apron R = Respirator, Must Be Fit Tested, TC-23C + N95 Cartridge N = N95 dust mask F = Chemical Resistant Footwear
Talstar 10 WP	FMC	279-3057		W	SG G A	SG G A	12	G A C	
Topsite 2.5G	SSI Maxim	34913-22		C	E G A	E G A	12	G A C	
Tower	BASF	7969-239		W	SG G A	SG G A	12	E G A C F	
Truban 25 EC	Scotts	58185-8		C	SG G C R F	SG G A R	12	G A C	<b>PPE KEY:</b> E = Safety Glasses SG = Safety Goggles G = Chemical Resistant Gloves A = Long Sleeve Shirt* and Long Pants C = Chemical Resistant Coveralls AP = Apron R = Respirator, Must Be Fit Tested, TC-23C + N95 Cartridge N = N95 dust mask F = Chemical Resistant Footwear
Ultra-Fine Oil	Whitlire	862-23-499		C	SG G A F	SG A	4	G A C	
Vantage	BASF	7969-88-51036		C	SG G A	SG G A	12	G A C	
Verniculle	Sungro			C	SG G A	SG G A	12	G A C	
Weedar 64	Nufarm	71368-1		D	SG G C F	E G A F	48	E G A C	<b>PPE KEY:</b> E = Safety Glasses SG = Safety Goggles G = Chemical Resistant Gloves A = Long Sleeve Shirt* and Long Pants C = Chemical Resistant Coveralls AP = Apron R = Respirator, Must Be Fit Tested, TC-23C + N95 Cartridge N = N95 dust mask F = Chemical Resistant Footwear
Woods Rooting Compound	Earth Sci. Pro.	43905-1		C	SG G A	SG G A	48	E G A C	



<b>CITY OF MOBILE</b> <b>STANDARD OPERATING PROCEDURES</b>	<b>DATE:</b> 04/10/14 <input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
	<b>REVIEWED BY:</b> Dan Otto <b>APPROVED BY:</b> Bill Harkins
<b>DEPARTMENT:</b> Parks Maintenance; Landscape Services Division	
<b>JOB TASK:</b> PHF Storage, Application & Spill Procedures	


Name of Product	Manufacturer	EPAREG #	R SIGNAL	PPE (Mixer/Loaders)	PPE (App/Handlers)	REI hours	PPE (Re-Entry)	Special Instructions
2 cycle oil	Spectrum Lub.			SG G				You are required to wash your hands with soap and water after each use. No smoking, eating, etc. while using or handling
409	Clorox Co.				E G			
Acetylene					E G A			
Antiseptic Hand Soap	Spartan Chm./Belco							These products may not be used in a confined space.
Amorall	Amorall Co.							
Belco PH7	Belco			SG G	E G			Pesticide Requirements include: the label must be carried with the product and any non-original containers must be approved and include name of product, EPA registration number, and EPA establishment number
Diesel Exhaust Fluid	Ford Motor Co.			SG G A	SG G A			
Fog Be Gone	Magic Safety Pro.		D					
Glass Plus	Reckitt Benckiser							
Gojo	Gojo Ind.							
Jomax Mdeiw Remover	Znsser Co.	71240-1			SG G A			<b>Spill Control Information</b> <i>Pesticides:</i> For small spills (five gallons or less) follow in-house spill procedures. notify your supervisor. wear PPE for mixing/loading. contain the spill. use absorbent material as necessary. dispose of material in hazardous material container. for large Pesticide spills call 911, consult the MSDS, contain the spill, wear PPE for mixing/loading. <i>Oil Based Products:</i> call Environmental Services at 208-7530, 709-0084, or 311, consult the MSDS, contain the spill, wear PPE for mixing/loading. Remain at the scene of the spill, notify your supervisor. have the label and MSDS sheet available.
Lava Hand Soap	Lava Co.				G			
Megaplex XD3 Grease	Conoco Co.							
Off	S. C. Johnson Inc.		W					
Oil Absorbent	Moltan Co.			E	E			
Oxygen								
Paint Mo-Spray	Mobile Paint Inc.				E G A			
Paint Quik-Stripe	Pioneer Man. Co.				E G A			
Paint Rus-Kil	Mobile Paint Inc.				E G A			
Quickrete	Quickrete Co.			SG G A	SG			
SBS Skin Cream	DEB SBS Co.							
Scotch-Brite Pad	3M				E			
Sparkle Buckeye	Buckeye Inc.			SG G A	SG G A			Any additional PPE required by the Safety Policy will continue to be required.
Sta-Bil	Gold Eagle Co.		W	SG G A				
Stainless Steel Polish	Lagasse Bro.				E G			
Sun Sreen	R&R Lotion							
Tide	Procter & Gamble				SG G			*Short sleeve shirts are acceptable when applying chemicals at low volume and within 12 inches from the ground or when applying granular chemicals with a push spreader.
Time Mst Air Freshener	Waterbury Co.				G			
Trewax	Beaumont Pro.							
Turtle Wax	Turtle Wax Co.			SG G	SG G			
Uni-Weld PVC Cement	United Elchem Ind.				E G			
Uni-Weld PVC Cleaner	United Elchem Ind.				E G			
WD40	Lava Co.		D		SG G			<b>R Column = Restricted Use Pesticide</b>
Windex	Johnson Diversity							<b>Signal Column:</b> C = Caution
Workout	Buckeye Inc.			SG G	SG G			W = Warning D = Danger
<b>Pesticide Products</b>								
Accord RXT II	Dow	62719-556	C	SG G A	E G A			
Andro Pro	Ambbrands	73342-1	C	G A				
Assault II	ABC Com. Co.	3862-133	C					
Biokleen	Power Services Pro.	464-659-069633	D	SG G	SG G			<b>PPE KEY:</b> E = Safety Glasses SG = Safety Goggles G = Chemical Resistant Gloves
Bleach	Kik Inter.	84517-1	D	SG G	SG G A F			
Calcium Hypochlorite	Harcrop Inc.	748-217-48	D	SG G	SG G A F			
Cide Kick	Brewer Int.	73342-1	C	SG G	E G A			
Disinfecting Floor Cleaner	Procter & Gamble	8155-23-3573	D	SG G A	SG G A			
Fast Break Defoamer	Winfield Sol.		C	SG G A	E G A			A = Long Sleeve Shirt* and Long Pants
Finale	Bayer	432-1229	W	SG G A	E G A			C = Chemical Resistant Coveralls
Glyphosate	Dupont	352-607	W	SG A	E A			AP = Apron
Glyphosate 4 Plus	Alligare	81927-9	C	SG G A	E G A	4	C G	
Kammo Plus	Helena Co.		C	SG G	SG G A			R = Respirator, Must Be Fit Tested, TC-23C + N95 Cartridge
Misty Wasp & Hornet	Amrep	10807-196	C		SG G			N = N95 dust mask
Pendulum 3.3 EC	BASF	241-341	C	SG G A	E G A			
Raid Wasp & Hornet	S. C. Johnson Inc.	4822-553	C		SG G			F = Chemical Resistant Footwear
Roach Prufe	Copper Brite	9608-2	C					
Round Up Pro	Monsanto Co.	524-475	C	SG G A	E G A			
Scanner	Loveland		C	SG G A	SG G A			
Terminator	Buckeye Inc.	6836-75-559	D	SG G A	SG G A F			
Wasp & Bee	Chase Pro	498-156	C		SG G			

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/21/2014
<b>DEPARTMENT:</b> Public Works		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Equipment Washing		<b>REVIEWED BY:</b> J.R. Turner
<b>APPROVED BY:</b> John Windley		

**OPERATIONAL OVERVIEW:** Public Works performs equipment washing using a high pressure wash system. The was water is then filtered through a system designed to provide continuous water filtration by removing oils and soilds down to acceptable levels for discharge to the sewer system. The job function of the operator is to keep the facility operational by maintaining equipment, preventative maintenance measures, and trouble shooting. The operator is also responsible for tracking the number and type of equipment washed on a daily basis, tracking inventory, and enforcing the operational procedures of the facility using good housekeeping.

#### STANDARD OPERATING PROCEDURES

1. Perform visual inspection of equipment , (inside and outside building) checking for leaks, vibrations, tank pressures, belts, oil levels, wet-well level, drainage etc.
2. Inspect operation of equipment and make adjustments and repairs as needed.
3. Check oil level and belt tension on pressure washer and air compressor, adjust/repair as needed.
4. Employees are required to wear the proper Personal Protection Equipment (PPE). This includes but is not limited to chemical resistant goggles and gloves.
5. While washing and maintenance make sure all energy sources are Locked/Tagged and in Zero Energy State (LOTO/ZES). This is achieved by turning the power to the system off by switching the breaker(s) to the off position in the electrical panel box. Lock the electrical panel box after power is shut off.
6. Pressure Wash System Start Up:
  - a. Hold the on/off gun firmly, nozzle pointed away from the operator (in a safe direction) and depress the tripper.
  - b. Start the system by pressing the start button
  - c. After water flows from the nozzle, release the trigger on the gun to test the water bypass operation of the system. No water may exit the system and no irregular pulsation should occur while operating in the bypass mode.
  - d. With the trigger on the on/off gun released, enable the heating system by turning on the **Burner** toggle switch.
  - e. The nozzle should be approximately 12 to 15 inches away from the surface when the trigger is opened and blasting begins. Always apply soap from top of equipment to bottom and rinse equipment the same. Brushes may be used to rid equipment of surface grit.
7. Pressure Wash System Shut Down:
  - a. Turn off the burner toggle. Pull the trigger on the gun until cold clear water is discharged.
  - b. Shut off the system by pressing the stop button.
  - c. Depress the trigger on the gun to relieve the discharge line pressure
  - d. Hoses should now be wound up on the hose reel, wash area cleaned and debris disposed of in proper container.

<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/21/2014
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> J.R. Turner		
<b>APPROVED BY:</b> John Windley		
<b>DEPARTMENT:</b> Public Works		
<b>JOB TASK:</b> Equipment Washing		

8. Bleed air compressor every week.
9. Check chemical levels for filtration system and add chemicals if needed.
10. Pump soap for 55-gallon drum for use in brush baskets outside. (Mix one gallon of soap for each bucket and fill with water) and fill rolling container with odor control agent.
11. Clean up wash area.
12. Record daily activities on *Truck Wash Sign In Sheet*.
13. End of shift make sure all equipment is stored properly and facility is in good housekeeping.

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<b>CITY OF MOBILE STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/16/2014
		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>REVIEWED BY:</b> Dwight Austin		
<b>APPROVED BY:</b> John Windley		
<b>DEPARTMENT:</b> Right of Way Maintenance		
<b>JOB TASK:</b> Material Storage Areas		

**OPERATIONAL OVERVIEW:** Right of Way Maintenance is responsible for storage of materials which include: sand, clay topsoil, riprap, limestone, washsand, and gravel. Inspections of the storage material will be conducted twice a week by the Division Supervisor.

