PHENIX CITY
Alabama
DEPARTMENT OF ENGINEERING / PUBLIC WORKS
Physical Address: 1206 7th Avenue Phenix City, AL 36867 | Mailing Address: P.O. Box 279 Phenix City, AL 36868 | Ph: 334-448-2760 | Fx: 334-291-4848 | phenixcityal.us

VIA CERTIFIED MAIL

May 26, 2017

Alabama Department of Environmental Management
Stormwater Management Branch
Attn: Marla Smith
P. O. Box 301463
Montgomery, AL 36130-1463

Re: 2016-2017 Annual Stormwater Report

Mrs. Smith:

Attached please find the Annual Stormwater Management Program Annual Report for Phenix City, Alabama.

If you have any questions, please do not hesitate to contact my office.

Sincerely,

Angel Moore, P.E.
City Engineer

Cc: File

Stormwater Management Program

Annual Report

City of Phenix City, Alabama

Individual Phase II MS4

NPDES Permit No. ALR040019

April 1, 2016 – March 31, 2017

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1.0 Introduction

The Annual Report is required by Part VI of the Alabama Department of Environmental Management (ADEM) National Pollutant Discharge Elimination System (NPDES) Individual Permit ALR040019 for discharges from the City of Phenix City Municipal Separate Storm Sewer System (MS4).

1.1 Phenix City MS4 Area

The City of Phenix City is located in southeast Alabama within the *Columbus, Georgia - Alabama Urbanized Area*. The Phenix City MS4 comprises approximately 18.63 square miles (11,923 acres). The City limits encompasses an area of approximately 27.75 square miles (17,760 acres).

According to the 2015 census, the current population of the City of Phenix City is approximately 37,570 with a population density of 1,353.87 people per square mile.

1.2 Hydrologic Units in the Urbanized Area

The Chattahoochee River is the primary receiving water for the Phenix City MS4. hydrologic hierarchy, watersheds, and subwatersheds are provided in the tables below.

Table 1-1: Hydrologic Hierarchy

REGION	03	South Atlantic-Gulf
SUBREGION	03	South Atlantic-Gulf
BASIN	031300	Apalachicola: The coastal drainage and associated waters from the Ochlockonee River Basin boundary to and including the Apalachicola River Basin and the drainage into Apalachicola Bay
SUBBASIN	03130003	Middle Chattahoochee-Walter F. George

Table 1-2: Watersheds in the Phenix City MS4

Watershed	HUC	TOTAL AREA (Acres)
Mill - Holland Creek	03130003-0101	15,872

1.3 Water Quality Concerns

Section 303(d) of the Clean Water Act (CWA), as amended by the Water Quality Act of 1987, and EPA's Water Quality Planning and Management Regulations (40CFR130) require states to identify waterbodies not in compliance with the water quality standards applicable to their designated use classifications. The identified waters are prioritized based on severity of the pollution. Section 303(d) then requires that Total Maximum Daily Loads (TMDLs) be determined for all pollutants causing violation of applicable water quality standards in each identified segment. The TMDL process establishes the allowable loading of pollutants, or other quantifiable parameters for a waterbody, based on the relationship between pollution sources and in-stream water quality conditions.

As mentioned in Section 1.3, the Chattahoochee River is the primary receiving water for the Phenix City MS4. ADEM has identified an impaired stream within the City. The following table summarizes the impairments for Mill Creek.

Table 1-3: Impaired Waterbody Segments in the Urbanized Area

ASSESSMENT UNIT ID	WATERBODY NAME	USES	CAUSES	SOURCES
AL03130003-0101-100	Mill Creek	Fish & Wildlife	Organic Enrichment (CBOD,NBOD)	Urban development

1.3.1 Mill Creek

According to ADEM's 2016 303(d) list, Mill Creek was identified as being impaired in 2006. Mill Creek originates in Smiths Station and flows in a southeast direction towards Phenix City. The creek discharges into Holland Creek which flows through the City and discharges into the Chattahoochee River. The confluence is near the Phenix City Riverwalk directly below the Chattahoochee River Whitewater Park. Mill Creek is approximately 9.93 miles long and the impairment is listed for the entire length of the creek.

The Mill Creek watershed is approximately 15,872 acres in size and is highly urbanized with many subdivisions and ongoing construction activities.

Sources of organic enrichment from potential sources within the Mill Creek watershed include:

- Failing septic systems
- Municipal storm water runoff
- Fecal matter from pets and wildlife
- Fertilizer application / yard waste

Part IV.D of the NPDES General Permit requires that the SWMPP include BMPs and control measures specifically targeted to control discharges of pollutants associated with the impairment. The SWMPP must also include a monitoring program for parameters attributed to the 303(d) listed impairment.

1.4 Annual Report Components

Part VI of the NPDES General Permit requires that the City of Phenix City develop and submit an Annual Report that reflect activities from April 1, 2016 through March 31, 2017 and includes the following:

1. List of contacts and responsible parties for the participation of the Annual Report.
2. Evaluation of the SWMPP development and progress for the following:
    a. Major accomplishments.
    b. Overall program strengths and weaknesses.
    c. Future direction of the program.
    d. Overall determination of the effectiveness of the SWMPP to water quality/watershed improvements.
    e. Measurable goals that were not performed and reasons why.
    f. Evaluation of monitoring data.
3. Measurable goals for each of the five minimum control measures.
4. Proposed changes to the SWMPP, including changes to the BMPs or measurable goals.
5. An assessment of whether or not the existing BMPs are appropriate.
6. Summary of storm water activities planned for the upcoming year.
7. Progress toward reducing the discharge of pollutants to the maximum extent practicable.

2.0 Contacts List

Part IV.4.a of the NPDES Permit requires that the City of Phenix City provide a list of contacts and responsible parties involved in the preparation of the Annual Report. The City of Phenix City Engineering Department, Mayor's office, and City Manager's office are collectively responsible for the coordination and implementation of the City's Annual Report. The individuals responsible for the coordination and implementation of the Annual Report are provided in the table below. Coordination between City Departments may be specified in each section of the 2016-2017 Annual Report.

Table 2-1: City Departments and Responsible Individuals

DEPARTMENT	CONTACT	PHONE NO.	EMAIL
Mayor's Office	Mayor Eddie N. Lowe	334-448-2701	elowe@phenixcityal.us
City Manager's Office	Wallace B. Hunter	334-448-2701	whunter@phenixcityal.us
Engineering Department	Angel Moore, City Engineer	334-448-2760	amoore@phenixcityal.us
Engineering Department	Michael Pattillo, Assistant Director of Engineering and Public Works	334-448-2760	mpattillo@phenixcityal.us

Questions concerning the 2016-2017 Annual Report should be directed to the Engineering Department.

3.0 Program Evaluation

3.1 Major Accomplishments

The City of Phenix City revised the existing Storm Water Management Program.

3.1.1 Submission of a Revised Storm Water Management Program Plan

A revised Storm Water Management Program Plan was submitted on January 1, 2017, that meets the requirements of the Individual Phase II Permit No. ALR040019 for discharges from the City of Phenix City Municipal Separate Storm Sewer System (MS4).

3.1.2 Developed and Adopted a Separate Illicit Discharge Ordinance

February 7, 2017, the City adopted an Ordinance amending the Code of Ordinances of the City of Phenix City, Alabama, adding Chapter 10 ½ Stormwater Management to regulate discharges and connections to the Storm Sewer System within the corporate limits of the City of Phenix City. The City's objectives of this Ordinance are:

1. To regulate the contribution of Pollutants to the MS4 by stormwater discharges by any user.
2. To prohibit Illicit Connections and Discharges to the MS4.
3. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this Ordinance.

3.1.3 *Developed and Implemented an Illicit Discharge and Elimination Program*

The IDDE Program is required by Part III.B.2 of National Pollutant Discharge Elimination System (NPDES) General Permit ALR040019 for discharges from regulated small municipal separate storm sewer systems (MS4s), issued to the *Columbus, Georgia - Alabama Urbanized Area* by the Alabama Department of Environmental Management (ADEM).

The IDDE Program can be viewed at the link provided below:

https://phenixcityal.us/engineering-public-works/engineering/storm-water-management/

3.1.4. *Annual Good Housekeeping and IDDE Training*

Necessary field personnel from the following departments will be trained:

- Engineering / Public Works
- Cemetery
- Fire Department
- Lakewood Golf Course
- Parks and Recreation
- Public Safety
- Water Filtration
- Waste Water Treatment Plant

The City developed new training material that meets the requirements of the Individual Phase II Permit. All City employees will be trained annually as follows:

- Identification of illicit discharges, procedures for reporting suspect and detected illicit discharges.
- Background on the MS4 program.
- Municipal good housekeeping and prevention of storm water pollution within the facilities.
- Construction BMPs.

3.1.5. *Developing a Stream-Walking Program*

City personnel from the Engineering Department is developing and conducting a stream-walking program within the City limits. During the initial phase of the program, the City will locate and identify outfalls and any illicit discharges and connections contributing pollutants into streams and / or the City's Storm Drainage System.

During the 2016-2017 reporting period, 81 outfalls were identified and dry weather screening was conducted at each of the outfalls. No illicit discharges or connections were observed and no samples were collected.

3.1.6. *Maintaining the Storm Water Management Webpage*

During the 2016-2017 reporting period, the City maintained the stormwater webpage on the City's website. The webpage includes information such as:

- Stormwater Newsletters
- Links to the Individual Phase II NPDES Permit
- Current 2016 SWMPP
- Current copies of the City's Annual Report
- All stormwater related ordinances and policies
- Links to the ADEM website and EPA website
- Link to the City's Action Center where citizens can report the following:
    - Erosion control
    - Illicit discharges
    - Impaired waters
    - Non-compliant construction sites
    - Storm drains and flooding
    - Stormwater and illicit discharge ordinance violations

3.1.7. *Continued Water Quality Improvement Projects and Stormwater Monitoring*

The City remains active in water quality improvements. During the 2016-2017 reporting period the City constructed a stream bank restoration project along Mill Creek along 14th Avenue. These improvements eliminated pollution and sediment runoff into Mill Creek.

The City's monitoring program assesses the effectiveness of the control measures and BMPs in reducing impacts from organic enrichment in Mill Creek. The intent of the monitoring program is to provide sufficient data for evaluation as to whether or not the quality of the receiving waters are sustaining or improving as a result of the control measures and BMPs. The City currently has four (4) monitoring locations along Mill Creek and Holland Creek.

During the 2016-2017 reporting period, the City maintained and recorded stormwater rainfalls for 24 hour rain events. 50.2" of rain was recorded for the year.

3.2 Overall Program Strengths / Weaknesses

The City of Phenix City's new Storm Water Management Program is considerably stronger and more effective than previous reporting periods.

The City's main strength of the Storm Water Management Program is the revisions to the SWMPP which better reflect the Individual Phase II Permit that the City has been issued. The revised SWMPP is better suited for City's size and is now more goal oriented than the previous SWMPP.

The second strength of the program is the implementation of the IDDE and Illicit Discharge Ordinance. With a stronger direction, the City will be able to regulate the contribution of Pollutants to the MS4 by stormwater discharges, prohibit Illicit Connections and Discharges to the MS4 and establish legal authority to carry out all inspections, surveillance and monitoring procedures necessary to ensure compliance with this Ordinance.

A third strength of the program is the increase in public education and public involvement. During the 2016-2017 reporting period, the City has increased public knowledge and education by distributing additional pamphlets and brochures about storm water pollution and prevention. Pamphlets and brochures were placed within the city departments and at local public offices. The City is maintaining a Storm Water Management Program Webpage, with additional educational materials to help citizens become more aware of pollutants entering the Storm Drainage System.