**STANDARD OPERATING PROCEDURES**

1. Materials are to be kept in secure storage areas (i.e. Hickory Street, Cottage Hill, Rifle Range)
2. Only authorized personnel are allowed to enter material storage areas.
3. No hazardous material is accepted.
4. Employees are to use all required Personal Protection Equipment (PPE) while on jobsite.
5. Operators are to follow manufacturer’s recommended procedures.
6. Material is hauled in by City of Mobile trucks for repair of washouts, cave-ins, shoulders, ditches, and roads graded.
7. Silt fences are used to ensure stockpiled materials are contained.
8. Crews shall report to assigned work areas and ensure that all safety protocols are met while on jobsite.
9. Ensure material/product is properly loaded, not leaking and covered prior to transport offsite
10. All material usage is recorded on a *Right of Way Maintenance Division Daily Worksheet* and turned in to the department supervisor by Storage operators.

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<b>CITY OF MOBILE</b>  <b>STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/21/2014
<b>DEPARTMENT:</b> Public Works		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Storage and Disposal of Chemicals and Waste Materials		<b>REVIEWED BY:</b> Public Works Division Supervisors
<b>APPROVED BY:</b> John Windley		

**OPERATIONAL OVERVIEW:** Public Works is responsible for the storage and disposal of chemicals and waste materials. Typical chemicals/materials that could be considered hazardous on site include but are not limited to: paints, soaps, solvents, bleaches, Pesticides Herbicides and Fertilizers (PHFs) and lubricants.

**STANDARD OPERATING PROCEDURES**

1. Identify the number of Hazardous Chemicals stored at the facility including but not limited to paints, soaps, solvents, bleaches, PHFs, lubricants, etc. – list each chemical container/bag
2. Identify the type (name) and amount/quantity (gallons/pounds) of each chemical stored at the facility.
3. Ensure the container/bag is properly labeled.
4. Ensure the Material Safety Data Sheet (MSDS) for each chemical is available in Division Supervisor’s office and current.
5. Identify the catch basins, storm drains, ditches or other storm water system in and around the facility.
6. Identify the direction of flow and distance to the catch basins, ditches, and the storm water system.
7. All chemicals are to be utilized in accordance to manufacturer’s specifications.
8. Ensure each chemical container/bag is stored within a secondary structure/containment if required.
9. Ensure there are no signs of spills or leaks.
10. Ensure there are spill response equipment and supplies stocked and readily available.
11. Ensure each chemical container/bag is under roof or covered with water proof material.
12. Ensure the work areas, loading areas and storage areas are neat and clean.
13. In case of a spill or leak immediately contact the Department Supervisor and immediately place spill pads, dirt or other spill prevention equipment near and around catch basins and ditches to prevent the spill or leak from entering the storm water system.
14. Try to contain the spill or leak using spill pads, dirt, or other spill equipment.
15. If it could affect the health or safety of employees, evacuate the area and maintain a safe distance.
16. Department Supervisor shall contact the Environmental Specialist (709-0960/208-7151) and/or Environmental Manager (604-5220/208-7629).
17. Department Supervisor or Environmental Specialist shall call 311 to report the spill for documentation.
18. Depending on the severity, the Environmental Specialist will contact the NRC and ADEM.
19. Upon clean-up of the Spill, the environmental specialist or environmental Manager will properly dispose of the chemical.

<b>CITY OF MOBILE</b>  <b>STANDARD OPERATING PROCEDURES</b>		<b>DATE:</b> 04/21/2014
<b>DEPARTMENT:</b> Public Works		<input checked="" type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>REVISED</b>
<b>JOB TASK:</b> Storage and Disposal of Chemicals and Waste Materials		<b>REVIEWED BY:</b> Public Works Division Supervisors  <b>APPROVED BY:</b> John Windley

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**APPENDIX D**  
**INSPECTION CHECKLISTS**



## City of Mobile Litter Trap Inspection Form

Date/Time Checked <sup>1</sup>	Debris Accumulation <sup>2</sup> <input type="checkbox"/> None <input type="checkbox"/> Few Floatables <input type="checkbox"/> Needs Removal	Debris Removed (C.Y.)	Date/Time Emptied
If Debris Removal is Necessary, Provide Most Recent Measurable Rain Event (>.1in) (Date/Inches) <sup>2</sup> :		Maintenance (Other Than Debris Removal) Needed? (If Yes, Include What Maintenance Will Be Needed): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Time to Complete Job:		# of Employees Used:	
Equipment Used:		Comments:	Completed by: _____
Date/Time Checked <sup>1</sup>	Debris Accumulation <sup>2</sup> <input type="checkbox"/> None <input type="checkbox"/> Few Floatables <input type="checkbox"/> Needs Removal	Debris Removed (C.Y.)	Date/Time Emptied
If Debris Removal is Necessary, Provide Most Recent Measurable Rain Event (>.1in) (Date/Inches) <sup>2</sup> :		Maintenance (Other Than Debris Removal) Needed? (If Yes, Include What Maintenance Will Be Needed): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Time to Complete Job:		# of Employees Used:	
Equipment Used:		Comments:	Completed by: _____
Date/Time Checked <sup>1</sup>	Debris Accumulation <sup>2</sup> <input type="checkbox"/> None <input type="checkbox"/> Few Floatables <input type="checkbox"/> Needs Removal	Debris Removed (C.Y.)	Date/Time Emptied
If Debris Removal is Necessary, Provide Most Recent Measurable Rain Event (>.1in) (Date/Inches) <sup>2</sup> :		Maintenance (Other Than Debris Removal) Needed? (If Yes, Include What Maintenance Will Be Needed): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Time to Complete Job:		# of Employees Used:	
Equipment Used:		Comments:	Completed by: _____
Date/Time Checked <sup>1</sup>	Debris Accumulation <sup>2</sup> <input type="checkbox"/> None <input type="checkbox"/> Few Floatables <input type="checkbox"/> Needs Removal	Debris Removed (C.Y.)	Date/Time Emptied
If Debris Removal is Necessary, Provide Most Recent Measurable Rain Event (>.1in) (Date/Inches) <sup>2</sup> :		Maintenance (Other Than Debris Removal) Needed? (If Yes, Include What Maintenance Will Be Needed): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Time to Complete Job:		# of Employees Used:	
Equipment Used:		Comments:	Completed by: _____
Date/Time Checked <sup>1</sup>	Debris Accumulation <sup>2</sup> <input type="checkbox"/> None <input type="checkbox"/> Few Floatables <input type="checkbox"/> Needs Removal	Debris Removed (C.Y.)	Date/Time Emptied
If Debris Removal is Necessary, Provide Most Recent Measurable Rain Event (>.1in) (Date/Inches) <sup>2</sup> :		Maintenance (Other Than Debris Removal) Needed? (If Yes, Include What Maintenance Will Be Needed): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Time to Complete Job:		# of Employees Used:	
Equipment Used:		Comments:	Completed by: _____

<sup>1</sup>Note: At a minimum, inspections must be conducted weekly and immediately following a rainfall event of 0.75 inches or greater.

<sup>2</sup> Note: Accumulation of 1/4 cubic yards or greater requires immediate removal of debris

## MAWSS SANITARY SEWER OVERFLOW (SSO) INSPECTION CHECKLIST

<b>Inspection</b>			
ID No. (MAWSS Occurrence No.):			
Date of Inspection:		Time of Inspection: <span style="float: right;">AM/PM</span>	
Inspected By:			
Pictures Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date SSO Began:		Date SSO Stopped:	
Time SSO Began: <span style="float: right;">AM/PM</span>		Time SSO Stopped: <span style="float: right;">AM/PM</span>	
Location of Discharge:	Street Address:		
	City:	State:	Zip:
Longitude:		Latitude:	
Field Notes/Observations:			

<b>Record the following information from MAWSS Event Reporting Form into SSO Summary Spreadsheet:</b>			
Estimated Volume Discharged			
Cause of Discharge			
Source of Discharge			
Ultimate Destination of Discharge			
Corrective Actions Taken			
Plans to Eliminate Future Discharges & Actions/Plans to Mitigate Impacts to the Environment and/or Public Health			
Contact Person/Email/Phone No.			



**CITY OF MOBILE**  
**CONSTRUCTION INSPECTION CHECKLIST**

**Project Information**

Facility ID:	Date:	Visit #:
Location:		
Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	Watershed:	
COM Permit #:	Permit Type:	Issue Date:
		Expiration Date:
<b>Permittee Contact Information</b>		
Permit Types	LD = Land Disturbance	SFR = Single Family Residential
		BLD = Building
ADEM Permit #:	COE Permit #:	
Name:	Email:	
Phone:	Fax:	
Address:		
Site Superintendent:	Phone:	Email:
Site QCP:	Phone:	Email:
Site QCI:	Phone:	Email:
Is disturbed area greater than or equal to 1 acre? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the site less than 1 acre but part of a common plan of development? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Rain Event (≥ 0.75 inch) and land disturbance ≥ 1 acre)**

Date of last known on site rain event (from rain gauge):	Amount:
<p>For non linear construction, was inspection started within 24 hours and report completed within 72 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, it is a violation. Report to ADEM)</p> <p>For linear construction, was inspection started within 24 hours and completed within 5 days? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, it is a violation. Report to ADEM)</p> <p>If a deficiency was noted, was a Noncompliance Notification Report submitted to ADEM within 5 days? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (If no, it is a violation. Report to ADEM)</p> <p>If the answer to any question above is no, report to:  <a href="http://app.adem.alabama.gov/complaints/submission.aspx">http://app.adem.alabama.gov/complaints/submission.aspx</a></p>	
Date Reported:	Complaint #:

**Construction**

<input type="checkbox"/> Pre-Construction	<input type="checkbox"/> Active Construction	<input type="checkbox"/> Post-Construction
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Residential
<input type="checkbox"/> Other:		
Is the project set to close? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is construction ongoing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Construction personnel on site? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many?	

**Erosion/Sedimentation**

Is erosion visible? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is sediment leaving site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is turbid water leaving site? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is sediment entering into storm drain network/MS4? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is sediment entering into waterway(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No





Facility ID:

Visit#:

## CONSTRUCTION INSPECTION CHECKLIST

### General Area Overview

Trash/Debris: <input type="checkbox"/> Yes <input type="checkbox"/> No	Construction debris: <input type="checkbox"/> Yes <input type="checkbox"/> No	
BMPs	On Site?	Effective?
Construction entrance pad:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Inlet Protection Onsite:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Inlet Protection Offsite:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Outlets/Discharge Pipes Protected:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Retention/Detention pond(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Silt Fences:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Wattles/Hay bales:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Berms:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Protected dirt stockpiles:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Sump excavations:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Erosion control netting:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Good stand of grass/vegetation:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Dumpster on site:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Concrete washout:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Control of chemical waste:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Control of sanitary waste:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A
Temporary stabilization:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient <input type="checkbox"/> N/A

### Equipment/Materials Issues Noted

Type	Leaks/Spills	Comments
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Enforcement Actions

Enforcement Actions: <input type="checkbox"/> NOV Issued <input type="checkbox"/> MOT Issued <input type="checkbox"/> Stop Work Order Issued <input type="checkbox"/> N/A <input type="checkbox"/> Verbal Warning <input type="checkbox"/> N/A <input type="checkbox"/> Other:

### Comments


Signature of Inspector:
Printed Name:

## MUNICIPAL FACILITY INSPECTION CHECKLIST

<b>Date:</b>	<b>Facility #: MF-</b>	<b>Picture #:</b>
<b>Facility Name:</b>		
<b>Address:</b>		
<b>Contact Name:</b>		
<b>Title:</b>		
<b>Phone #:</b>		
<b>Principal Watershed:</b>		
<b>Number of Inlets:</b>	<b>Number of Outfalls:</b>	

### Facility Type

<input type="checkbox"/> <b>Public Building</b>	<input type="checkbox"/> <b>Parks/Cemetery</b>	<input type="checkbox"/> <b>Public Works</b>
<input type="checkbox"/> <b>Storage/Maintenance/Corporate Yard</b>	<input type="checkbox"/> <b>Police/Fire Department</b>	<input type="checkbox"/> <b>Public Parking Facility</b>
<input type="checkbox"/> <b>Stable/Animal Shelter</b>	<input type="checkbox"/> <b>Sports Facility</b>	<input type="checkbox"/> <b>Other:</b>

<b>Stock Piles:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Towing Yard :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Storm Water Contact:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Sediment &amp; Erosion:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Storage &amp; Handling:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Exposed Processes:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Fueling Site:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Exposed Chemicals:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Leaks &amp; Spills:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Hazardous Waste / Materials:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Vehicle Washing:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Vehicle Maintenance:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Equipment Washing:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Equipment Maintenance</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Does facility discharge/connect to MS4?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Does water from facility discharge to street?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Does water from facility discharge to drainage ditch, creek or river?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Has the facility been inspected by the State? (According to above Contact)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <b>Date:</b>	
<b>Were there any deficiencies noted by the State?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <b>Describe if Applicable:</b>	
<b>Has the Facility reported any Recent Violation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <b>Describe if Applicable:</b>	
<b>Comments:</b>	

### Storm Water BMP Plan Inspection

<b>Storm Water BMP Plan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Date Initially Completed or Updated:</b>	<b>BMPP needs to be updated?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is facility following the recommendations in the plan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Comments:</b>	

# MUNICIPAL FACILITY INSPECTION CHECKLIST

**Facility #: MF-**

## SPCC Inspection

<b>SPCC Plan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<b>Date Initially Completed or Updated:</b>	<b>SPCC Plan needs to be updated?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is facility following the recommendations in the plan?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Comments:</b>	

## Records Reviewed

<b>Employee training records reviewed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Discharge Monitoring Report reviewed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>ADEM or other agency's correspondence letter reviewed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Are spill records kept current?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>If spills were recorded, has the appropriate follow-up occurred?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## Facility Inspection

<input type="checkbox"/> Aboveground storage tanks present	<input type="checkbox"/> Mop sink outside
<input type="checkbox"/> Underground storage tanks present	<input type="checkbox"/> Dumpster lids closed
<input type="checkbox"/> Spill clean-up material on site	<input type="checkbox"/> Dumpster not leaking and in good condition
<input type="checkbox"/> Leaks and drip spots cleaned routinely	<input type="checkbox"/> Low contamination berm around waste area
<input type="checkbox"/> Spill response plan maintained & current	<input type="checkbox"/> Leaks and drips cleaned around waste area
<input type="checkbox"/> Materials and waste managed to reduce impact on storm water quality	<input type="checkbox"/> Storm drain inlets & catch basins inspected and cleaned
<input type="checkbox"/> Grading and paving area to prevent runoff	<input type="checkbox"/> Litter on premises
<input type="checkbox"/> Employees trained upon hire and annually	<input type="checkbox"/> Use of trash receptacle
<input type="checkbox"/> Pollutants covered & isolated from SW contact	<input type="checkbox"/> Use of drip pans under vehicles/equipment
<b>Other Storm Water Contact:</b>	
<b>Comments:</b>	

**Inspected By:**

Note: If facility has stormwater Discharge Points, please complete next page.

## MUNICIPAL FACILITY INSPECTION CHECKLIST

Facility #: MF-

### Facility's Storm Water Discharge Point

ID #:		Outfall: <input type="checkbox"/> Yes <input type="checkbox"/> No
Means of Discharge:		
Point of Discharge:		
Latitude:	Longitude:	
Comments:		

### Facility's Storm Water Discharge Point

ID #:		Outfall: <input type="checkbox"/> Yes <input type="checkbox"/> No
Means of Discharge:		
Point of Discharge:		
Latitude:	Longitude:	
Comments:		

### Facility's Storm Water Discharge Point

ID #:		Outfall: <input type="checkbox"/> Yes <input type="checkbox"/> No
Means of Discharge:		
Point of Discharge:		
Latitude:	Longitude:	
Comments:		

### Facility's Storm Water Discharge Point

ID #:		Outfall: <input type="checkbox"/> Yes <input type="checkbox"/> No
Means of Discharge:		
Point of Discharge:		
Latitude:	Longitude:	
Comments:		

## MUNICIPAL FACILITY INSPECTION CHECKLIST

Facility #: MF-

### Facility's Storm Water Discharge Point

ID #:		Outfall: <input type="checkbox"/> Yes <input type="checkbox"/> No
Means of Discharge:		
Point of Discharge:		
Latitude:	Longitude:	
Comments:		

### Facility's Storm Water Discharge Point

ID #:		Outfall: <input type="checkbox"/> Yes <input type="checkbox"/> No
Means of Discharge:		
Point of Discharge:		
Latitude:	Longitude:	
Comments:		

### Facility's Storm Water Discharge Point

ID #:		Outfall: <input type="checkbox"/> Yes <input type="checkbox"/> No
Means of Discharge:		
Point of Discharge:		
Latitude:	Longitude:	
Comments:		

### Facility's Storm Water Discharge Point

ID #:		Outfall: <input type="checkbox"/> Yes <input type="checkbox"/> No
Means of Discharge:		
Point of Discharge:		
Latitude:	Longitude:	
Comments:		

# MUNICIPAL FACILITY INSPECTION CHECKLIST

## GENERAL HOUSEKEEPING CHECKLIST

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted to (Manager): \_\_\_\_\_ Time: \_\_\_\_\_

Facility: \_\_\_\_\_

Inspection Item	Action Needed	Date Corrected
Walking and Working Surfaces in good condition?		
Are all walking or working surfaces free of tripping/ slipping hazards?		
Work areas free of trash/ debris?		
Are aisles well marked and kept clear?		
Are work benches clean and orderly?		
Is waste material properly stored and regularly disposed of (used oil, antifreeze, etc.)?		
Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard?		
Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?		
Are all flammable containers properly closed/covered to control vapors?		
Are all flammable/combustible containers properly labeled/identified?		
Are all chemicals labeled?		
Is storage of materials neat and orderly?		
Is storage of new/used parts neat and orderly?		
Are all containers properly labeled?		
Is trash removed at the end of each shift or day and area clean?		

Use one sheet for each area if needed.

## PHF STORAGE INSPECTION CHECKLIST

<b>Facility ID: MF-</b>	<b>Inspection Date:</b>	<b>Picture #:</b>
<b>Location:</b>	<b>Watershed:</b>	
<b>Contact:</b>	<b>Phone:</b>	

<b>Pesticides</b>	<input type="checkbox"/> N/A
<b>Number Stored (list each container/bag):</b>	
<b>List each type (name) and amount/quantity stored (gallons/pounds):</b>	
<b>Each Container/bag properly labeled including directions for use?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Material Safety Data Sheets (MSDS) current:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Material Safety Data Sheets (MSDS) easily accessible:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Access to Containers/bags restricted?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Containers/bags stored within secondary structures/containment:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Signs of any spills or leaks:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Spill response equipment/supplies stocked and readily available:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Employees trained on proper handling:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Containers/bags are under roof or covered with water proof material:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If No, how many are exposed to rain?</b>	
<b>If No to any of the above questions, notify Facility's Supervisor</b>	

<b>Herbicides</b>	<input type="checkbox"/> N/A
<b>Number Stored (list each container/bag):</b>	
<b>List each type (name) and amount/quantity stored (gallons/pounds):</b>	
<b>Each Container/bag properly labeled including directions for use?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Material Safety Data Sheets (MSDS) current:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Material Safety Data Sheets (MSDS) easily accessible:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Access to Containers/bags restricted?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Containers/bags stored within secondary structures/containment:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Signs of any spills or leaks:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Spill response equipment/supplies stocked and readily available:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Employees trained on proper handling:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Containers/bags are under roof or covered with water proof material:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If No, how many are exposed to rain?</b>	
<b>If No to any of the above questions, notify Facility's Supervisor for resolution</b>	

## PHF STORAGE INSPECTION CHECKLIST

<b>Fertilizers</b>	<input type="checkbox"/> N/A
<b>Number Stored (list each container/bag):</b>	
<b>List each type (name) and amount/quantity stored (gallons/pounds):</b>	
<b>Each Container/bag properly labeled including directions for use?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Material Safety Data Sheets (MSDS) current:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Material Safety Data Sheets (MSDS) easily accessible:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Access to Containers/bags restricted?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Containers/bags stored within secondary structures/containment:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Signs of any spills or leaks:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Spill response equipment/supplies stocked and readily available:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Employees trained on proper handling:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Containers/bags are under roof or covered with water proof material:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If No, how many are exposed to rain?</b>	
<b>If No to any of the above questions, notify Facility's Supervisor for resolution</b>	

<b>General/Maintenance</b>
<b>Any signs of illegal discharge or illegal dumping?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If Yes, describe, report and initiate Illicit Discharge Investigation:</b>
<b>Trash or floatables present:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Trash and waste products removed and properly disposed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Work areas, loading areas, storage areas neat and clean:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If YES to the first or second question or NO to the third or fourth questions above, notify Facility's Supervisor for resolution</b>

<b>Comments</b>

<b>Inspected By:</b>
----------------------



**APPENDIX E**  
**IDDE PLAN AND ERP**

# ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) PLAN

AND

## ENFORCEMENT RESPONSE PLAN (ERP)

CITY OF MOBILE  
MOBILE, ALABAMA



REVIEWED, MODIFIED, AND APPROVED BY THE CITY OF MOBILE

June 2013

— PREPARED BY —



1000 Hillcrest Road, Suite 200  
Mobile, AL 36695

Tel: (251) 635-1140 ♦ Fax: (251) 635-0978

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***SECTION 1: IDDE PLAN***

## **1.1 INTRODUCTION**

Recognizing the magnitude of storm water runoff from urban areas and the problems associated with controlling runoff from storm events, Congress and the Environmental Protection Agency (EPA) implemented regulations on storm water discharges. The Clean Water Act (CWA) amendments of 1990 set forth permit requirements for municipalities. A National Pollutant Discharge Elimination System (NPDES) Permit system was established for storm water discharges from municipalities. Municipalities serving populations greater than or equal to 250,000 were classified as “Large MS4s” and those serving at least 100,000 but less than 250,000 were classified as “Medium MS4s”. Based upon the 1990 Census population of greater than 100,000, the City of Mobile was classified as a “Medium MS4”. A NPDES MS4 Permit for the City of Mobile was issued by ADEM to be renewed every five years.