The City is participating and volunteering more time with projects such as the Chattahoochee River clean up events as well as offering "in kind" services to help with the Mill Creek Restoration Project. The Alabama Cooperative Extension System showcased pictures of the City volunteering at the Mill Creek Cleanup Day where trash and invasive plants were removed from the creek and at the constructed wetlands. The City's Public Works Department trimmed trees, bushes and hauled off trash from the creek and the project site.

The main weakness of the City's SWMPP is lack of staff dedicated to the implementation of the program. The Engineering Department currently manages the Storm Water Program responsibilities, including GIS location of outfalls, performing required inspections and assisting with public education and participation efforts. The majority of the program duties are handled by one individual. This weakness is expected to remain until the City can employ additional personnel.

A secondary weakness of the current program is that the City is establishing new procedures to meet the requirements of the Individual Phase II Permit. The addition of the IDDE Ordinance and the IDDE Program will make it possible to regulate discharges and connections to the Storm Sewer System within the corporate limits of the City of Phenix City.

3.3 Future Direction of the Program

During the upcoming reporting period, the City plans to:

- Continue implementation of the new Storm Water Management Program Plan.
- Continue implementation of the new Illicit Discharge Detection and Elimination Program.
- Continue implementation of the new Illicit Discharge Detection and Elimination Ordinance.
- Continue the stream-walking program locating outfalls and documenting at least 20% a year until complete.
- Continue ranking outfalls and identifying Priority Areas.
- Begin developing a Post-Construction Storm Water Management Ordinance.

4.0 Agency Certification

I certify under penalty of law that this document and all attachments pertaining to the City of Phenix City were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine or imprisonment for knowing violations.

Eddie N. Lowe 5-25-17

Eddie N. Lowe, Mayer Date
City of Phenix City, Alabama

ATTEST:

Charlotte Goodrich 5-25-17

Charlotte Goodrich, City Clerk Date
City of Phenix City, Alabama

Wallace B. Hunter 5-25-17

Wallace B. Hunter, City Manager Date
City of Phenix City, Alabama

THE CITY OF PHENIX CITY

CONTROL MEASURE 1 - PUBLIC EDUCATION AND PUBLIC INVOLVEMENT

Narrative Report

ACTIVITY NO.	STRATEGIES	IMPLEMENTATION STATUS FOR REPORTING PERIOD	PROPOSED EFFORTS FOR NEXT REPORTING PERIOD	SUPPORTING DOCUMENTATION	COMMENTS/CHANGES	PROPOSED CHANGES MET
1	**Storm Water Web Page:** Maintain the Storm Water web page on the City's Website.	The City has updated and maintained the Storm Water Webpage on the City's website.	The City will continue maintaining and updating the Storm Water Webpage on the City's website.	https://phenixcityal.us/engineering-public-works/engineering/storm-water-management/	No proposed changes at this time.	Yes
2	**Annual Report and SWMPP Availability:** Provide the SWMPP and current Annual Report for public viewing on the City's website.	The City held a public hearing on February 6, 2017 inviting residents and business owners to get involved and provide comments and feedback for the revised SWMPP and the new IDDE Ordinance. The City has posted the current copy of the SWMPP and the current copy of the 2015-2016 Annual Report on the City's webpage for viewing.	The City will continue updating and provide a copy of the current SWMPP and Annual Report for public viewing on the City's webpage.	https://phenixcityal.us/engineering-public-works/engineering/storm-water-management/	No proposed changes at this time.	Yes
3	**Storm Water Educational Material:** Develop and distribute educational materials to citizens and business owners by placement at City locations.	The City will continue to distribute educational materials to citizens and business owners by placement at City locations.	The City will continue looking for new educational materials to educate citizens and business owners.	Copies of all education materials are available upon request.	No proposed changes at this time.	Yes
4	**Help the Hooch:** Promote and participate in the annual cleanup for the Chattahoochee River.	The City participated in the Help the Hooch annual cleanup for the Chattahoochee River by removing trash and debris that was pulled out of the river from the event.	The City will continue participating in the Help the Hooch annual cleanup.	None available at this time.	No proposed changes at this time.	Yes
5	**Riverwalk Cleanup:** Cleanup and maintenance of the 1.1-mile Riverwalk structure.	The Parks and Recreation Department maintains the 1.1-mile Riverwalk structure.	Continue maintaining the 1.1-mile Riverwalk structure.	Amount of trash and debris are recorded in the Solid Waste quarterly report of volume. Copies of the quarterly report are available upon request.	No proposed changes at this time.	Yes
6	**Partnerships in Educational and Public Involvement Events:** Partner with Auburn University, EPA, and ADEM to improve Mill Creek, distribute educational materials and promote events.	The City distributed educational material. The City volunteered at an invasive plant removal and Mill Creek cleanup event at the Phenix City Intermediate School. The City was involved with stabilization project at 14th Avenue.	The City will look for new ways to help improve Mill Creek by distributing new educational material and continue to volunteer and promote events.	The City published a newsletter with supporting pictures and details of the events that the City volunteered for as well as newsletters giving helpful	No proposed changes at this time.	Yes

7	**Recycling Center:** Manage drop-off facilities at 1100 Airport Road and 709 12th Street	The City is currently managing both drop-off facilities. 54 tons of recyclables were reported for the 2016-2017 reporting period.	The City will continue managing the recycling drop-off locations. The City is currently investigating a Possible location for a 3rd Recycling Center to promote and encourage more recycling.	**https://phenixcityal.us/engineering-public-works/public-works-division/recycling-centers/**	No proposed changes at this time.	Yes
8	**Public Reporting and Tracking System:** Provide a contact number on the City's Storm Water Management webpage for the public to provide input on the development, revision, and implementation of the SWMPP.	The City added contact information to the Storm Water Management webpage for the public to provide input on the development, revision, and implementation of the SWMPP.	This activity's implementation status has been addressed and will continue to provide input on the development, revision, and implementation of the SWMPP.	**https://phenixcityal.us/action-center/** **https://phenixcityal.us/engineering-public-works/engineering/storm-water-management/**	No proposed changes at this time.	Yes

THE CITY OF PHENIX CITY

CONTROL MEASURE 2 - ILLICIT DISCHARGE DETECTION AND ELIMINATION

Narrative Report

ACTIVITY NO.	STRATEGIES	IMPLEMENTATION STATUS FOR REPORTING PERIOD	PROPOSED EFFORTS FOR NEXT REPORTING PERIOD	SUPPORTING DOCUMENTATION	COMMENTS/CHANGES	PROPOSED CHANGES MET
1	**Identify Priority Areas:** Evaluate the drainage basins and determine the Priority Areas for the reporting period.	The City is actively evaluating drainage areas to determine the Priority Areas.	The City will continue evaluating drainage areas to establish Priority Areas.	Once the City determines the Priority areas, a score for each drainage basin and an updated map will be provided.	No proposed changes at this time.	In Progress
2	**Outfall Identification:** Implement a stream-walking program to identify outfalls and reevaluate known outfalls.	The City is currently implementing a stream-walking program to identify outfalls and reevaluating any known outfalls. 81 outfalls have been located and identified.	The City will continue implementing a stream-walking program to identify outfalls and reevaluate any known outfalls.	Once a stream-walking program is implemented, the city will report the number of outfalls identified and the stream length walked that reporting period. All located outfalls will be added to the City's outfall location map	No proposed changes at this time.	In Progress
3	**Probable Outfall Verification:** Add probable outfalls to the Storm Sewer System Map and label as unverified. Verify outfalls within 18 months.	The City receives as-built surveys of new developments and field verifies outfalls prior to acceptance into the City of Phenix City maintenance program. All new development is currently under construction. The City has verified 0 outfalls.	The City will continue to field verify outfalls that are identified on as-built surveys received and locate the identified outfalls in GIS. The City will continue to map probable outfalls.	The City will report the number of probable outfalls that were verified during the reporting period.	No proposed changes at this time.	In Progress
4	**Outfall Reconnaissance Inventory:** Conduct dry weather monitoring of 15% of major outfalls in Priority Areas.	The City has located and inspected 81 outfalls. Dry weather monitoring activities may be combined with outfall verification as described in Activity 3	The City will continue dry weather monitoring and report the number outfalls inspected during the reporting period.	Outfall Reconnaissance Inventory Field Sheets will be available upon request.	No proposed changes at this time.	In Progress
5	**Suspect Discharge Sampling:** Field crews will collect samples of suspected illicit discharges for laboratory analysis.	0 suspect discharges were investigated.	The City will continue sampling any suspected discharges observed during scheduled inspections.	If any suspect discharges are identified, the outfall will be sampled and the City will report the laboratory analysis results for the collected samples.	No proposed changes at this time.	In Progress
6	**Outfall Ranking:** Designate the inspected outfalls as having obvious, suspect, possible, or unlikely discharge potential based on data from each ORI Field Sheet.	81 outfalls were located and designated as having unlikely discharge potential.	The City will Continue to designate rankings of outfalls based on investigations, scheduled inspections and results from the ORI Field Sheet.	If any discharges are identified, a laboratory analysis will be available upon request.	No proposed changes at this time.	In Progress
7	**Discharge Investigation:** Illicit discharge investigations will be performed to determine the source of a discharge problem.	0 suspect discharges were identified and no investigations were performed.	The City will continue to investigate all illicit discharges and determine the source of the discharge problem.	If any source of discharges are determined the City will report the number of investigations and the number of confirmed reported discharges during the reporting period.	No proposed changes at this time.	In Progress

8	**Corrective Action Record Keeping:** Create a case log detailing pertinent information for each identified suspect illicit discharge or illicit connection.	The City is developing a case log detailing pertinent information for each identified illicit discharge or illicit connection. 0 reported illicit discharges. 0 reported corrective actions.	The City will maintain a case log for each identified illicit discharge or illicit connection and the corrected actions taken.	If any illicit discharges are reported, the City will report the number of confirmed corrective actions that were taken during the reporting period.	No proposed changes at this time.	In Progress
9	**Update Storm Water System Map - Existing Features:** Update the existing Storm Water System Map as new outfalls are identified and BMPs are added.	The City is currently updating it's existing Storm Water System Map as new outfalls are identified and as new BMPs are added.	The City will continue updating it's Storm Water System Map and state whether updates were made and, if needed, provide an updated Storm Water System Map showing the features added during the reporting period.	The City will provide a current copy of the Storm Water System Map each reporting period.	No proposed changes at this time.	In Progress
10	**Update Storm Water System Map - Future Additions:** Proposed additions to the City MS4, including new storm sewer and drainage ditches, will be mapped based on the civil plans provided to the City.	The City is currently updating it's existing Storm Water System Map with proposed additions from as-built surveys submitted of new development features and conveyances. New outfalls are verified after construction is complete. 4 new plans were provided to the City and are still under construction. 0 new features, conveyances or outfalls were verified.	The City will continue updating it's Storm Water System Map and state whether updates were made and, if needed, provide an updated Storm Water System Map showing the features, conveyances or outfalls added during the reporting period.	The City will provide a current copy of the Storm Water System Map each reporting period.	No proposed changes at this time.	In Progress
11	**Evaluate IDDE Ordinance:** IDDE Ordinance Chapter 10 ½ Storm Water Management was approved on February 7, 2017 and will define illicit discharge and responsibility. Evaluate the effectiveness of the Ordinance each reporting period.	The City's IDDE Ordinance 10 ½ Storm Water Management was approved and adopted on February 7th, 2017. This reporting period, the City had: 0 complaints received. 0 illicit discharges identified. 0 resolved violations. 0 repeat offenders 0 enforcement actions.	The City will evaluate the Ordinance to determine the effectiveness in addressing identified illicit discharges and preventing repeat offenders. The City will report the number of complaints received, number of illicit discharges identified during the reporting period, the number of resolved violations, the number of repeat offenders, and the number of enforcement actions.	If any illicit discharges are reported, the City will report the number of confirmed corrective actions that were taken during the reporting period.	No proposed changes at this time.	Yes
12	**Distribute Storm Water Educational Material:** Distribute educational materials to public highlighting identification and reporting of potential illicit discharges.	The City is currently distributing Educational material to the public, highlighting identification and reporting of potential illicit discharges.	The City will continue distributing Educational material to the public, highlighting identification and reporting of potential illicit discharges.	The City will provide copies of distributed educational material during the reporting period.	No proposed changes at this time.	Yes

13	**Public Reporting and Tracking:** Provides a phone number and electronic form on website for public to report non- compliant construction sites, illicit discharges, impaired waters, and ordinance violations.	The City currently provides a contact number on the City's Storm Water Management webpage for the public to report non-compliant construction sites, illicit discharges (including spills or illegal dumping), impaired waterways, and violations of ordinances relating to storm water pollution. 0 Illicit discharge complaints were received	The City will continue to provide reporting methods and provide educational materials on the storm water webpage. The City will evaluate the current public reporting and tracking methods annually to determine effectiveness of public reporting.	https://phenixcityal.us/action-center/ https://phenixcityal.us/engineering-public-works/engineering/storm-water-management/	No proposed changes at this time.	Yes
14	**Municipal Training:** Train City personnel on the identification of illicit discharges, procedures for reporting illicit discharges, and prevention of storm water pollution at facilities.	Due to heavy work load and staff changes, the City did not conduct training this reporting period. The City developed new training material for identification of illicit discharges, procedures for reporting illicit discharges, and prevention of storm water pollution at the City's facilities.	Municipal training has already taken place in May 2017 and will continue annually.	The City will keep attendance records and report the number of municipal workers trained during the reporting period. Attendance records are available upon request.	No proposed changes at this time.	In Progress
15	**Storm Water Monitoring Locations:** Update existing Storm Water System Map with storm water monitoring locations.	The City has updated it's Storm Water System Map with the new storm water monitoring locations.	Continue storm water monitoring at these locations to determine effectiveness of storm water quality for each reporting period.	The City will provide an updated Storm Water System Map showing the features added during the reporting period.	No proposed changes at this time.	Yes
16	**Evaluation of Monitoring Data:** Evaluate the collected monitoring data and make recommendations to add and/or modify monitoring points.	The City has monitored four (4) locations along Mill Creek and Holland Creek. No abnormal data has been detected.	The City will continue to evaluate the effectiveness of the monitoring locations.	The City will report which monitoring points appear to have relatively higher pollutant loads. The City may add and/or modify monitoring points to better characterize discharges from the MS4.	No proposed changes at this time.	Yes
17	**NPDES Industrial Permitting:** Obtain information pertaining to permitted facilities and incorporate into the Storm Water System Map and report unpermitted facilities.	The City will evaluate and obtain information pertaining to permitted facilities and incorporate into the Storm Water System Map and report unpermitted facilities. Unpermitted facilities that require an NPDES permit will be reported to the Industrial Section of the ADEM in Montgomery, Alabama. 0 Unpermitted facilities were reported.	The City will continue to evaluate and obtain information pertaining to permitted facilities and incorporate into the Storm Water System Map and continue to report unpermitted facilities. Any unpermitted facilities will be Reported to ADEM.	The City will provide the number of Unpermitted facilities reported to ADEM during the reporting period.	No proposed changes at this time.	Yes

THE CITY OF PHENIX CITY

CONTROL MEASURE 3 - CONSTRUCTION SITE STORM WATER RUNOFF

Narrative Report

ACTIVITY NO.	STRATEGIES	IMPLEMENTATION STATUS FOR REPORTING PERIOD	PROPOSED EFFORTS FOR NEXT REPORTING PERIOD	SUPPORTING DOCUMENTATION	COMMENTS/CHANGES	PROPOSED CHANGES MET
1	**Erosion and Sediment Control Ordinance:** The City's Erosion and Sedimentation Control Policy gives authority for City to implement its Construction Site Storm Water Runoff Program. Evaluate the effectiveness of the Policy each reporting period.	The City is currently implementing and evaluating the effectiveness of it's Construction Site Storm Water Runoff Program set forth by the Erosion and Sedimentation Control Policy, adopted in Ordinance 2007-07 dated February 21, 2007. 6 non-compliant construction sites identified by the City. 0 enforcement actions taken. 0 non-compliant construction sites Identified by the City.	The City will continue to implement and evaluate the effectiveness of it's Construction Site Storm Water Runoff Program set forth by the Erosion and Sedimentation Control Policy, adopted in Ordinance 2007-07 dated February 21, 2007. The City will evaluate the effectiveness of the Policy during each reporting period. If changes are warranted, a new or revised ordinance will be approved and implemented by the City Council.	The City has copies of non-Compliant letters available upon Request. https://phenixcityal.us/engineering-public-works/engineering/storm-water-management/	No proposed changes at this time.	Yes
2	**Sediment and Erosion Control Plan Review:** Review Sediment and Erosion Control Plans for all permit applications.	The City currently reviews the Sediment and Erosion Control Plans for all permit applications. Plan review ensures proposed projects adequately address the City's erosion, sediment, and pollution control requirements and takes into consideration what potential impacts to water quality the project may have. 4 plans have been reviewed. 4 plans have been approved. 0 plans have been rejected. 4 plans that meet the requirements of the Alabama Construction General Permit.	The City will continue to Review Sediment and Erosion Control Plans for all permit applications.	Copies of Sediment and Erosion Control Plans will be available upon request.	No proposed changes at this time.	Yes
3	**Construction Site Inspection Program:** Conduct inspections of qualifying construction sites within 60 days of initial disturbance, periodically during construction, and following stabilization.	Designated City personnel inspect all qualifying construction sites after initial disturbance, once a month or after each qualifying rain event during construction, and following stabilization. 6 non-compliant construction sites identified by the City. 0 enforcement actions taken. 0 non-compliant construction sites Identified by the City. 0 non-compliant construction sites are repeat offenders.	Designated City personnel will continue to inspect all qualifying construction sites after initial disturbance, once a month or after each qualifying rain event during construction, and following stabilization.	The City has provided an example for one inspection conducted during the reporting period that resulted in a 72 Hour Letter being issued.	No proposed changes at this time.	Yes

4	**BMP Training Program:** Conduct annual training for City inspectors and reviewers.	City personnel currently continue an annual Qualified Credentialed Inspectors (QCIs) and storm water awareness refresher courses for personnel conducting BMP inspections. Paul Chastain (QCI #T0716), Rebecca Woods (QCI #T4814), Tyler Hayes (QCI #T5119), and Richard Carlson (QCI#63899) were certified as Qualified Credentialed Inspectors (QCIs). QCI certification will be maintained through the approved annual refresher courses.	The City will continue an annual Qualified Credentialed Inspectors (QCIs) and storm water awareness refresher courses for personnel conducting BMP inspections.	The City has provided copies of the QCI certificates or initial training certificates and/or records of awareness training received during the reporting period.	No proposed changes at this time.	Yes
5	**Public Reporting and Tracking:** Provides a phone number and electronic form on website for public to report non- compliant construction sites, illicit discharges, impaired waters, and ordinance violations.	The City currently provides a phone number and electronic forms on the City's webpage for the public to report: - Non-compliant construction sites - Illicit discharges - Impaired waters - Ordinance violations. 0 inquiries received. 0 complaints addressed. 0 complaints resolved.	The City will continue to provide a phone number and electronic forms on the City's webpage for the public to report: - Non-compliant construction sites - Illicit discharges - Impaired waters - Ordinance violations.	**https://phenixcityal.us/action-center/** **https://phenixcityal.us/engineering-public-works/engineering/storm-water-management/**	No proposed changes at this time.	Yes
6	**Notify ADEM of Non-Compliant Sites:** The City will notify ADEM of any construction sites where a possible violation of the Clean Water Act has occurred.	The City will notify ADEM of any construction sites where a possible violation of the Clean Water Act has occurred. 0 non-compliant construction sites Were reported to ADEM.	The City will continue to notify ADEM of any construction sites where a possible violation of the Clean Water Act has occurred.	No documents available at this time.	No proposed changes at this time.	Yes

THE CITY OF PHENIX CITY
CONTROL MEASURE 4 - POST-CONSTRUCTION STORM WATER MANAGEMENT
Narrative Report

ACTIVITY NO.	STRATEGIES	IMPLEMENTATION STATUS FOR REPORTING PERIOD	PROPOSED EFFORTS FOR NEXT REPORTING PERIOD	SUPPORTING DOCUMENTATION	COMMENTS/CHANGES	PROPOSED CHANGES MET
1	**Post-Construction Storm Water Management Policy:** City's Erosion and Sediment Control Policy all the City to enforce the design and implementation of post construction storm water management BMPs. Evaluate the effectiveness of the Policy each reporting period.	The City is currently implementing and evaluating the effectiveness of it's Post Construction Site Storm Water Runoff Program set forth by the Erosion and Sedimentation Control Policy, adopted in Ordinance 2007-07 dated February 21, 2007. 4 plans have been submitted and include measures to reduce runoff volume.	The City is in the process of implementing and updating a Post Construction Site Storm Water Runoff Program.	A copy of the Erosion and Sedimentation Control Policy is available upon request or it can be viewed on the City's Storm Water Webpage at: https://phenixcityal.us/engineering-public-works/engineering/storm-water-management/	The City will develop a separate Post-Construction Storm Water Ordinance	Yes
2	**Long-Term Maintenance for Storm Water Controls:** Erosion and Sediment Control Policy allows City to ensure long-term operation and maintenance of storm water management BMPs. Evaluate the effectiveness of the Policy each reporting period.	The City currently implements the Erosion and Sediment Control Policy to ensure adequate long-term operation and maintenance of post construction storm water management BMPs. 4 plans were submitted that that include detailed maintenance procedures. 4 maintenance agreements reviewed. 4 plans with maintenance provisions approved. 0 plans with maintenance provisions denied. 0 enforcement actions taken.	The City will continue to implement The Erosion and Sediment Control Policy. However, the Policy will be evaluated each reporting period. If changes are warranted, a new or revised ordinance will be approved and implemented by the City Council.	Copies of plans and agreements are available upon request.	No proposed changes at this time.	Yes
3	**Evaluate Obstacles to Low Impact/Green Development:** Review and evaluate policies and ordinances to identify regulatory and policy impediments to the installation of green infrastructure and low-impact development techniques.	The City does not currently evaluate, have a policy or have an ordinance to identify regulatory and policy impediments to the installation of green infrastructure and low-impact development techniques.	The City will review and evaluate policies and ordinances related to building codes, or other local regulations, with a goal of identifying regulatory and policy impediments to the installation of green infrastructure and low-impact development techniques.	No documents available at this time.	No proposed changes at this time.	Yes
4	**Plan Review:** Review sediment and erosion control plans and storm water management plans for all new construction prior to approval or denial of permit application.	The City currently reviews sediment and erosion control plans and storm water management plans for all new construction prior to approval or denial of permit application. 4 plans were submitted for review.	The City will continue to review Sediment and erosion control plans and storm water management plans for all new construction prior to approval or denial of permit application.	Copies of plans are available upon request.	No proposed changes at this time.	Yes