ADEM issued a Consent Decree to the City of Mobile requiring the preparation and submittal of a comprehensive Storm Water Management Program (SWMP) Plan. The City developed and implemented a comprehensive SWMP Plan to prevent pollution and control the discharge of pollutants from its MS4 in accordance with the NPDES MS4 Permit. The SWMP Plan (approved by ADEM) outlines several program elements and activities required by the Permit. This document addresses the Illicit Discharge Detection and Elimination (IDDE) Plan and the Enforcement Response Plan (ERP) requirements of the SWMP Plan.

## **1.2 ILLICIT DISCHARGES**

The MS4 Permit requires the City to implement an ongoing program to detect and eliminate illicit discharges and improper disposals to the MS4. According to 40 CFR 122.26(b)(2), an Illicit Discharge is defined as follows:

*“Illicit Discharge means any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from fire fighting activities.”*

## **1.3 ALLOWABLE DISCHARGES**

Section (p)(3)(B)(ii) of the Clean Water Act specifically requires an effective prohibition on non-storm water in the City’s MS4 Permit. According to the MS4 Permit, the following discharges, whether discharged separately or commingled with municipal storm water, are not authorized:

1. Non-storm Water and Industrial Storm Water: discharges of non-storm water or any Storm Water Discharge Associated with Industrial Activity except where such discharges are:
  - a. regulated by a separate NPDES permit (or the discharger has applied for such permit); or
  - b. identified by, and in compliance with: non-storm water discharges to the MS4 shall be effectively prohibited. However, the City may allow, in accordance with 40 CFR 122.26(d)(2)(iv)(B)(1), certain non-storm water discharges to the MS4. The Storm Water Management Program shall identify any non-storm

water discharges allowed under this paragraph, along with any conditions placed on allowing such discharges to the Municipal Separate Storm Sewer System.

2. Spills: discharges of material resulting from a spill, except emergency discharges required to prevent imminent threat to human health or prevent severe property damage, provided reasonable and prudent measures have been taken to minimize the impact of the discharge.

The City has evaluated the list of allowable non-stormwater discharges and identified a list of ‘exempt’ or ‘conditionally exempt’ allowable non-stormwater discharges pursuant to past experience, pollution potential, proximity to the coast as well as the City’s MS4. The allowable non-stormwater discharges within the corporate limits of the City of Mobile are as follows:

### **EXEMPT NON-STORMWATER DISCHARGES**

1. Diverted stream flows
2. Rising ground waters
3. Uncontaminated ground water infiltration
4. Springs
5. Flows from riparian habitats and wetlands
6. Flows from fire-fighting activities

### **CONDITIONALLY EXEMPT NON-STORMWATER DISCHARGES**

1. Water line flushing
2. Landscape irrigation
3. Uncontaminated pumped ground water
4. Discharges from potable water sources
5. Foundation drains
6. Air conditioning condensation
7. Irrigation water
8. Water from crawl space pumps
9. Footing drains
10. Lawn watering
11. Individual residential car washing
12. De-chlorinated swimming pool discharges

## **1.4 ILLICIT DISCHARGES/IMPROPER DISPOSALS ORDINANCE**

The City adopted a Stormwater and Flood Control Ordinance to simultaneously meet the requirements of the MS4 NPDES permit and FEMA’s National Flood Insurance Program. The ordinances incorporate criteria to limit development; criteria to limit redevelopment impacts; and guidance criteria for use in review/approval process. Any proposed development and/or redevelopment not exempted by size requires a permit along with detailed plans and specifications. In addition, the City has adopted a Right-Of-Way Ordinance for any proposed work within the right-of-way including utilities, residents, or others. The ordinance requires plans, specifications, plats, erosion and sediment control plans, and other related information for any proposed work in the right-of-way. Upon review and approval, a development permit is

issued by the Urban Development Department in conjunction with a land disturbance permit and a right-of-way permit from the City Engineering Department. The City also requires developers, owners, and homeowners to agree to maintain new structural controls, prior to accepting the development.

The City has implemented an aggressive litter control program. It is implemented on a daily basis and covers several practices pertaining to storm water. A Litter Ordinance passed by the City Council in 1988 has been continuously enforced and has been very effective. Trash cans have been placed on streets to prevent littering. To further address this issue, the city has enhanced public involvement by establishing a “Litterbug” hotline. Calls are received from concerned citizens that have witnessed littering. The “litterer” receives a warning letter from the police to inform them that if this event was witnessed by a police officer, they would have received a ticket for \$432 per the litter ordinance. Each violator also receives a “butt bag” to prevent cigarette litter. In addition, “No Dumping Signs” have been installed all over the city.

In addition to the above ordinances, the City has drafted an Illicit Discharges/Improper Disposals Ordinance order to address illicit discharges and/or improper disposals. Upon finalization, passage by the City Council, and implementation, the ordinance shall provide legal authority to: prohibit illicit discharges; identify exemptions; control discharges of spills and dumping of materials; address potential source facilities and BMPs; require compliance with permit and ordinance conditions; allow inspections to be carried out; and provide enforcement mechanisms for corrective action.

## **1.5 ILLICITS ORGANIZED BY WATERSHED**

Watershed management is the basis and strategy for implementing the City’s comprehensive storm water management program and its various program elements. Cross referencing preliminary watershed boundary delineations and the current city limits, nine (9) intersecting watersheds and/or sub-watersheds were identified. Illicit discharges and/or improper disposals shall be identified throughout the city limits. Location data and related information shall be collected and compiled. Each illicit discharge and/or improper disposal investigated shall be organized by watershed and related back to its respective watershed for analysis.

## **1.6 OUTFALL IDENTIFICATION & CLASSIFICATION**

An inventory of outfalls discharging stormwater from the City’s MS4 to water bodies is crucial in detecting and controlling illicit discharges and/or improper disposals. Each outfall, regardless of its size, needs to be field visited, identified and investigated to isolate discharges. Standard Operating Procedures (SOPs) for outfall identification and classification shall generally include but are not limited to the following:

- Each field crew shall consist of two or more field technicians with safety equipment including high-visibility safety vests, steel toe boots, and pertinent safety equipment.
- Each crew member shall have received appropriate vaccinations and inoculations to prevent water-borne diseases.
- Each crew member shall have received safety training and shall maintain constant communication with other crew member.

- Walk and field investigate each creek, stream or water body and traverse the sides of its banks (both sides if too wide) to identify each outfall discharging to a water body regardless of its size.
- Include any tributary or channel that has more than ten (10) outfalls draining to it.
- Acquire the outfall coordinates (latitude and longitude) and photograph of the outfall.
- Record date, time, site conditions, outfall condition/characteristics, maintenance information and other pertinent information on the Storm Water Outfalls (Inventory) Checklist Inspection Form.
- If hazardous discharges or other discharges are encountered that could affect health and safety, evacuate the area and immediately notify emergency response agencies. Maintain a safe distance from the area.
- Record the presence of any flow from the outfall on the flow characteristics page of the Storm Water Outfalls (Inventory) Checklist Form and tag for dry-weather monitoring and further investigation.
- Compile the above information and perform QA/QC of the hand written/completed field investigation information at the end of each day.
- Evaluate and classify each outfall that meets the criteria for a major outfall.
- Identify and organize each outfall by subwatershed and/or watershed.

## **1.7 STORM DRAIN NETWORK MAPPING**

Storm drain network mapping is critical to identifying the source(s) of an illicit discharge and/or improper disposal. Watersheds with significant urban development are difficult to delineate due to the intricate network of the storm drainage system, especially in the Mobile region. Storm water is typically collected and discharged to water bodies at various locations in a watershed and not routed to a single location (as in the case of a sanitary sewer system). It is difficult to ascertain the drainage area of a storm drain pipe and outfall unless detailed storm sewer network and infrastructure information is available. This is especially true in Mobile, Alabama, due to its proximity to the coast and its gradual slopes. Due to the relatively flat topography and very little difference in elevation, a pipe, road or other storm sewer network structure could easily alter the drainage pattern thereby changing the boundary or sometimes the watershed itself. Watershed, sub-watershed and drainage area boundaries need to be constantly refined using up-to-date storm water drainage network system information and surface contours as well as field investigations. Standard Operating Procedures (SOPs) for storm drain network mapping shall generally include but are not limited to the following:

- Field identify and map storm drain features including inlets, catch basins, pipes, ditches, etc... and determine the horizontal connectivity of the storm drain network system.
- Assign names and/or numbers for field visited storm drain features to better track inventory, maintenance and repairs.
- Organize the storm drain network by subwatershed and/or watershed.
- Delineate the drainage area for each major outfall using the storm drain network and the topographic contours within a subwatershed and/or watershed.
- Delineate the land use and runoff coefficients for each drainage area.
- Overlay and spatially analyze the illicit discharges and/or improper disposals to isolate and enforce corrective action.



## **1.8 DRY-WEATHER MONITORING/FIELD SCREENING**

Any outfall found to be flowing during the Storm Water Outfall Inventory shall be tagged for further investigation. Standard Operating Procedures (SOPs) to identify outfalls with dry-weather flow shall generally include but are not limited to the following:

- Each field crew shall consist of two or more field technicians with safety equipment including high-visibility safety vests, steel toe boots, and pertinent safety equipment.
- Each crew member shall have received appropriate vaccinations and inoculations to prevent water-borne diseases.
- Each crew member shall have received safety training and shall maintain constant communication with other crew member.
- Each crew shall carry HACH Stormwater field test kits or approved equal kits for the parameters to be sampled and tested in the field.
- Walk and field investigate each outfall that was previously tagged for further investigation during the Storm Water Outfall Inventory, regardless of size.
- Confirm the outfall coordinates (latitude and longitude) and outfall characteristics.
- Investigate the outfall if it is still flowing after 72 hours of a rain event.
- Conduct an initial field sampling/analyses and record concentrations for parameters listed on the Dry-Weather Monitoring/Field Screening Checklist Inspection Form.
- Use field test kits for sampling and field analysis. If suspected parameters cannot be field tested then collect, preserve and deliver to laboratory for analysis.
- Follow-up with another site visit to the same outfall at least four (4) hours later.
- Conduct a secondary field sampling/analyses and again record concentrations for parameters listed on the Dry-Weather Monitoring/Field Screening Checklist Form.
- If no flow exists during the second visit or if no pollutants are evident during the second sampling/analysis, do not tag it as an illicit discharge.
- If flow exists during the second visit and concentrations of sampling parameters are detected, identify if it is a non-allowable or an allowable (exempt or conditionally exempt) discharge. If it is non-allowable discharge, tag the discharge for further investigation and initiate 'source tracing'.
- If hazardous discharges or other discharges are encountered that could affect health and safety, evacuate the area and immediately notify emergency response agencies. Maintain a safe distance from the area.