5	**Post Construction Site Inspection Program:** Inspect post-construction controls after stabilization is complete to confirm post- construction storm water measures/structures have been installed according to the submitted plan. Annually inspect each site to confirm post- construction BMPs are functioning as designed. Evaluate the effectiveness of the inspection program.	Designated personnel currently inspects post-construction controls after stabilization is complete to confirm post-construction storm water measures/structures have been installed according to the submitted plan.	Designated personnel will continue to inspect post-construction controls after stabilization is complete to confirm post-construction storm water measures/structures have been installed according to the submitted plan.	The City will maintain inspection documentation for review upon request.	No proposed changes at this time.	Yes
6	**Post-Construction Structural Controls Inventory:** Update an inventory of post-construction structural controls including those owned by the City.	The City will compile an inventory of post-construction structural controls including those owned by the City.	The City will continue maintaining an inventory of post-construction structural controls including those owned by the City.	The City will maintain an inventory of post-construction structural controls including those owned by the City. Documents are available upon request.	No proposed changes at this time.	Yes

THE CITY OF PHENIX CITY

CONTROL MEASURE 5 - POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

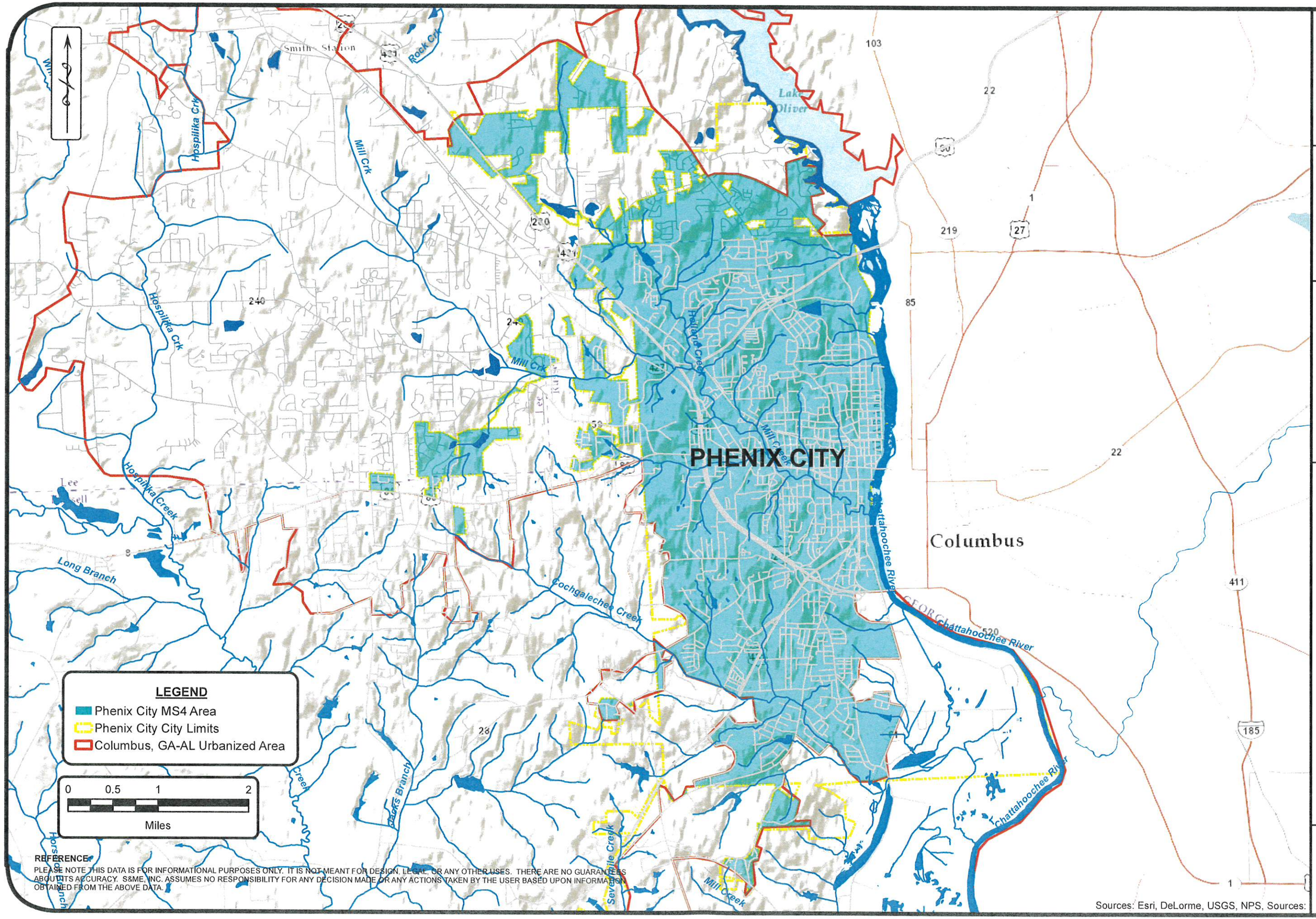
Narrative Report

ACTIVITY NO.	STRATEGIES	IMPLEMENTATION STATUS FOR REPORTING PERIOD	PROPOSED EFFORTS FOR NEXT REPORTING PERIOD	SUPPORTING DOCUMENTATION	COMMENTS/CHANGES	PROPOSED CHANGES MET
1	**Municipal Facilities:** Maintain a list of municipal facilities that have the potential to discharge pollutants through storm water runoff. Inspect facilities for good housekeeping practices.	The City has 11 municipal facilities that have the potential to discharge pollutants through storm water runoff and inspects these facilities quarterly for good housekeeping practices.	Continue monitoring the municipal facilities for good housekeeping and stormwater pollution prevention through a municipal quarterly BMP inspection checklist.	The City will provide a municipal quarterly BMP inspection checklist upon request.	No proposed changes at this time.	Yes
2	**Employee Training:** Training program for municipal employees that focuses on pollution prevention, good housekeeping, illicit discharge identification, and other threats to storm water quality.	Due to heavy work load and staff changes, the City did not conduct training this reporting period. The City developed new training material for pollution prevention, good housekeeping, illicit discharge identification, and other threats to storm water quality.	Municipal training has already taken place in May 2017 and will continue annually.	The City will keep attendance records and report the number of municipal workers trained during the reporting period. Attendance records are available upon request.	No proposed changes at this time.	In progress
3	**Vehicle Maintenance Program:** Conduct routine inspections of municipal vehicles and equipment.	The City conducts routine inspections of municipal vehicles and equipment.	Continue routine inspections of municipal vehicles and equipment.	The City's inspections of municipal vehicles and equipment is logged through PubWorks and copies of inspections are available upon request.	No proposed changes at this time.	Yes
4	**Litter and Debris Pickup Policy:** City Ordinance Section 12-5 provides curbside collection of limbs and debris on a weekly basis.	Per City Ordinance Section 12-5, The City is currently providing a curbside pickup of limbs and debris on a weekly basis. 17,115 tons of limbs and debris were reported for the 2016-2017 reporting period.	The City will continue providing a curbside pickup of limbs and debris on a weekly basis.	Copies of City's solid waste quarterly reports are available upon request. The City's Limb and Debris Pickup Policy can be reviewed at: **https://phenixcityal.us/engineering-public-works/public-works-division/limbs-debris/**	No proposed changes at this time.	Yes
5	**Large Item Pickup Policy:** City Ordinance Section 12-5 provides curbside collection of miscellaneous metals, appliances, furniture, and yard waste on a weekly basis.	The City is currently providing a curbside pickup collection of miscellaneous metals, appliances, furniture, and yard waste on a weekly basis. The amount of curbside pickup is included in the solid waste quarterly report.	The City will continue providing a curbside pickup collection of miscellaneous metals, appliances, furniture, and yard waste on a weekly basis.	Copies of City's solid waste quarterly reports are available upon request. The City's Limb and Debris Pickup Policy can be reviewed at: **https://phenixcityal.us/engineering-public-works/public-works-division/limbs-debris/**	No proposed changes at this time.	Yes

6	**Litter, Floatables, and Debris - Recycling Program:** Manage drop-off facilities at 1100 Airport Road and 709 12th Street. Manage tire removal program.	The City manages a voluntary recycling program. The City offers two drop-off locations within the City. This program is advertised on the City website. The materials accepted as part of this program is provided on the website as well. 54 tons of recyclables were reported for the 2016-2017 reporting period. approximately 3000 tires were removed during the reporting period.	The City will continue to manage a voluntary recycling program. The City offers two drop-off locations within the City. This program is advertised on the City website. The materials accepted as part of this program is provided on the website as well. The City will evaluate and consider the addition of a third recycling location.	Quarterly reports for recyclables are available upon request. **https://phenixcityal.us/engineering-public-works/public-works-division/recycling-centers/**	No proposed changes at this time.	Yes

Appendices

Appendix I – Figures



REFERENCE

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Sources: Esri, DeLorme, USGS, NPS, Sources:

SCALE: 1:63,360	DATE: 11/17/16	
PROJECT NO: 4482-16-055	DRAWN BY: EJK	
NPDES NO: ALR040019	CHECKED BY: CCL	

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PHENIX CITY MS4

PHENIX CITY URBANIZED AREA
PHASE II SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM

FIGURE NO.

1

REFERENCE:

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Monitoring Point 1

Monitoring Point 2

Monitoring Point 3

Monitoring Point 4

PHENIX CITY

Columbus

LEGEND

- MS4 Monitoring Locations
- Phenix City City Limits
- Columbus, GA-AL Urbanized Area
- Phenix City MS4 Area

0 0.5 1 2

Miles

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

DATE: 01/25/17

DRAWN BY: EJK

CHECKED BY: CCL

SCALE: 1:80,000

PROJECT NO: 4482-16-055

NPDES NO: ALR040019

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PHENIX CITY MS4 MS4 MONITORING LOCATIONS

PHENIX CITY URBANIZED AREA
PHASE II SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM

FIGURE NO.

2

OUTFALL MAP

N

1 inch = 2,000 feet

Legend

OUTFALLS

CityName

Phenix City

DITCH
DITCH
DITCH
DITCH
DITCH
DITCH
DITCH
DITCH
DITCH
FES,FES
FES,FES
BOAT
DITCH
24" RCP
FLUME
2X30" RCP
FLUME
FLUME
36" RCP
FLUME
FLUME
DITCH
FLUME
DITCH
FLUME
PIPE
24" RCP
24" RCP
24" RCP
36" CONC PIPE
FLUME
18" CONC PIPE
24" RCP
18" CMP
FLUME
24" CMP
24" CMP
18" RCP
36" RCP
24" RCP
36" RCP
15" RCP
36" RCP
18" RCP
24" RCP
24" CONC PIPE
24" CONC PIPE
DITCH
AWW
24" CMP
24" CMP
24" RCP
STATE DOCKS RD
JOHNSBURG DR
INDUSTRIAL CIR

REFERENCE:

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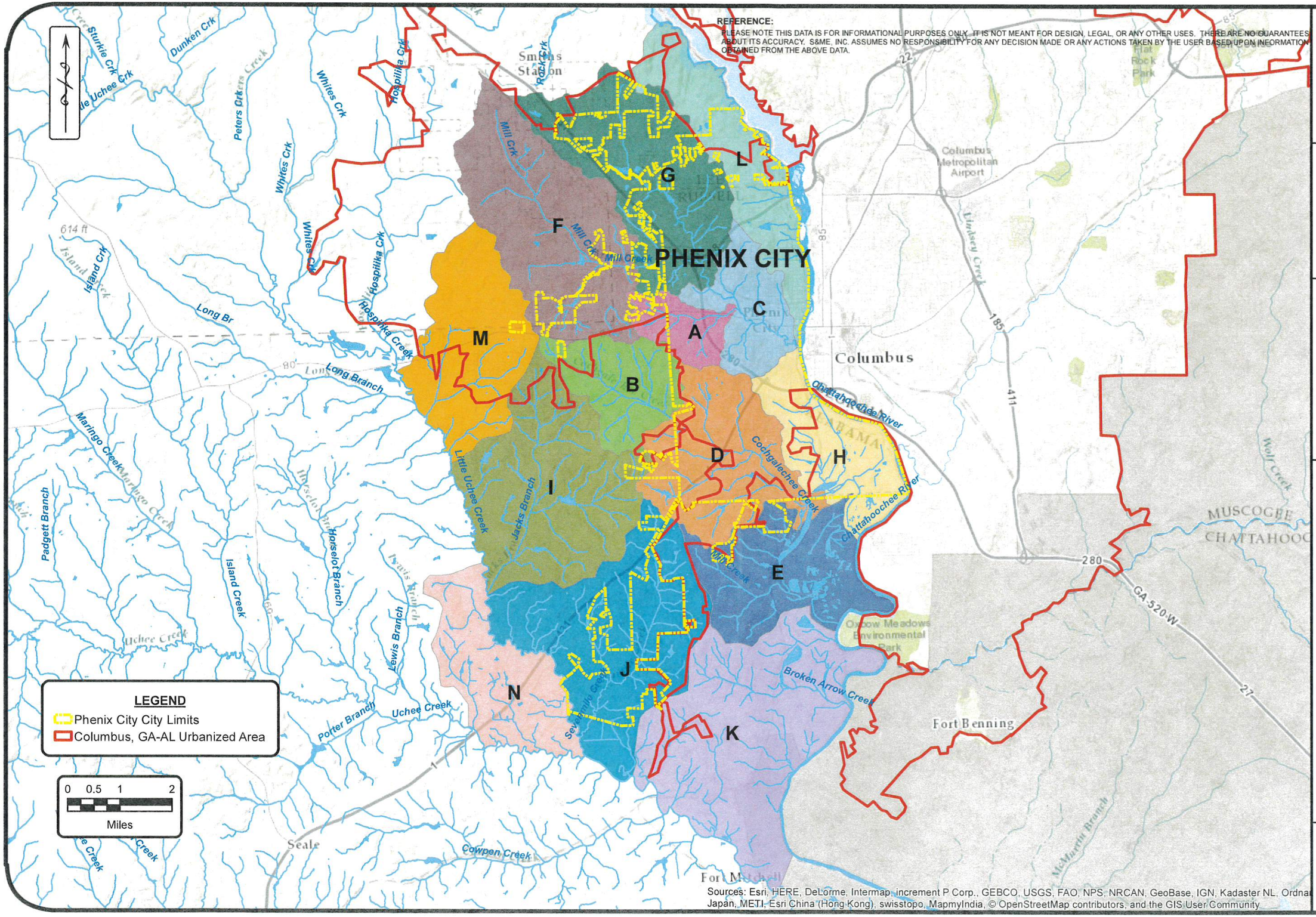

DATE: 12/22/16
DRAWN BY: EJK
CHECKED BY: CCL
SCALE: 1:80,000
PROJECT NO: 4482-16-055
NPDES NO: ALR040019

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PHENIX CITY MS4 DELINEATED DRAINAGE BASINS

PHENIX CITY URBANIZED AREA
PHASE II SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM

FIGURE NO.
4

PROBABLE OUTFALLS

N

1 inch = 2,000 feet

5/24/17

Legend

- PHENIX CITY LIMITS
- STREAMS
- PROBABLE OUTFALLS

Appendix II – Standard Operating Procedures

Effective	MAY 1, 2008	SOP	E-18
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Commercial Development Construction Plans

I. PURPOSE

To ensure construction plans submitted for proposed commercial developments meet the requirements of the Engineering Department.

II. POLICY

Construction Plans shall be reviewed in accordance with the following procedure:

1. **Receive Construction Plans from Building Department.**
2. **Determine if commercial development will required an Erosion and Sediment Control Permit. Disturbed area will need to be greater than one acre. If so SOP E-40 – Erosion and Sediment Control Plan Review will need to be followed also.**
3. **Review overall site layout.**
4. **Determine all locations where the sanitary sewer will tie into existing city infrastructure. Review overall sanitary sewer plan and profile to ensure standard engineering practices have been followed.**
   - **0.2 ft. drop across manhole inverts should be shown.**
   - **Minimum 0.5% slope is required on sanitary sewer lines.**
   - **Determine if drop manholes are required. Drop manhole required if elevation difference is greater than 2 ft.**
   - **Determine if easements have been given if required.**
5. **Review overall water line layout and profile to ensure standard engineering practices have been followed.**
   - **If subdivision is located within Phenix City Utility jurisdiction, the water line must be ductile iron.**
   - **Determine if minimum cover requirement of 30 inches has been met for pipes sizes 10 inches and under. Minimum cover required for pipes greater than 10 inches is 36 inches.**
   - **Check spacing and location of all valves and fire hydrants.**
6. **Review the Hydrologic/Hydraulic Study if required. This should include map of drainage area(s), hydrographs, pond reports, pipe sizing calculations, inlet spacing, gutter spread, etc.**
   - **Review drainage area and determine accuracy.**
   - **Outlet structure detail should coincide with Pond Report. Check for sizes of**

orifices and weirs.

- Post Development Discharge should not be greater than PreDeveloped Discharge.

7. Determine all locations where the storm system will tie into existing city infrastructure. Review storm layout plan and profile to ensure standard engineering practices have been followed.
   - Check pipe sizes and pipe material. Confirm pipe sizesconform to Hydraulic Study.
   - Invert elevations should be shown.
   - Check inlet spacing and orientation.
8. Determine if driveway permit is required. If so, SOP E-36 – Inspection of Turnouts/Driveways will need to be followed.
9. Determine if any other work will be performed on right-of-way and if so, does it conform to city standards.
10. Review grading plan to ensure standard engineering practices have been followed.
11. Review erosion control sheet to ensure standard engineering practices have been followed. Also, refer to the Erosion and Sediment Control Policy if the subdivision is located within the city limits.
12. Review detail sheets to ensure the details meet the standard specifications and drawings of Phenix City Engineering Department or the Alabama Department of Transportation.
13. If corrections are needed, fax a copy of the list of items that need to be corrected to the design engineer.
14. Send memo to the Building Department indicating approval or disapproval of the plans. If plans are disapproved, attach a copy of the fax sent to the design engineer.
15. Maintain a copy of the memo and/or corrections in the file.

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	MAY 1, 2008	SOP	E-19
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Final Inspections for Subdivisions

I. PURPOSE

To ensure all required improvements in subdivisions have been completed and constructed in accordance with the Subdivision Regulations and approved construction plans.

II. POLICY

Final inspections for subdivisions shall be conducted in accordance with the following procedure:

1. **Contractor shall submit, in writing, a request for the City Inspector to conduct a final inspection of the subdivision once all improvements have been completed.**
2. **Inspector shall contact contractor and schedule final inspection. If subdivision lies within the Planning Jurisdiction, the appropriate county inspector shall also be contacted.**
3. **If subdivision lies within the Fire Jurisdiction, the Fire Department will need to be contacted for a final inspection.**
4. **Inspector shall review approved construction plans and determine if improvements have been completed. At a minimum, the following items should be inspected:**
   - **Sanitary sewer system**
   - **Water system**
   - **Drainage system**
   - **Erosion control measures**
   - **Streets**
   - **Right-of-way**
5. **Make a list of any items that are not constructed properly or are in need of repair.**
6. **If repairs are needed, a letter listing all items on the punch list will need to be sent to the following entities:**
   - **Contractor**
   - **Owner/developer**
   - **Utilities Department (if applicable)**
   - **Fire Department (if applicable)**

- **County (if applicable)**

7. **Continue to inspect subdivision until all improvements on punch list have been completed.**
8. **Once all improvements have been completed and constructed properly, proceed to SOP E-12 – Final Acceptance of Subdivisions.**

BY ORDER OF

CITY ENGINEER

Department Head Name

Effective	MAY 1, 2008	SOP	E-40
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Erosion and Sediment Control Plan Review

I. PURPOSE

To ensure erosion and sediment control plans are reviewed in accordance with the Erosion and Sediment Control Policy.

II. POLICY

Erosion and Sediment Control Plans are to be reviewed as follows:

1. **Receive plan from front desk.**
2. **Determine if site will require approval of an Erosion and Sediment Control (ESC) Plan.**
   - **Land disturbance of an acre or more**
   - **Within City Limits**
   - **Site is not included in list of exclusions given in Section IV. D of The Erosion and Sediment Control Policy**
3. **If approval of an ESC Plan is required, the plan shall include all parts required by The Erosion and Sediment Control Policy including:**
   - **Fee—According to Section XIII of the above mentioned policy.**
   - **Copies of ADEM NPDES Application (including USGS Map as submitted to ADEM) and Permit**
   - **Sequence of Construction**
   - **Erosion and Sediment Control Measures**
   - **Seeding Information**
   - **Maintenance Information**
   - **Site Drainage and Grading Plan**
   - **Original and Final Contour Lines**
   - **Inspection Information**
   - **Other Pertinent Information**
4. **Determine if all requirements have been met.**
5. **Determine any other concerns within plans and accompanying materials.**
6. **Determine if there are any corrections/revisions that will need to be made to plans.**
7. **Review concerns with Assistant City Engineer or appropriate party.**
8. **Plans can be Approved or Disapproved or corrections/revisions may be required.**
9. **If corrections/revisions are required:**
   - **A fax or letter stating required corrections/revisions must be sent to the design engineer.**

- **If a Building Permit is required, a memo is to be sent to the Building Department stating that the plans do not meet the approval of our office with a copy of the fax or letter stating required corrections/revisions.**
- **Any alternative method of processing corrections/revisions is to adhere to the Erosion and Sediment Control Policy of the City of Phenix City.**

10. **The review process is to continue until plans/revisions receive Approval or Disapproval.**
11. **Proceed to SOP E-41 – Approval of Erosion and Sediment Control Plan or SOP E-42 – Disapproval of Erosion and Sediment Control Plan.**

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	MAY 1, 2008	SOP	E-41
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Approval of Erosion and Sediment Control Plans

I. PURPOSE

To ensure erosion and sediment control plans are approved in accordance with the Erosion and Sediment Control Policy.

II. POLICY

When all requirements have been met and the Engineering Department is ready to grant approval of the site specific Erosion and Sediment Control Plans, approval is to be granted in accordance with the following procedure:

1. **An approval letter is to be sent to the Plan Engineer or appropriate party.**
2. **A Land Disturbing Permit is to be prepared.**
3. **If a Building Permit is required for the site:**
   - **The Land Disturbing Permit and a memo stating that the plans have met the approval of the Engineering Department are to be forwarded to the Building Department along with stamped plans and these items are to be issued, by the Building Department, to the owner or owner's representative at the appropriate time.**
4. **If a Building Permit is not required for the site:**
   - **The Land Disturbing Permit and stamped plans are to be sent to the design engineer or appropriate party.**
5. **If the approved plans are for a subdivision:**
   - **The Approval Letter, Land Disturbing Permit, and stamped plans are to be given to the design engineer or appropriate party along with the approved subdivision construction plans.**
6. **Copies are to be made of all items.**
7. **Copies and any other pertinent documents are to be filed.**
8. **Discard invalid drawings/calculations.**

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	MAY 1, 2008	SOP	E-42
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Disapproval of Erosion and Sediment Control Plans

I. PURPOSE

To ensure erosion and sediment control plans are disapproved in accordance with the Erosion and Sediment Control Policy.