## **1.9 SOURCE TRACING**

Any outfall found to be flowing during dry-weather (i.e. 72 hours after a rainfall event) shall be targeted and prioritized for investigation. Each such outfall shall initially be sampled and tested for indicators. The same outfall shall be re-sampled four (4) hours later. If indicators such as detergents are present, each such outfall shall be classified as a potential illicit and targeted for further investigation. Standard Operating Procedures (SOPs) to identify and trace the source of the discharge shall generally include but are not limited to the following:

- Initiate source tracing at the outfall where flow was found during dry-weather.
- Identify the storm drain network connected to the outfall.

- Continue the investigation upstream of the outfall to the next junction in the storm drain network to confirm evidence of the discharge.
- Repeat the steps upstream until a junction is found with no evidence of the discharge.
- Isolate the section between the junctions and try to identify the source of the discharge.
- Based on the field sampling, analyses and indicators, classify the discharge as a sanitary or non-sanitary illicit. In some cases, laboratory analyses may need to be conducted to confirm a sanitary sewer illicit.
- If it is a sanitary sewer illicit discharge, notify the Mobile Area Water and Sewer System (MAWSS) for corrective action.
- If it is a non-sanitary sewer illicit discharge, investigate the surrounding area between the two junctions, to visually isolate and identify the source.
- Utilize video inspection, smoke testing (non-toxic) and/or dye testing (non-toxic) to further isolate and identify the source.
- Conduct dye testing by flushing or washing the dye down the drain, fixture or manhole, open the downstream manholes or outfalls, and locate the dye. Equipment typically includes dye tablets, liquid concentrate, dye strips, powder, or dry wax cakes/donuts that are non-toxic. Notify nearby residents, adjacent businesses and emergency agencies before introducing the dyes.
- Conduct video inspection using cameras capable of radial views – to inspect top, bottom and sides of the pipes. Equipment typically includes cameras that are usually tractor-mounted or towed, with a video record made for inspection and future repairs.
- Conduct smoke testing by introducing smoke into the storm drain system and observing where the smoke surfaces. Equipment typically includes a smoke source, smoke blower, and sewer plugs. Notify residents, adjacent businesses and emergency agencies before undertaking any smoke testing. Take precautions to prevent smoke from entering homes or businesses.
- Investigate potential source facilities (discussed below) and municipal facilities (discussed below) in the surrounding area.
- Investigate any spills that may have occurred in the surrounding area.
- Once the source of the illicit discharge and/or improper disposal has been traced and identified, initiate enforcement actions.

## **1.10 SANITARY SEWER ILLICITS**

A memorandum of understanding (MOU) and protocol has been established between the City and the Mobile Area Water & Sewer System (MAWSS), to notify the other party with details of sanitary sewer discharges or storm water inflows. Since the sanitary sewer system within the city limits is owned and operated by MAWSS, this protocol has enhanced the identification and prompt corrective action of illicit discharges, especially those relating to sanitary sewer seepage. The MOU continues to be in effect and has produced good coordination between the City and MAWSS. Based on the protocol, any sanitary discharge/seepage reported by MAWSS, shall be investigated. Sanitary discharges shall be identified, numbered, photographed and located in the field. Each sanitary sewer discharge or seepage shall be revisited to confirm corrective action has been completed and is not re-occurring.

## **1.11 POTENTIAL SOURCE FACILITIES**

Facilities and Businesses operating with the city limits shall be compiled from various sources including ADEM permits, city business permits, phone book listings, internet listings, field identified businesses and other sources. Facilities with SIC codes identified by EPA for storm water discharges shall be included. Facilities that could potentially discharge polluted storm water based on their type/operations and location shall be identified as Potential Source Facilities. Those with a higher potential to discharge pollutants to storm water shall be further classified as “Industrial” and “High-Risk” facilities based upon their manufacturing processed, operations, industrial NPDES permits, watershed location, site conditions, etc... Facilities with exposed materials, sediment and erosion control problems, pollutant mixing, and other operations that could have contact with storm water shall also be included. Continuing the implementation of the comprehensive storm water management program, potential source facilities identified and field investigated shall be organized by watersheds.

Potential source facilities further classified as “Industrial Activity” and “High Risk” shall be evaluated to identify potential storm water discharges and problems. Facilities with materials, products or operations exposed to storm water were tagged as “with stormwater contact”. Also, facilities with discharges to the MS4 and waters of the State, those with or without industrial NPDES permits, and those applying for NPDES permits shall be also identified. Facilities with Storm Water Pollution Prevention Plans (SWPPPs), Best Management Practices (BMPs), Spill Prevention, and Counter Control Measures Plans (SPCCs) and Discharge Monitoring Reports (DMRs) shall be reviewed. Their storm water discharge points and/or on-site inlets shall be identified. Information and data attributes about the facility and each discharge point and/or inlet shall be identified and compiled.

Potential Source Facilities that need to be identified and field investigated generally include but are not limited to the following:

- Industrial Activity Facilities as defined by 40CFR §122.26(B)(14), categorized as:
  - Sector A: Timber Products Facilities
  - Sector B: Paper and Allied Products Manufacturing
  - Sector C: Chemical and Allied Products Manufacturing and Refining
  - Sector D: Asphalt Paving and Roofing Materials Manufacturers and Lubricant Manufacturers
  - Sector E: Glass, Clay, Cement, Concrete, and Gypsum Product Manufacturing
  - Sector F: Primary Metals Facilities
  - Sector G: Metal Mining (Ore Mining and Dressing)
  - Sector H: Coal Mines and Coal Mining Related Facilities
  - Sector I: Oil and Gas Extraction Facilities
  - Sector J: Mineral Mining and Processing Facilities
  - Sector K: Hazardous Waste Treatment, Storage, or Disposal Facilities
  - Sector L: Landfills and Land Application Sites
  - Sector M: Automobile Salvage Yards
  - Sector N: Scrap Recycling and Waste Recycling Facilities
  - Sector O: Steam Electric Power Generating Facilities, including Coal Handling Areas
  - Sector P: Motor Freight Transportation Facilities, Passenger Transportation Facilities, Petroleum Bulk Oil Stations and Terminals, Rail Transportation Facilities, and United States Postal Service Transportation Facilities

- Sector Q: Water Transportation Facilities with Vehicle Maintenance Shops and/or Equipment Cleaning Operations
- Sector R: Ship and Boat Building or Repair Yards
- Sector S: Vehicle Maintenance Areas, Equipment Cleaning Areas, or Deicing Areas Located at Air Transportation Facilities
- Sector T: Treatment Works
- Sector U: Food and Kindred Products Facilities
- Sector V: Textile Mills, Apparel, and Other Fabric Product Manufacturing Facilities
- Sector W: Wood and Metal Furniture and Fixture Manufacturing Facilities
- Sector X: Printing and Publishing Facilities
- Sector Y: Rubber, Miscellaneous Plastic Products, and Miscellaneous Manufacturing Industries
- Sector Z: Leather Tanning and Finishing Facilities
- Sector AA: Fabricated Metal Products Manufacturing Facilities
- Sector AB: Transportation Equipment, Industrial, or Commercial Machinery Manufacturing Facilities
- Sector AC: Electronic and Electrical Equipment and Components, Photographic, and Optical Goods and Manufacturing Facilities
- Commercial and Other Potential Source Facilities including:
  - Animal care services
  - Apartment complexes
  - Automobile repair, maintenance, and painting
  - Campgrounds/RV parks
  - Car dealers
  - Car wash facilities
  - Carpet and furniture cleaning
  - Cemeteries
  - Churches
  - Colleges and universities
  - Commercial laundry/dry cleaners
  - Composting facilities
  - Construction companies
  - Equipment repair, maintenance, fueling or cleaning
  - Food service establishments
  - Garbage truck washout
  - Gas stations and convenience stores
  - Golf courses
  - Hospitals
  - Landscaping companies
  - Multi-family housing
  - Nurseries and garden centers
  - Painting and coating
  - Pest control services
  - Public works yards
  - Portable sanitary services
  - Power washing services
  - Rental car lots
  - Schools

- Single family homes
- Streets and highway construction
- Swimming pools
- Vehicle parking lots and storage facilities
- Warehouses
- Any other Potential Sources Facility that discharges pollutants to a water body
- Any other Potential Sources Facility that contributes pollutants to the MS4

## **1.12 INDUSTRIAL AND HIGH-RISK MONITORING**

Prior to issuance of the first MS4 NPDES permit, negotiations were held with ADEM to modify some of the permit terms and conditions to better suit site specific and coastal conditions of the city of Mobile's MS4. Several cost effective suggestions were made, yet still remaining within the context of the federal regulations imposed by Congress and the EPA. One of the modifications made to the permit was to allow the City to review sampling and monitoring data conducted by the industrial/high-risk facility, (required in their industrial permit from ADEM) rather than the City having to sample and monitor discharges from the same industrial/high-risk facility, avoiding duplication. Each industrial and high-risk facility was required to submit copies of Discharge Monitoring Reports (DMRs) to the city. The DMRs shall continue to be reviewed to identify violations reported by the facilities and isolate illicit discharges and improper disposals from industrial and high-risk facilities.

## **1.13 ILLICIT LOCATION AND VERIFICATION**

All illicit discharges and improper disposals reported shall be field visited for verification. Although some illicit discharges reported may appear to be outside the city limits, they have to be field visited to confirm their discharge and location. Any illicit discharge that is located outside the city limits but within the city's watershed boundary shall be included as a city affected illicit discharge or improper disposal. However, any illicit discharge that is both outside the city limits as well as outside the watershed boundary shall be excluded from the city illicit discharges. Information about the city excluded illicit discharge shall be forwarded to the municipality having jurisdiction over the property.

## **1.14 ILLICITS FOUND DURING FIELD ACTIVITIES AND BY PUBLIC**

In addition to the field screening area, illicit discharges and improper disposals found during structural control inspections, municipal facility inspections, construction activity inspections, or other field activities, shall be tagged as potential illicit discharges and investigated. Any illicit discharge or improper disposal found by city staff shall or reported by the public shall be investigated. Information about illicit discharges and/or improper disposals found during other activities and/or reported as well as enforcement actions taken shall be tracked.

## ***SECTION 2: ERP***

## **2.1 ENFORCEMENT RESPONSE**

Once the source of an illicit discharge and/or improper disposal has been identified, enforcement response shall be initiated. Standard Operating Procedures (SOPs) for enforcement response shall generally include but are not limited to the following:

- Identify the owner of the illicit discharge source. If it is a sanitary sewer discharge, notify MAWSS. If it is a non-sanitary sewer discharge, identify the property owner, business owner, facility owner, or other responsible party.
- If the owner is the City or other public entity, immediately notify the facility manager to issue a work order and immediately eliminate the discharge source.
- If the owner is a private entity issue a notice of violation identifying the problem, and require the responsible party to take corrective actions to eliminate the discharge source as well as cease and desist any violating practices or operations.
- Require the owner or responsible party to implement source control or treatment BMPs.
- Notify the number of days or the date by which corrective actions have to be completed.
- Conduct a follow-up investigation to verify that the discharge and contamination source has been eliminated.
- Confirm that abatement or remediation of illicit discharge contamination has been completed and affected areas restored.
- If corrective action is not initiated or completed within the allotted time frame, initiate enforcement measures against the owner or responsible party.