II. POLICY

When the Engineering Department disapproves a site specific Erosion and Sediment Control Plan, disapproval is to be given in accordance with the following procedure:

1. **A disapproval letter is to be sent to the design engineer or appropriate party.**
2. **The City must inform the applicant, in writing, of the reason for disapproval.**
3. **Copies are to be made of all items.**
4. **Copies and any other pertinent documents are to be filed.**

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	MAY 1, 2008	SOP	E-43
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Revised Erosion and Sediment Control Plan Review

I. PURPOSE

To ensure revised erosion and sediment control plans are reviewed in accordance with the Erosion and Sediment Control Policy.

II. POLICY

Revised Erosion and Sediment Control Plans are to be reviewed in accordance with the following procedure:

1. **Receive plan from front desk.**
2. **Determine if site will requiresubmittal of a separate fee or any other previously submitted materials.**
3. **Determine if all requirements have been met.**
4. **Determine any other concerns within plans and accompanying materials.**
5. **Determine if there are any corrections/revisionsthat will need to be made to plans.**
6. **Review concerns with Assistant City Engineer or appropriate party.**
7. **Plans can be Approved or Disapproved or corrections/revisionsmay be required.**
8. **If corrections/revisions are required:**
   - **A fax or letter stating required corrections/revisions must be sent to the design engineer.**
   - **If a Building Permit is required on site, a memo is to be sent to the Building Department stating that the plans do not meet the approval of our office with a copy of the fax or letter stating required corrections/revisions.**
9. **The review process is to continue until plans/revisions receive Approval or Disapproval.**
10. **Proceed to SOP E-41 – Approval of Erosion and Sediment Control Plan or SOP E-42 – Disapproval of Erosion and Sediment Control Plan.**
11. **If approval is granted, the previously issued Land Disturbing Permit and Permit Number will remain operative.**

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	MAY 1, 2008	SOP	E-44
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Non-Permitted Land Disturbance

I. PURPOSE

To ensure all non-permitted land disturbances are managed in accordance with the Erosion and Sediment Control Policy.

II. POLICY

All non-permitted land disturbances shall be managed in accordance with the following procedure:

1. **Site inspection is to be made if possible and safe.**
2. **Pictures are to be taken of areas of land disturbance.**
3. **Find information on property and property owner.**
4. **Communicate findings with Assistant City Engineer or appropriate party.**
3. **Determine if the site requires the approval of an ESC Plan and the issuance of a Land Disturbing Permit.**
4. **If the site does not require approval of an ESC Plan and issuance of Land Disturbing Permit:**
   - **Inspect and assess site conditions to ensure compliance with ESC Policy.**
   - **Contact Owner/Responsible Party with any concerns or violations of Policy.**
5. **If the site does require the approval of ESC Plan and issuance of Land Disturbing Permit:**
   - **The Owner/Responsible Party is to be notified.**
   - **No further work, except work on erosion and sediment control measures, is to be done without the approval of an ESC Plan and issuance of a Land Disturbing Permit.**

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	MAY 1, 2008	SOP	E-45
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Notice of Violation per Erosion and Sediment Control Policy.

I. PURPOSE

To provide guidance in issuing a Notice of Violation of the above mentioned policy and furthermore to ensure compliance with the provisions of the ESC Policy of the City of Phenix City.

II. POLICY

When deemed necessary and appropriate by the City Engineer, a Notice of Violation of the ESC Policy is to be issued as follows:

1. **The developer or subsequent landowner is to be notified, in writing, of the deficiencies to be corrected.**
2. **The letter is to be delivered via hand delivery if possible.**
3. **The letter is to specify a time frame in which corrections are to be made.**
   - **Deficiencies noted must be corrected within 72 hours.**
   - **If deficiencies are in a highly sensitive area, as deemed by the City Engineer, the corrective action must occur within 24 hours of receipt of the notification.**
4. **If the corrective action does not occur within the specified time, a stop work order in accordance with the ESC Policy of the City of Phenix Cityshould be issued.**
5. **Any further information concerning stop work orders, citations, and the reestablishment of measures is referenced in the ESC Policy.**

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	MAY 1, 2008	SOP	E-46
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Inspection of Erosion and Sediment Control Measures

I. PURPOSE

To ensure compliance with the Erosion and Sediment Control Policy and furthermore safeguard persons, protect property, and prevent damage to the environment in Phenix City, Alabama.

II. POLICY

Erosion and sediment control measuresshould be inspected in accordance with the following procedure:

1. **All measures are to be installed and maintained according to the Alabama Handbook For Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas, Latest Edition.**
2. **All measures are to be installed and maintained in a manner as to ensure compliance with the Erosion and Sediment Control Policy and the approved ESC Plan.**
3. **Measures are to be installed and maintained in such a manner as to ensure that sediment does not leave the site on which the land disturbance has occurred or cause adverse affect on other properties.**
4. **Site inspections are to be made upon installation of initial Best Management Practices (BMPs), following a rainfall, and as often as necessary to ensure compliance with the Erosion and Sediment Control Policy.**
5. **Site inspections are to be made throughout construction and until stabilization of the disturbed area has occurred.**
6. **Erosion and Sediment Control Inspection Reports are to be filled out following site inspections and as often as necessary to document the status and progress of erosion and sediment control on site.**
7. **Erosion and Sediment Control Inspection Reports are to be initialed by the person performing site inspection.**
8. **Erosion and Sediment Control Inspection Reports should include any pertinent information to aid in the assurance that site remains in compliance with above mentioned policy.**
9. **Contact the appropriate party (Owner, Developer, Engineer, Contractor, Etc.)to address concerns/deficiencies.**
10. **When deemed necessary and appropriate by the City Engineer, a written notice of violation is to be delivered to the developer or subsequent landowner (via hand delivery if possible) noting deficiencies and specifying a time frame in which deficiencies are to**

be corrected. This notice of violation and the actions following (including stop-work orders and citations) are further described in Sections VIII and IX of the Erosion and Sediment Control Policy. See SOP E-45 – Notice of Violation per Erosion and Sediment Control Policy.

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	MAY 1, 2008	SOP	E-47
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Inspection and Management of Existing Disturbed Sites Contributing to Sediment Runoff

I. PURPOSE

To ensure compliance with the Erosion and Sediment Control Policy and furthermore provide guidance in dealing with existing disturbed sites contributing to sediment runoff.

II. POLICY

Upon the discovery of an existing disturbed site contributing to sediment runoff

1. **Inspect and assess site conditions to ensure compliance with ESC Policy, if possible.**
2. **Pictures are to be taken of areas of land disturbance.**
3. **Find information on property and property owner.**
4. **Communicate findings with Assistant City Engineer or appropriate party.**
5. **Contact Owner/Responsible Party with any concerns or violations of Policy.**
6. **When deemed necessary and appropriate by the City Engineer, a written notice of violation is to be delivered to the developer or subsequent landowner (via hand delivery if possible) noting deficiencies and specifying a time frame in which deficiencies are to be corrected. This notice of violation and the actions following (including stop-work orders and citations) are further described in Sections VIII and IX of the Erosion and Sediment Control Policy of the City of Phenix City. See SOP E-45 – Notice of Violation per Erosion and Sediment Control Policy.**

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	MAY 1, 2008	SOP	E-48
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Annual Inspection of Storm Water Detention Systems

I. PURPOSE

To ensure that the site storm water detention system is functioning properly and that the post development runoff rate of permitted site shall not exceed the predevelopment storm water runoff rate for an equivalent event. (Except where alternative measures have been approved by the City Engineer)

II. POLICY

Annual inspection should commence as follows:

1. **Storm water detention system is to be inspected to assure that it is functioning according the approved plans.**
2. **Inspection is to take place annually following the stabilization of site.**
3. **Any concerns/deficiencies are to be relayed to the responsible party.**

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	MAY 1, 2008	SOP	E-50
Rescinds	ALL PRIOR	Amends	N/A

SUBJECT

Commercial/Industrial Development Civil Construction Plans Review Process

I. PURPOSE

To ensure civil construction plans submitted for proposed commercial/industrial developments meet the requirements of the City of Phenix City.

II. POLICY

Civil construction plans shall be reviewed in accordance with the following procedure:

1. **Developer shall submit commercial/industrial development civil construction plans to the Engineering Department.**
2. **Engineering Department shall send a set of civil construction plans as required below to each department:**

    - **Building Department**
    - **Fire Department**
    - **Utilities Department**

3. **Each Department shall review the civil construction plans in accordance with policies and procedures as set forth in each Department**
4. **Any comments regarding the plans shall be submitted to the Engineering Department within one (1) week of plan submittal. If no corrections need to be made, each department shall submit an approval memo to Engineering Department stating the plans are satisfactory.**
5. **Engineering will compile one list of comments to be sent back to the design engineer if corrections need to be made. Once all comments have been compiled, the Engineering, Building, Fire, and Utilities Departments shall meet to discuss all review comments prior to issuance to the design engineer.**
6. **If civil plans are resubmitted due to any changes, the above steps shall be repeated until all departments have a satisfactory review of the plans.**
6. **Once the Engineering Department has received approval memos from all departments, Engineering will collect the construction plans to be stamped approved.**
7. **Design Engineer will be notified to submit additional sets of plans for approval stamp.**

8. **Stamped Approved plans will be sent back to Building, Fire and Utilities Departments.**
9. **Any revisions to the approved construction plans must be submitted to the Engineering Department and will follow the above review process.**

BY ORDER OF

CITY ENGINEER

Department Head Name
Title

Effective	March 13, 2017	SOP	M-01
Rescinds	All Prior	Amends	N/A

SUBJECT:

Fire Station No. 1

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and storm water pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. **The Supervisor is responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists must be turned into the Engineering Department for record keeping.**
2. **Keep all indoor and outdoor work areas neat and well organized.**
3. **Sweep and pick up all trash and debris daily or as needed.**
4. **Conduct inspections of equipment and materials being handled and store properly.**
5. **Maintain spill kits for dry clean up (absorbent dry litter, broom, dust pan and plastic bags for proper disposal).**
6. **Keep all chemical containers off of the floor and ensure they are closed with a tight fitting lid and labeled correctly.**
7. **Ensure that the storm drainage system on the property is maintained and cleaned regularly.**
8. **Do not pressure-wash or hose-off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter the storm drainage system.**
9. **If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped or vegetated area or allowed to pool on-site and evaporate.**
10. **Recycle used oil, filters, and containers whenever possible. When it is not possible to recycle, properly dispose of items to ensure that contact with storm water is minimized.**

IV. CHEMICAL APPLICATIONS AND SPILL PREVENTION:

1. **Follow label directions when storing, handling, mixing, recycling and disposing of chemicals and empty containers. Properly calibrate application equipment to ensure proper amount of chemicals are applied.**
2. **Employees without proper training on uses, types, amounts, and application requirements should not handle or apply chemicals.**
3. **Do not keep chemicals in damaged containers. If damaged, replace or transfer chemicals to new holding containers.**
4. **Have a spill kit and cleanup materials available in case of spills. Clean up chemical spills promptly.**
5. **When watering landscaped areas after fertilizer application, take care not to over-water or allow water to runoff into the storm drainage system.**
6. **Do not apply landscape chemicals to frozen ground.**
7. **Recycle or dispose of all used or excess chemicals properly and promptly.**
8. **Do not pour or dispose of chemicals directly into the storm drainage system. Transfer over impervious surfaces so spills cannot seep into the ground.**
9. **Keep chemical application equipment clean and free of residual chemicals.**
10. **Keep all pesticides and herbicides in leak proof shelters away from the elements to help prevent contamination of the storm drainage system.**
11. **Keep fertilizers covered and dry to reduce water damage.**
12. **Used and unused containers should be closed with a tight fitting lid and labeled.**
13. **Handle, transfer, store, or re-package all chemicals under a covered and well ventilated area.**
14. **Conduct inspections of materials, equipment and containers to ensure that they are secure and stored properly.**
15. **Notify the Supervisor if a spill is discovered and of an unknown source as there may be specific disposal requirements.**

V. FUELING AND FUEL SPILL CLEAN UP:

1. **In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).**
2. **All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.**
3. **Clean up spills promptly and dispose of properly.**
4. **Ensure all fuel operators know where the emergency shut off switch is located and how to use it.**
5. **Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.**
6. **Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.**
7. **When fueling small equipment in the field like lawn mowers, small sweepers, weed eaters, blowers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.**

VI. BUILDING AND STRUCTURES:

1. **Remove trash and debris around buildings and grounds daily or as needed.**
2. **Have a spill kit and cleanup materials available and ready during painting activities or any activity using chemicals.**
3. **Clean up paint or other spills promptly.**
4. **Keep maintenance equipment clean.**
5. **Use only biodegradable, phosphate free soaps when washing exterior surfaces of buildings and structures.**

VII. VEHICLE AND EQUIPMENT MAINTENANCE:

1. **Routinely maintain all vehicles and equipment to ensure that they are operating and stored properly.**
2. **Monitor parked vehicles and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.**
3. **Vehicles or equipment with KNOWN leaks should be repaired promptly.**
4. **Clean up spills promptly.**
5. **Remove any buildup of oil and grease on vehicles or equipment prior to storing outdoors.**
6. **Keep clutter around stored vehicles and equipment to a minimum. A more organized storage area is easier to spot a leak or a spill.**
7. **Do not wash or hose down any vehicle or equipment outside the designated wash area.**
8. **When washing vehicles and equipment, keep a drain sock handy and close by as it will be used frequently. Clean or replace drain socks when needed.**
9. **Use only biodegradable, phosphate free soaps when washing vehicles, equipment, and storage areas.**

BY ORDER OF

Department Head

Effective	March 13, 2017	SOP	M-02
Rescinds	All Prior	Amends	N/A

SUBJECT:

Fire Station No. 3

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and storm water pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. **The Supervisor is responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists must be turned into the Engineering Department for record keeping.**
2. **Keep all indoor and outdoor work areas neat and well organized.**
3. **Sweep and pick up all trash and debris daily or as needed.**
4. **Conduct inspections of equipment and materials being handled and store properly.**
5. **Maintain spill kits for dry clean up (absorbent dry litter, broom, dust pan and plastic bags for proper disposal).**
6. **Keep all chemical containers off of the floor and ensure they are closed with a tight fitting lid and labeled correctly.**
7. **Ensure that the storm drainage system on the property is maintained and cleaned regularly.**
8. **Do not pressure-wash or hose-off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter the storm drainage system.**
9. **If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped or vegetated area or allowed to pool on-site and evaporate.**
10. **Recycle used oil, filters, and containers whenever possible. When it is not possible to recycle, properly dispose of items to ensure that contact with storm water is minimized.**

IV. CHEMICAL APPLICATIONS AND SPILL PREVENTION:

1. **Follow label directions when storing, handling, mixing, recycling and disposing of chemicals and empty containers. Properly calibrate application equipment to ensure proper amount of chemicals are applied.**
2. **Employees without proper training on uses, types, amounts, and application requirements should not handle or apply chemicals.**
3. **Do not keep chemicals in damaged containers. If damaged, replace or transfer chemicals to new holding containers.**
4. **Have a spill kit and cleanup materials available in case of spills. Clean up chemical spills promptly.**
5. **When watering landscaped areas after fertilizer application, take care not to over-water or allow water to runoff into the storm drainage system.**
6. **Do not apply landscape chemicals to frozen ground.**
7. **Recycle or dispose of all used or excess chemicals properly and promptly.**
8. **Do not pour or dispose of chemicals directly into the storm drainage system. Transfer over impervious surfaces so spills cannot seep into the ground.**
9. **Keep chemical application equipment clean and free of residual chemicals.**
10. **Keep all pesticides and herbicides in leak proof shelters away from the elements to help prevent contamination of the storm drainage system.**
11. **Keep fertilizers covered and dry to reduce water damage.**
12. **Used and unused containers should be closed with a tight fitting lid and labeled.**
13. **Handle, transfer, store, or re-package all chemicals under a covered and well ventilated area.**
14. **Conduct inspections of materials, equipment and containers to ensure that they are secure and stored properly.**
15. **Notify the Supervisor if a spill is discovered and of an unknown source as there may be specific disposal requirements.**

V. FUELING AND FUEL SPILL CLEAN UP:

1. **In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).**
2. **All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.**
3. **Clean up spills promptly and dispose of properly.**
4. **Ensure all fuel operators know where the emergency shut off switch is located and how to use it.**
5. **Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.**
6. **Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.**
7. **When fueling small equipment in the field like lawn mowers, small sweepers, weed eaters, blowers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.**

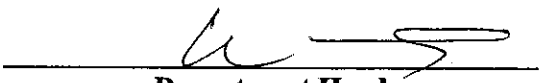
VI. BUILDING AND STRUCTURES:

1. **Remove trash and debris around buildings and grounds daily or as needed.**
2. **Have a spill kit and cleanup materials available and ready during painting activities or any activity using chemicals.**
3. **Clean up paint or other spills promptly.**
4. **Keep maintenance equipment clean.**
5. **Use only biodegradable, phosphate free soaps when washing exterior surfaces of buildings and structures.**

VII. VEHICLE AND EQUIPMENT MAINTENANCE:

1. **Routinely maintain all vehicles and equipment to ensure that they are operating and stored properly.**
2. **Monitor parked vehicles and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.**
3. **Vehicles or equipment with KNOWN leaks should be repaired promptly.**
4. **Clean up spills promptly.**
5. **Remove any buildup of oil and grease on vehicles or equipment prior to storing outdoors.**
6. **Keep clutter around stored vehicles and equipment to a minimum. A more organized storage area is easier to spot a leak or a spill.**
7. **Do not wash or hose down any vehicle or equipment outside the designated wash area.**
8. **When washing vehicles and equipment, keep a drain sock handy and close by as it will be used frequently. Clean or replace drain socks when needed.**
9. **Use only biodegradable, phosphate free soaps when washing vehicles, equipment, and storage areas.**

BY ORDER OF



Department Head

Effective	March 13, 2017	SOP	M-03
Rescinds	All Prior	Amends	N/A

SUBJECT:

Fire Station No. 4

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and storm water pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. **The Supervisor is responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists must be turned into the Engineering Department for record keeping.**
2. **Keep all indoor and outdoor work areas neat and well organized.**
3. **Sweep and pick up all trash and debris daily or as needed.**
4. **Conduct inspections of equipment and materials being handled and store properly.**
5. **Maintain spill kits for dry clean up (absorbent dry litter, broom, dust pan and plastic bags for proper disposal).**
6. **Keep all chemical containers off of the floor and ensure they are closed with a tight fitting lid and labeled correctly.**
7. **Ensure that the storm drainage system on the property is maintained and cleaned regularly.**
8. **Do not pressure-wash or hose-off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter the storm drainage system.**
9. **If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped or vegetated area or allowed to pool on-site and evaporate.**
10. **Recycle used oil, filters, and containers whenever possible. When it is not possible to recycle, properly dispose of items to ensure that contact with storm water is minimized.**

IV. CHEMICAL APPLICATIONS AND SPILL PREVENTION:

1. **Follow label directions when storing, handling, mixing, recycling and disposing of chemicals and empty containers. Properly calibrate application equipment to ensure proper amount of chemicals are applied.**
2. **Employees without proper training on uses, types, amounts, and application requirements should not handle or apply chemicals.**
3. **Do not keep chemicals in damaged containers. If damaged, replace or transfer chemicals to new holding containers.**
4. **Have a spill kit and cleanup materials available in case of spills. Clean up chemical spills promptly.**
5. **When watering landscaped areas after fertilizer application, take care not to over-water or allow water to runoff into the storm drainage system.**
6. **Do not apply landscape chemicals to frozen ground.**
7. **Recycle or dispose of all used or excess chemicals properly and promptly.**
8. **Do not pour or dispose of chemicals directly into the storm drainage system. Transfer over impervious surfaces so spills cannot seep into the ground.**
9. **Keep chemical application equipment clean and free of residual chemicals.**
10. **Keep all pesticides and herbicides in leak proof shelters away from the elements to help prevent contamination of the storm drainage system.**
11. **Keep fertilizers covered and dry to reduce water damage.**
12. **Used and unused containers should be closed with a tight fitting lid and labeled.**
13. **Handle, transfer, store, or re-package all chemicals under a covered and well ventilated area.**
14. **Conduct inspections of materials, equipment and containers to ensure that they are secure and stored properly.**
15. **Notify the Supervisor if a spill is discovered and of an unknown source as there may be specific disposal requirements.**

V. FUELING AND FUEL SPILL CLEAN UP:

1. **In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).**
2. **All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.**
3. **Clean up spills promptly and dispose of properly.**
4. **Ensure all fuel operators know where the emergency shut off switch is located and how to use it.**
5. **Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.**
6. **Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.**
7. **When fueling small equipment in the field like lawn mowers, small sweepers, weed eaters, blowers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.**

VI. BUILDING AND STRUCTURES:

1. **Remove trash and debris around buildings and grounds daily or as needed.**
2. **Have a spill kit and cleanup materials available and ready during painting activities or any activity using chemicals.**
3. **Clean up paint or other spills promptly.**
4. **Keep maintenance equipment clean.**
5. **Use only biodegradable, phosphate free soaps when washing exterior surfaces of buildings and structures.**

VII. VEHICLE AND EQUIPMENT MAINTENANCE:

1. **Routinely maintain all vehicles and equipment to ensure that they are operating and stored properly.**
2. **Monitor parked vehicles and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.**
3. **Vehicles or equipment with KNOWN leaks should be repaired promptly.**
4. **Clean up spills promptly.**
5. **Remove any buildup of oil and grease on vehicles or equipment prior to storing outdoors.**
6. **Keep clutter around stored vehicles and equipment to a minimum. A more organized storage area is easier to spot a leak or a spill.**
7. **Do not wash or hose down any vehicle or equipment outside the designated wash area.**
8. **When washing vehicles and equipment, keep a drain sock handy and close by as it will be used frequently. Clean or replace drain socks when needed.**
9. **Use only biodegradable, phosphate free soaps when washing vehicles, equipment, and storage areas.**

BY ORDER OF

Department Head

Effective	March 13, 2017	SOP	M-04
Rescinds	All Prior	Amends	N/A

SUBJECT:

Parks and Recreation

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and stormwater pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. **The Superintendent or Supervisor is responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists must be turned into the Engineering Department for record keeping.**
2. **Keep all indoor and outdoor work areas neat and well organized.**
3. **Sweep and pick up all trash and debris daily or as needed.**
4. **Conduct inspections of equipment and materials being handled and store properly.**
5. **Maintain spill kits for dry clean up (absorbent dry litter, broom, dust pan and plastic bags for proper disposal).**
6. **Keep all chemical containers off of the floor and ensure they are closed with a tight fitting lid and labeled correctly.**
7. **Ensure that the storm drainage system on the property is maintained and cleaned regularly.**
8. **Do not pressure-wash or hose-off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter the storm drainage system.**
9. **If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped or vegetated area or allowed to pool on-site and evaporate.**
10. **Recycle used oil, filters, and containers whenever possible. When it is not possible to recycle, properly dispose of items to ensure that contact with storm water is minimized.**