## **2.2 ENFORCEMENT MEASURES**

Requirements outlined in the Notice of Violation shall be completed by the owner or responsible party within the time frame allotted. Options for enforcement measures shall generally include but are not limited to the following:

- Issue a Municipal Offense Ticket (MOT) to be adjudicated in the Environmental Court.
- Conduct abatement and/or remediation of the illicit discharge contamination and assign the cost of abatement including attorney's fees and administrative costs to the owner or responsible party, payable within a specified deadline. If the amount due is not paid, assess a lien on the property for the amount of the assessment.
- Collect administrative and remediation costs including sampling costs, monitoring costs, court costs, attorney's fees, and other expenses associated with enforcement.
- Petition for a preliminary or permanent injunction from continuing illicit discharge activities or for abatement or remediation of the violation.
- Deem the violation a public nuisance and a threat to public health, safety, and welfare and summarily abate or restore at the violator's expense.

## **2.3 PREVENTING ACTIVITIES THAT CAUSE DISCHARGES**

Many illicit discharges can be reduced by addressing the activities that generate discharges. In some cases, Standard Operating Procedures (SOPs) need to be modified or BMPs need to be implemented to eliminate or modify activities that cause discharges. Activities that could be prevented shall generally include but are not limited to the following:

- Dumping into storm drains
- Improper use/discharge of pesticides, herbicides and fertilizers into adjacent storm drains
- Overuse and runoff of pesticides, herbicides and fertilizers into water bodies
- Spills and leaks of liquids stored outside and at loading areas
- Disposal of fluids or liquids down floor drains
- Leaking dumpsters and improper washouts of dumpster area
- Dumping sewage, trash and grease into storm drains
- Discharge of chlorinated swimming pool water
- Discharge of temporary bypass waste water
- Discharges of rinse or wash water into storm drains during clean-up
- Discharge of contaminated ground water
- Blowing grass clippings into storm drains
- Discharging street sweeping wastes into storm drains
- Improper landscaping and grounds care
- Discharges from vehicle fueling, maintenance and repair operations
- Vehicle washing into storm drains
- Equipment washing or clean-outs near storm drains
- Septic tank effluent or overflow into storm drains
- Grease trap cleaning or discharges into storm drains
- Power washing parking lots and driveways
- Wash water from cleaning loading/un-loading areas

## **2.4 OTHER IMPROPER DISPOSALS OR ACTIVITIES ENFORCEMENT**

Enforcement is an integral part of public education. The City shall continue to prevent and enforce reduction/cleanup of illicit discharges and improper disposals. Citizens need to be made aware of illicit discharges and the consequences of not following litter and environmental regulations. Non-sworn officers shall respond to citizen complaints and look for violations. Each non-sworn officer shall have a defined district to be patrolled. Activities such as blowing leaves and trash into storm drains or dumping oil or dirt into storm drains, etc... shall be addressed to minimize pollutants entering the storm drain system. Initially, violators shall be issued a written warning to cleanup the illicit or improper discharge. If no action is taken, a Municipal Offense Ticket (MOT) shall be issued. Cleanup and enforcement for improper disposals or activities shall generally include but are not limited to the following:

- Blowing leaves, grass and trash into storm drains
- Garbage carts left on right-of-way
- Trash piled on right-of-way for more than 48 hours
- Dumping oil, grease and/or hazardous wastes into storm drains

## **2.5 SPILL PREVENTION AT POTENTIAL SOURCE FACILITIES**

An effective spill prevention program shall be developed and implemented by identifying potential sources facilities that could discharge into storm water. Based on a facility's operations and its exposure to storm water, facilities shall be further classified as potential sources that



could cause illicit discharges. Facilities with materials or processes exposed to storm water, erosion or sediment control problems, bad housekeeping practices, visible leaks or spills, illegal connections, or other pollutants that could mix and runoff with storm water shall be tagged separately as “With Stormwater Contact” or with “No Stormwater Contact”. SPCC and SWPPP Plans for these facilities shall be reviewed. Facilities that store and/or handle hazardous or waste materials shall be classified as High Risk Facilities. Pertinent information about these facilities such as chemicals manufactured, chemicals stored, toxicity, etc. shall be collected and compiled. In case of a spill, the evacuation zone for each chemical shall be determined for public notification and identifying the potential pollution area and in mitigating discharges to storm water.

## **2.6 CITY OWNED/OPERATED FACILITIES**

Municipal facilities (owned and operated by the City) include but are not limited to vehicle washing, vehicle maintenance, fueling, storage, and handling. Municipal facilities discharge to the City’s MS4 as well as directly to water bodies. Several activities being conducted at several different locations were consolidated to a few designated locations by the City to reduce pollutant discharges to storm water and to streamline operations. All city vehicles are supposed to be processed through the consolidated municipal facilities. Standard operating and pollution prevention procedures shall be utilized to prevent pollutants from being discharged and spills/leaks from coming in contact with storm water, thereby minimizing and/or eliminating pollutants from entering the MS4 or water bodies.

## **2.7 OTHER PUBLIC OWNED/OPERATED FACILITIES**

In addition to the municipal facilities owned and operated by the City there are other public facilities owned and operated by other municipal, state, federal and other public agencies. During field activities, these public facilities (not owned/operated by the city) were identified and included Mobile County Commission facilities; Mobile County Health Department facilities; Mobile City Housing Board facilities; Mobile County Public School facilities; Alabama Department of Transportation facilities; and the U.S. Coast Guard facility. Measures to address storm water issues at other public facilities owned/operated by the State, Federal and other agencies are difficult to implement since the City does not have enforcement authority over these agencies or their facilities. Some facilities located within City limits (such as the Alabama State Port Authority) as well as a few that do not discharge to the MS4 have refused to provide DMRs or denied entry/permission to attribute their outfalls for security and other reasons. Since these facilities directly discharge to waters of the State, the City has not been able to enforce storm water requirements. An assessment of storm water impacts to receiving waters would be incomplete without including such facilities or direct discharges. Alternatives are being evaluated (ordinance modification) to address such facilities.

## **2.8 INTERNAL SPILL PREVENTION, RESPONSE & CLEAN-UP**

The City has implemented a spill prevention and response program to address spills that may occur internally during City activities. Response to a spill is typically initiated by the City’s Environmental Services personnel who are also responsible for containment and cleanup of spills. All reportable spills (i.e., spills that could reach the MS4 or water bodies) are immediately

notified to the designated coordinator, whose responsibility it is to contact all regulatory agencies regarding spills. On some occasions, an outside spill contractor will be utilized if the Environmental Services Spill Response Department cannot manage the spill with city employees. Several SPCC training classes have been conducted for city staff and lists of employees that have attended the SPCC training classes is maintained.

## **2.9 INTERNAL TRAINING AND EDUCATION**

In an effort to inform and train City staff about storm water programs and procedures, the City has conducted training and/or education classes for employees. The City has conducted a training session for city employees to address waste minimization and good housekeeping. Storm water management training for construction activities was presented by an ADEM approved trainer to employees of the Engineering, Architectural Engineering and Public Works Departments as well as the Environmental Services Department. Hazardous waste training has been given by the Fire department to Environmental Services Department employees as well as other city department employees. Ongoing education and instruction in managing run-off from area car washes is given to officers by the supervisor, both in office and on site. SPCC training has been conducted several times in the current and previous permit year. Classes have been held at different locations and several city employees have attended and have been trained in spill prevention, control and counter measures.

## **2.10 RESPONSE TO PUBLIC SPILLS**

The city in coordination with other municipalities in the local areas has established a mutual aid agreement for a hazardous material emergency or spill. It was established to respond to spills and to contain and prevent spills from discharging into the MS4 or water bodies by pooling resources and efforts. Response to a public spill is initiated when it is reported to the local 911 operator, who in turn notifies the Police and Fire Departments immediately. The first responding officer is designated as the On-scene Commander and is in charge until the Hazardous Material (HAZMAT) Response Team or the local fire department arrives. The spill is contained to prevent entry into the MS4 or the sanitary sewer system. An investigative team arrives to ensure notifications are sent and to document the spill. A clean-up team supervises removal and transportation.

## **2.11 PUBLIC EDUCATION AND REPORTING**

Several informative brochures have been developed to promote, publicize and facilitate public education and reporting. Public education brochures developed include but are not limited to the following:

- Illicit Discharges and Improper Disposals
- Grass Clippings and Lawn Waste
- What is a Stormwater System
- Mobile Area Recycling Facilities
- Proper Paint Disposal Methods
- Household Hazardous Wastes
- Pesticides, Herbicides and Fertilizers

Improving the awareness and education of the public regarding illicit discharges and improper disposals will prevent pollutant discharges to storm water. In addition, the City has established a '311' hotline for public reporting. Each call to the 311 system is logged and generates a Service Request Order (SRO). Depending upon the call, the SRO is routed to the appropriate department for investigation and corrective action is required.

## **2.12 PUBLIC INVOLVEMENT**

The city shall continue to work with watershed groups such as the Dog River Clearwater Revival Group and Mobile Community Action to mark storm drain inlets to highlight the importance of not dumping trash, debris, grass clippings, etc... into the inlets/catch basins. The city shall provide markers to the groups and volunteers glue the markers to the inlets. The City shall also facilitate public education, public involvement and outreach through Keep Mobile Beautiful and the Metro Mobile Recycling Center. Volunteer and outreach activities shall continue to be implemented to assist in the public education, involvement and reporting of illegal discharges and/or improper disposals to creeks, rivers, storm drains or other storm water entities. Public education and involvement activities shall generally include but are not limited to the following:

- Youth presentations and volunteers
- Community presentations and adult volunteers
- Tree plantings
- Site beautifications
- Litter free events
- Electronics recycling
- Neighborhood cleanups
- Paper and other product recycling
- Classroom presentations
- Teacher training workshops
- Committee/subcommittee leadership workshops
- School cleanups
- Great American Spring Clean-up
- Envision Coastal Alabama Fall Clean-up
- Equit-E-Cycle partnership
- Metro Mobile Recycling drop off Center
- Baker High School/Goodwill Easter Seals Partnership
- MAWSS cooking oil recycling partnership
- KMB recycle basket check out
- Trash collection calendars
- Litter Bug Hotline

**APPENDIX F**

**MUNICIPAL FACILITY INVENTORY AND  
TRAINING/INSPECTION SCHEDULE**

MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE					
CITY OF MOBILE SWMP PLAN					
Annual Inspection					
INSPECTION DATE	GOAL MONTH	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
		Office, Repair Shop Whse. & Tractor			
	FEB	Shed	Dan Otto	4901 Ziegler Blvd	36608
	MARCH	Western Chemical Shed	Dan Otto	5201 Museum Dr	36608
	APRIL	City Greenhouse	Dan Otto	5151 Museum Dr	36608
	MAY	Landscape Services Office Shed	Dan Otto	650 S. Jefferson St	36603
	JUNE	Public Safety Complex	Chief Randy Smith	8080 Airport Blvd	36608
	JULY	Police 3rd. Precinct	Chief Jim Barber	2165 St. Stephens Road	36617
	AUG	Motor Pool	Gregory Beckham	745 S. Broad Street	36603
	SEPT	Paint & Body Shop	Gregory Beckham	770 Rear Gayle St	36604
	OCT	City Garage Complex	Gregory Beckham	770 Gayle Street	36604
	NOV	New Paint/Body Shop	Gregory Beckham	901 Kelly Street	36605

MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE					
CITY OF MOBILE SWMP PLAN					
5-Year Cycle					
INSPECTION DATE	GOAL DATE	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
		Traffic Engineers Complex (Office, vehicle whse, whse & storage)	Jennifer White	852 Gayle Street	36604
	MAY 2014	Fire Station #1 (Lloyd J. Freeman)	Chief Randy Smith	6801 Overlook Road	36618
	MAY 2014	Cypress Shores Fire Station #7 (Seelhorst F.S.)	Chief Randy Smith	5525 Commerce Blvd	36618
	JUNE 2014	Fire Station #19 Theodore Fire	Chief Randy Smith	1275 Azalea Road	36693
	JUNE 2014	Station Phoenix Fire	Chief Randy Smith	7050 Old Military Road	36582
	JUNE 2014	Fire Station #11 (Willett)	Chief Randy Smith	203 Claiborne St	36602
	JUNE 2014		Chief Randy Smith	1004 South Broad Street	36603

MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE

CITY OF MOBILE SWMP PLAN

5-Year Cycle

INSPECTION DATE	GOAL DATE	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
JULY	2014	Fire Station #17 (Douglas Melton)	Chief Randy Smith	57 S. Lafayette Street	36604
JULY	2014	Fire Training Center Fire Station #16	Chief Randy Smith	860 Owens Street	36604
JULY	2014	(Lathan)	Chief Randy Smith	1951 Maryvale Street	36605
AUG	2014	Fire Station #20 Fire Station #23	Chief Randy Smith	3471 Dauphin Island Pkwy	36605
AUG	2014	(Sirmon)	Chief Randy Smith	2711 Airport Blvd	36606
AUG	2014	Fire Station #9	Chief Randy Smith	1000 S. Houston Street	36606
SEPT	2014	Fire Station #10 (Gus Rehm)	Chief Randy Smith	3200 Moffett Road	36607
SEPT	2014	Fire Station #12	Chief Randy Smith	2407 Old Shell Road	36607
SEPT	2014	Office/Warehouse used as central whse by the Fire Dept.	Chief Randy Smith	2851 Old Shell Road	36607
SEPT	2014	Fire Station #22 (Tapia)	Chief Randy Smith	4710 Airport Blvd	36608
OCT	2014	Fire Station #6 (Edwards)	Chief Randy Smith	2525 Hillcrest Road	36608
OCT	2014	Fire Station #18 Ft. Hardeman	Chief Randy Smith	700 Museum Drive	36608
OCT	2014	Armory	Chief Randy Smith	720 Museum Drive	36608
NOV	2014	Fire Station #21	Chief Randy Smith	512 Stimrad Road	36610
NOV	2014	Fire Station #14	Chief Randy Smith	2062 Dr. MLK Jr. Ave	36617
NOV	2014	Central Fire Station	Chief Randy Smith	701 St. Francis Street	36602
NOV	2014	Bldg. 2 - Western Administrative Complex	Chief Randy Smith	4851 Museum Drive	36608
JAN	2015	Central Events Mini Station	Chief Jim Barber	320 Dauphin Street	36602
JAN	2015	Precinct	Chief Jim Barber	850 Virginia Street	36603
JAN	2015	Police Dept building	Chief Jim Barber	850 St. Anthony Street	36603
FEB	2015	Police Academy	Chief Jim Barber	1251 Virginia Street	36604

MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE

CITY OF MOBILE SWMP PLAN

5-Year Cycle

INSPECTION DATE	GOAL DATE	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
		Impound Lot			
FEB	2015	Warehouse (shell)	Chief Jim Barber	1251 Virginia St.-Unit B	36604
		Police Central			
FEB	2015	Headquarters	Chief Jim Barber	2460 Government Street	36606
		Police Crive			
FEB	2015	Prevention	Chief Jim Barber	2407 Airport Blvd	36606
		Metro Firearms			
MARC	2015	Facility	Chief Jim Barber	12241 Taner Williams Rd	36608
		Bldg. 1 - Western			
		Administrative			
MARC	2015	Complex	Chief Jim Barber	4851 Museum Drive	36608
		Mobile Musuem of			
MARC	2015	Art	Deborah Velders	4850 Museum Drive	36608
APRIL	2015	Tardy Cottage	Devereaux Bemis	104 South Lawrence St	36602
		Electrical Dept.			
APRIL	2015	Office & Whse	Doug Davis	854 Gayle Street	36604
APRIL	2015	Animal Shelter	Ellen Lursen	855 Owens Street	36604
APRIL	2015	History Museum	Jacob Lawrence	111 Royal St	36602
		Ft. Conde Museum			
MAY	2015	Complex	Jacob Lawrence	150. South Royal St	36602
MAY	2015	Ladd Stadium	Joe Mishkin	1621 Virginia Street	36604
		Dotch Pool (Trinity			
JUNE	2015	Gardens	Richard Safin	3100 Bank Avenue	36617
JUNE	2015	Figures Pool	Richard Safin	658 Donald St	36617
JUNE	2015	Laun Wading Pool	Richard Safin	5410 Windmill Drive	36693
JUNE	2015	Cathedral Square	Richard Safin	1 Claiborne Street	36602
JUNE	2015	J.R. Thomas Pool	Richard Safin	1361 MLK, Jr. Drive	36603
		Thomas Sullivan			
JULY	2015	Pool	Richard Safin	351 N. Catherine St	36603
JULY	2015	Unity Point Fountain	Richard Safin	900 Springhill Ave.	36603
JULY	2015	Crawford Pool	Richard Safin	351 S. Ann Street	36604
JULY	2015	Lyons Wading Pool	Richard Safin	180 Lyons Park Ave.	36604
JULY	2015	Harmon Pool	Richard Safin	1611 Belfast Street	36605
AUG	2015	Taylor Pool	Richard Safin	1050 Baltimore St.	36605
AUG	2015	Baumhauer Pool	Richard Safin	1909 Duval Street	36606

MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE

CITY OF MOBILE SWMP PLAN

5-Year Cycle

INSPECTION DATE	GOAL DATE	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
		Rickarby Wading			
AUG	2015	Pool	Richard Safin	550 Rickarby St.	36606
AUG	2015	Hillsdale Pool	Richard Safin	558 Felhorn Dr E	36608
AUG	2015	Kidd Pool	Richard Safin	800 East Street	36610
		City Hall Annex			
SEPT	2015	North	John Olszewski	350 North St. Joseph St	36602
		Vacant Building			
		(Norfolk Southern			
SEPT	2015	Railroad Building)	John Olszewski	72 Beaugard Street	36603
		Hurtel Street Armory			
SEPT	2015	Bldg 1	John Windley	1990 Hurtel Street	36601
		Hurtel Street Armory			
OCT	2015	Bldg 2	John Windley	1990 Hurtel Street	36601
		Hurtel Street Armory			
OCT	2015	- Bldg 3	John Windley	1990 Hurtel Street	36601
		Hurtel Street Armory			
OCT	2015	- Bldg. 4	John Windley	1990 Hurtel Street	36601
		Hurtel Street Armory			
OCT	2015	- Bldg 5	John Windley	1990 Hurtel Street	36601
		Hurtel Street Armory			
OCT	2015	- Bldg 6	John Windley	1990 Hurtel Street	36601
		Hurtel Street Armory			
OCT	2015	- Bldg 7	John Windley	1990 Hurtel Street	36601
		Hurtel Street Armory			
OCT	2015	- Gazebo	John Windley	1990 Hurtel Street	36601
		Hurtel Street Armory			
OCT	2015	- Shed 1	John Windley	1990 Hurtel Street	36601
		Hurtel Street Armory			
OCT	2015	- Shet 2	John Windley	1990 Hurtel Street	36601
		Hurtel Street Armory			
OCT	2015	- Shed 3	John Windley	1990 Hurtel Street	36601
		200 Government			
NOV	2015	Building City Offices	Sammie Brown	200 Government Street	36602
		Bldg. 3 - Western			
		Administrative			
JAN	2016	Complex	Laura Clarke	4851 Museum Drive	36608



MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE

CITY OF MOBILE SWMP PLAN

5-Year Cycle

INSPECTION DATE	GOAL DATE	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
JAN	2016	Bldg. 10- Western Administrative Complex	Laura Clarke	4851 Museum Drive	36608
JAN	2016	Bldg. 11 - Western Administrative Complex	Laura Clarke	4851 Museum Drive	36608
FEB	2016	Bldg. 12 - Western Administrative Complex	Laura Clarke	4851 Museum Drive	36608
FEB	2016	Bldg. 13 - Western Administrative Complex	Laura Clarke	4851 Museum Drive	36608
FEB	2016	Toulminville Library Storage Building. Bldg	Scott Kinney	2322 St. Stephens Road	36617
FEB	2016	Toulminville Library Ben May Main	Scott Kinney	601 Stanton Road	36617
MARC	2016	Library	Scott Kinney	701 Government Street	36602
MARC	2016	Library-Admin Office Annex	Scott Kinney	702 Government Street	36602
MARC	2016	Patio Art Gallery	Scott Kinney	303 Civic Center Drive	36602
APRIL	2016	Exec. Office Mobile Library Board	Scott Kinney	700 Government Street	36602
APRIL	2016	Crane Bldg (Library Office)	Scott Kinney	753 Government Street	36602
APRIL	2016	Moorer Library	Scott Kinney	4 South McGregor Ave	36608
APRIL	2016	West Regional Library	Scott Kinney	5555 Grelot Road	36609
MAY	2016	Mobile Municipal Archives Dept	Ned Harkins	457 Church Street	36602
MAY	2016	Trinity Leola B. Tricksey Sr. Ctr	Sheryll White	3100 Banks Avenue	36617
MAY	2016	Michael Dow Amphitheater	Sheryll White	3100 Banks Avenue	36617
JUNE	2016	Community Center- Figures Park	Sheryll White	666 Donald Street	36617

MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE

CITY OF MOBILE SWMP PLAN

5-Year Cycle

INSPECTION DATE	GOAL DATE	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
		Trinity Gardens Joseph C. Dotch Community Center	Sheryll White	3100 Banks Avenue	36617
JUNE	2016	Figures Rec. Center			
JUNE	2016	- MCA	Sheryll White	1868 Allison Street	36617
JUNE	2016	Hank Aaron Park	Sheryll White	2010 Andrews Street	36617
JUNE	2016	Michael Figures Park	Sheryll White	666 Donald St. (MPD address: 658)	36617
JULY	2016	Lake Drive Tricentennial Park	Sheryll White	2121 Bragg Avenue	36617
JULY	2016	Trinity Gardens Park	Sheryll White	3100 Bank Avenue	36617
AUG	2016	Midnight Recreation Center	Sheryll White	5310 Colonial Oaks Dr	36618
AUG	2016	Miller Park	Sheryll White	7451 Magnolia Grove	36618
AUG	2016	Midnight Park	Sheryll White	5310 Colonial Oaks Drive	36618
AUG	2016	Tillman's Corner Community Center	Sheryll White	5055 Carol Plantation Rd Mobile	36619
SEPT	2016	Boykin Park Concession & Press Box	Sheryll White	5842 Carol Plantation Rd	36619
SEPT	2016	Laun Recreation Center	Sheryll White	5410 Windmill Drive	36693
SEPT	2016	Office Building	Sheryll White	5400 Grishilde Drive	36693
OCT	2016	Mims Park Concession/Restroo m-Field C	Sheryll White	5400 Grishilde Drive	36693
OCT	2016	Crestview Park	Sheryll White	1600 Roland Drive	36693
OCT	2016	Laun Park	Sheryll White	5401 Windmill Drive	36693
OCT	2016	Lambert C. Mims Park	Sheryll White	5400 Grishilde Drive	36693
NOV	2016	Skyland Park	Sheryll White	4212 Arcturus Lane	36693
NOV	2016	Sam Stotts Park	Sheryll White	2150 Demetropolis Road	36693
NOV	2016	Medal of Honor Gymnastic Center	Sheryll White	1711 Hillcrest road	36695

MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE

CITY OF MOBILE SWMP PLAN

5-Year Cycle

INSPECTION DATE	GOAL DATE	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
JAN	2017	Bathroom Facility at Medal of Honor Park	Sheryll White	1711 Hillcrest road	36695
JAN	2017	Mobile Regional Senior Community Center	Sheryll White	3201 Hillcrest Road	36695
JAN	2017	Mobile County Bicentennial Pavillion	Sheryll White	1711 Hillcrest Road	36695
FEB	2017	Maryknoll Park	Sheryll White	6555 Maryknoll Drive	36695
FEB	2017	Medal of Honor Park	Sheryll White	1711 Hillcrest Road	36695
FEB	2017	West Side Park	Sheryll White	1001 Schillinger Rd S	36695
FEB	2017	Boykin Park	Sheryll White	5842 Carol Plantation Rd.	36582
MARC	2017	Theodore Annexation Park	Sheryll White	7161 Old Military Road	36582
MARC	2017	Bienville Square	Sheryll White	150 Dauphin Street	36602
MARC	2017	British Park	Sheryll White	209 S. Dearborn Street	36602
APRIL	2017	Cathedral Square	Sheryll White	300 Conti Street	36602
APRIL	2017	Cooper Riverside Park	Sheryll White	1 Government Street	36602
APRIL	2017	Ry1n Park	Sheryll White	750 Springhill Ave.	36602
APRIL	2017	Spanish Plaza	Sheryll White	401 Government Street	36602
MAY	2017	J.R. Thomas Rec. Center	Sheryll White	1361 Dr. Martin Luther King Jr. Ave	36603
MAY	2017	Seals Community Center	Sheryll White	540 Texas Street	36603
MAY	2017	Dearborn St. YMCA Com. Ct.	Sheryll White	321 North Warren St	36603
JUNE	2017	Warehouse	Sheryll White	603 SouthBroad Street	36603
JUNE	2017	Parks Dept. Eastern Div. Office	Sheryll White	652 S. Jefferson	36603
JUNE	2017	Unity Point Park	Sheryll White	900 Springhill Avenue	36603
JUNE	2017	Detoti Square Park	Sheryll White	311 N. Conception St.	36603
JULY	2017	James M. Seals, Jr. Park	Sheryll White	540 Texas Street	36603

MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE

CITY OF MOBILE SWMP PLAN

5-Year Cycle

INSPECTION DATE	GOAL DATE	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
		Thomas Sullivan Park	Sheryll White	351 N. Catherine Street	36603
JULY	2017	Joe Radford Thomas Pool	Sheryll White	1361 Dr. MLK, Jr. Ave	36603
AUG	2017	Unity Point Park Springhill Rec. Ctr.	Sheryll White	900 Springhill Avenue	36603
AUG	2017	Bldg Lyons Large	Sheryll White	1151 Springhill Avenue	36604
AUG	2017	Pavillion	Sheryll White	180 Lyons Park Avenue	36604
AUG	2017	Magnolia Cemetery Admin.	Sheryll White	1202 Virginia Street	36604
SEPT	2017	Magnolia Cemetery Storage	Sheryll White	1202 Virginia Street	36604
SEPT	2017	Crawford-Murphy Park	Sheryll White	351 S. Ann Street	36604
SEPT	2017	Lyons Park Springhill	Sheryll White	180 Lyons Park Avenue	36604
OCT	2017	Recreation Ctr.	Sheryll White	1151 Springhill Ave	36604
OCT	2017	Washington Square Harmon Park	Sheryll White	251 Chatham Street	36604
OCT	2017	Recreation Ctr. Taylor Park	Sheryll White	1611 Belfast Street	36605
OCT	2017	Comm.Ctr & Bath House	Sheryll White	1050 Baltimore Street	36605
NOV	2017	Luscher Ceramic & Rec. Ctr.	Sheryll White	2459 N. Dog River Drive	36605
NOV	2017	Luscher Park & Pavillion/Restroom Building	Sheryll White	2459 N. Dog River Road	36605
NOV	2017	Newhouse Rec. Center	Sheryll White	2960 Alston Drive	36605
JAN	2018	Sail Center Sr. Center	Sheryll White	1600 Boykin Blvd	36605
JAN	2018	Dog River Park	Sheryll White	2459 Dog River Dr. N	36605
JAN	2018	Doyle Park	Sheryll White	1728 Rosedale Road	36605
FEB	2018	Fry Park	Sheryll White	1114 Gimon Circle	36605
FEB	2018	Harmon Park	Sheryll White	1161 Belfast Street	36605
FEB	2018	Helen Wood Park	Sheryll White	4901 Dauphin Island Parkway	36605
FEB	2018	PFC Howard Johnson II Park	Sheryll White	2661 Atoll Drive	36605

MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE

CITY OF MOBILE SWMP PLAN

5-Year Cycle

INSPECTION DATE	GOAL DATE	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
	MARC 2018	McNally Park	Sheryll White	4380 Park Road	36605
	MARC 2018	Newhouse Park	Sheryll White	2960 Alston Drive	36605
	MARC 2018	Stewart Road Park	Sheryll White	1320 Stewart Road	36605
	APRIL 2018	Taylor Community Ctr & Pool	Sheryll White	1050 Baltimore Street	36605
	APRIL 2018	Trimmier Park	Sheryll White	3600 Alba Club Road	36605
	APRIL 2018	Walsh Park	Sheryll White	1401 Windsor Avenue	36605
	APRIL 2018	Rickarby Park Recreation Ctr.	Sheryll White	560 Rickarby Street	36606
	MAY 2018	Thomas Sullivan Community Center	Sheryll White	351 N. Catherine Street	36606
	MAY 2018	Maitre Park Concession/Restroo m Building	Sheryll White	2412 Halls Mill Road	36606
	MAY 2018	Sage Avenue Armory	Sheryll White	48 North Sage Avenue	36606
	JUNE 2018	Parks & Recreation Dept	Sheryll White	2300 Government St.	36606
	JUNE 2018	Woodcock	Sheryll White	261 Rickarby Street	36606
	JUNE 2018	Joe Bailey Park Baumhauer-Randle	Sheryll White	712 Magnolia Road	36606
	JUNE 2018	Park	Sheryll White	1909 Duval Street	36606
	JULY 2018	Denton Park	Sheryll White	2859 Emogene Street	36606
	JULY 2018	Herndon Park	Sheryll White	2900 Dauphin Street	36606
	JULY 2018	Martha Maitre Park	Sheryll White	2412 Halls Mill Road	36606
	AUG 2018	Memorial Park Public Safety	Sheryll White	1800 Airport Blvd.	36606
	AUG 2018	Memorial Park	Sheryll White	2301 Airport Boulevard	36606
	AUG 2018	Rich Park	Sheryll White	2700 Foreman Circle	36606
	AUG 2018	Richarby Park	Sheryll White	550 Rickarby Street	36606
	SEPT 2018	Bush Park Boys/Girsl Clum	Sheryll White	714 Rice Street	36607
	SEPT 2018	Bush Park	Sheryll White	712 Rice Street	36607
	SEPT 2018	McLean Park	Sheryll White	320 Park Avenue	36607
	OCT 2018	Mill Street Park Bienville Sq.	Sheryll White	2665 Mill Street	36607
	OCT 2018	Gazebo w/RRs	Sheryll White	150 Dauphin Street	36608

MUNICIPAL FACILITIES INVENTORY AND INSPECTION SCHEDULE

CITY OF MOBILE SWMP PLAN

5-Year Cycle

INSPECTION DATE	GOAL DATE	FACILITY NAME	CONTACT NAME	LOCATION/ADDRESS	ZIP CODE
		Hillsdale Community Center			
OCT	2018	Equipment Storage Bldg.	Sheryll White	558 Felhorn Road	36608
OCT	2018		Sheryll White	4901 Ziegler Blvd	36608
		Langan Park Concert Pavilion			
NOV	2018	Parks Dept. Greenhouse	Sheryll White	4901 Ziegler Blvd	36608
NOV	2018	Complex	Sheryll White	4901 Ziegler Blvd	36608
NOV	2018	Federated Garden Club	Sheryll White	4901 Ziegler Blvd	36608
		Herndon Park Maintenance Office			
JAN	2019	Hillsdale Rec. Center	Sheryll White	2900 Dauphin Street	36608
JAN	2019		Sheryll White	6024 Lorma Rd.	36608
JAN	2019	Lavretta Art Center	Sheryll White	200 W. Parkway Dr	36608
FEB	2019	Hackmeyer Park	Sheryll White	3710 Conway Drive S.	36608
FEB	2019	Hillsdale Park	Sheryll White	6024 Lorma Road	36608
FEB	2019	Lavretta Park	Sheryll White	200 Parkway W.	36608
		McCants-Chavers Park			
FEB	2019		Sheryll White	7215 Thirteenth Street	36608
MARC	2019	Matthews Park	Sheryll White	3700 Michael Boulevard	36609
		Kidd Recreation Center			
MARC	2019		Sheryll White	800 East St.(Plateau)	36610
		Plateau Community Center			
MARC	2019		Sheryll White	850 Edwards Street	36610
APRIL	2019	John Kidd Park	Sheryll White	800 East Street	36610
		Plateau Community Center			
APRIL	2019		Sheryll White	850 Edwards Street	36610
APRIL	2019	Arlington Park	Sheryll White	1705 Broad Street	36615
		Cruise Terminal and Gangway			
APRIL	2019		Sheila Gurganus	201 South Water Street	36602

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