IV. CHEMICAL APPLICATIONS AND SPILL PREVENTION:

1. **Follow label directions when storing, handling, mixing, recycling and disposing of chemicals and empty containers. Properly calibrate application equipment to ensure proper amount of chemicals are applied.**
2. **Employees without proper training on uses, types, amounts, and application requirements should not handle or apply chemicals.**
3. **Do not keep chemicals in damaged containers. If damaged, replace or transfer chemicals to new holding containers.**
4. **Have a spill kit and cleanup materials available in case of spills. Clean up chemical spills promptly and do not delay in the clean up of spills.**
5. **When watering landscaped areas after fertilizer application, take care not to over-water or allow water to runoff into the storm drainage system.**
6. **Do not apply landscape chemicals to frozen ground.**
7. **Recycle or dispose of all used or excess chemicals properly and promptly.**
8. **Do not pour or dispose of chemicals directly into the storm drainage system. Transfer over impervious surfaces so spills cannot seep into the ground.**
9. **Keep chemical application equipment clean and free of residual chemicals.**
10. **Keep all pesticides and herbicides in leak proof shelters away from the elements to help prevent contamination of the storm drainage system.**
11. **Keep fertilizers covered and dry to reduce water damage.**
12. **Used and unused containers should be closed with a tight fitting lid and labeled.**
13. **Handle, transfer, store, or re-package all chemicals under a covered and well ventilated area.**
14. **Conduct inspections of materials, equipment and containers to ensure that they are secure and stored properly.**
15. **Notify the Supervisor if a spill is discovered and of an unknown source as there may be specific disposal requirements.**

V. FUELING AND FUEL SPILL CLEAN UP:

1. **In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).**
2. **All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.**
3. **Clean up spills promptly and dispose of properly.**
4. **Ensure all fuel operators know where the emergency shut off switch is located and how to use it.**
5. **Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.**
6. **Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.**
7. **Inspect fueling equipment for cracks, leaks, corrosion or other failures. Parks and Recreation is responsible for inspecting the fuel pump area daily.**

8. When fueling small equipment in the field like lawn mowers, small sweepers, weed eaters, blowers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.

VI. IRRIGATION SYSTEMS:

1. Set sprinklers to water at rates less than the infiltration rate of the soil and water evenly over the vegetated area to minimize the amount of water falling on impervious surfaces.
2. Automatic timers should be used on all irrigation equipment to minimize run-off and over irrigation. Monitor soil moisture content and adjust timer settings appropriately.
3. Replace or repair broken or leaking sprinkler heads as soon as possible.
4. Report any irrigation problems promptly to the Parks and Recreation Director or Maintenance Superintendent.
5. If possible, dispose of organic wastes by composting. If composting is not possible, dispose of organic wastes at an approved disposal facility.
6. Control soil erosion by seeding, sod, mats, mulching, terracing or other effective methods. Use mulch or other erosion control methods to prevent erosion of exposed soils and flowerbeds.
7. Do not apply bark or mulch on top of plastic sheeting unless the area is enclosed by a barrier-like lawn edging away from a storm drain inlets.
8. If possible, design new or re-landscaped areas using Low Impact Development (LID) techniques to the maximum extent possible. Use hardy plant materials appropriate to the climate.

VII. BUILDING AND STRUCTURES:

1. Remove trash and debris around buildings and grounds daily or as needed.
2. Have a spill kit and cleanup materials available and ready during painting activities or any activity using chemicals.
3. Clean up paint or other spills promptly.
4. Keep maintenance equipment clean and free of residual chemicals.
5. Use only biodegradable, phosphate free soaps when washing exterior surfaces of buildings and structures.

VIII. VEHICLE, GOLF CART, AND EQUIPMENT MAINTENANCE:

1. Routinely maintain all vehicles, golf carts and equipment to ensure that they are operating and stored properly.
2. Monitor parked vehicles, golf carts and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.
3. Vehicles, golf carts or equipment with KNOWN leaks should be repaired promptly.
4. Clean up spills promptly.
5. Remove any buildup of oil and grease on vehicles or equipment prior to storing outdoors.
6. Keep clutter around stored vehicles, golf carts and equipment to a minimum. A more organized storage area is easier to spot a leak or a spill.

7. **Do not wash or hose down any vehicles, golf carts or equipment outside of the designated wash area.**
8. **Use only biodegradable, phosphate free soaps when washing vehicles, equipment, and storage areas.**

BY ORDER OF

Department Head

Effective	March 13, 2017	SOP	M-05
Rescinds	All Prior	Amends	N/A

SUBJECT:

Lakewood Golf Course

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and stormwater pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. **The Superintendent or Supervisor is responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists must be turned into the Engineering Department for record keeping.**
2. **Keep all indoor and outdoor work areas neat and well organized.**
3. **Sweep and pick up all trash and debris daily or as needed.**
4. **Conduct inspections of equipment and materials being handled and store properly.**
5. **Maintain spill kits for dry clean up (absorbent dry litter, broom, dust pan and plastic bags for proper disposal).**
6. **Keep all chemical containers off of the floor and ensure they are closed with a tight fitting lid and labeled correctly.**
7. **Ensure that the storm drainage system on the property is maintained and cleaned regularly.**
8. **Do not pressure-wash or hose-off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter the storm drainage system.**
9. **If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped or vegetated area or allowed to pool on-site and evaporate.**
10. **Recycle used oil, filters, and containers whenever possible. When it is not possible to recycle, properly dispose of items to ensure that contact with storm water is minimized.**

IV. CHEMICAL APPLICATIONS AND SPILL PREVENTION:

1. **Follow label directions when storing, handling, mixing, recycling and disposing of chemicals and empty containers. Properly calibrate application equipment to ensure proper amount of chemicals are applied.**
2. **Employees without proper training on uses, types, amounts, and application requirements should not handle or apply chemicals.**
3. **Do not keep chemicals in damaged containers. If damaged, replace or transfer chemicals to new holding containers.**
4. **Have a spill kit and cleanup materials available in case of spills. Clean up chemical spills promptly and do not delay in the clean up of spills.**
5. **When watering landscaped areas after fertilizer application, take care not to over-water or allow water to runoff into the storm drainage system.**
6. **Do not apply landscape chemicals to frozen ground.**
7. **Recycle or dispose of all used or excess chemicals properly and promptly.**
8. **Do not pour or dispose of chemicals directly into the storm drainage system. Transfer over impervious surfaces so spills cannot seep into the ground.**
9. **Keep chemical application equipment clean and free of residual chemicals.**
10. **Keep all pesticides and herbicides in leak proof shelters away from the elements to help prevent contamination of the storm drainage system.**
11. **Keep fertilizers covered and dry to reduce water damage.**
12. **Used and unused containers should be closed with a tight fitting lid and labeled.**
13. **Handle, use, transfer, store, or re-package all chemicals under a covered and well ventilated area.**
14. **Conduct inspections of materials, equipment and containers to ensure that they are secure and stored properly.**
15. **Notify the Supervisor if a spill is discovered and of an unknown source as there may be specific disposal requirements.**

V. FUELING AND FUEL SPILL CLEAN UP:

1. **In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).**
2. **All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.**
3. **Clean up spills promptly and dispose of properly.**
4. **Ensure all fuel operators know where the emergency shut off switch is located and how to use it.**
5. **Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.**
6. **Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.**
7. **Inspect fueling equipment for cracks, leaks, corrosion or other failures. Parks and Recreation is responsible for inspecting the fuel pump area daily.**

8. **When fueling small equipment in the field like lawn mowers, small sweepers, weed eaters, blowers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.**

VI. IRRIGATION SYSTEMS:

1. **Set sprinklers to water at rates less than the infiltration rate of the soil and water evenly over the vegetated area to minimize the amount of water falling on impervious surfaces.**
2. **Automatic timers should be used on all irrigation equipment to minimize run-off and over irrigation. Monitor soil moisture content and adjust timer settings appropriately.**
3. **Replace or repair broken or leaking sprinkler heads as soon as possible.**
4. **Report any irrigation problems promptly to the Parks and Recreation Director or Maintenance Superintendent.**
5. **If possible, dispose of organic wastes by composting. If composting is not possible, dispose of organic wastes at an approved disposal facility.**
6. **Control soil erosion by seeding, sod, mats, mulching, terracing or other effective methods. Use mulch or other erosion control methods to prevent erosion of exposed soils and flowerbeds.**
7. **Do not apply bark or mulch on top of plastic sheeting unless the area is enclosed by a barrier-like lawn edging away from a storm drain inlets.**
8. **If possible, design new or re-landscaped areas using Low Impact Development (LID) techniques to the maximum extent possible. Use hardy plant materials appropriate to the climate.**

VII. BUILDING AND STRUCTURES:

1. **Remove trash and debris around buildings and grounds daily or as needed.**
2. **Have a spill kit and cleanup materials available and ready during painting activities or any activity using chemicals.**
3. **Clean up paint or other spills promptly.**
4. **Keep maintenance equipment clean and free of residual chemicals.**
5. **Use only biodegradable, phosphate free soaps when washing exterior surfaces of buildings and structures.**
6. **When repairing or constructing buildings, paved parking areas, driveways or other structures, protect any storm drain inlets or ditches that are within the work area.**

VIII. VEHICLE, GOLF CART, AND EQUIPMENT MAINTENANCE:

1. **Routinely maintain all vehicles, golf carts and equipment to ensure that they are operating and stored properly.**
2. **Monitor parked vehicles, golf carts and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.**
3. **Vehicles, golf carts or equipment with KNOWN leaks should be repaired promptly.**
4. **Clean up spills promptly.**
5. **Remove any buildup of oil and grease on vehicles or equipment prior to storing outdoors.**

6. **Keep clutter around stored vehicles, golf carts and equipment to a minimum. A more organized storage area is easier to spot a leak or a spill.**
7. **Do not wash or hose down any vehicles, golf carts or equipment outside the designated wash area.**
8. **Use only biodegradable, phosphate free soaps when washing vehicles, equipment, and storage areas.**

BY ORDER OF

Department Head

Effective	March 13, 2017	SOP	B-42 (M-06)
Rescinds	All Prior	Amends	N/A

SUBJECT: STORM WATER POLLUTION PRODEDURES

Public Safety

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and stormwater pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. Patrol Supervisors are responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists will be turned in to the Engineering Department for record keeping.
2. Keep all indoor and outdoor work areas neat and well organized.
3. Sweep and pick up all trash and debris daily or as needed.
4. Do not pressure-wash or hose-off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter the storm drainage system.
5. If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped / vegetated area or allowed to pool on-site and evaporate.

IV. FUELING AND FUEL SPILL CLEAN UP:

1. In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).

2. All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.
3. Clean up spills promptly and dispose of properly.
4. Ensure all fuel operators know where the emergency shut off switch is located and how to use it.
5. Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.
6. Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.

V. BUILDING AND STRUCTURES:

1. Use only biodegradable, phosphate free soaps when washing exterior surfaces of buildings and structures.

VI. VEHICLE AND EQUIPMENT MAINTENANCE:

1. Routinely maintain all vehicles and equipment to ensure that they are operating and stored properly.
2. Monitor parked vehicles and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.
3. Vehicles or equipment with KNOWN leaks should be repaired promptly.
4. Clean up spills promptly.
5. Use only biodegradable, phosphate free soaps when washing vehicles and equipment.

BY ORDER OF

Chief of Police

Effective	March 13, 2017	SOP	M-07
Rescinds	All Prior	Amends	N/A

SUBJECT:

Public Works

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and stormwater pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. **The Supervisor is responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists must be turned into the Engineering Department for record keeping.**
2. **Keep all indoor and outdoor work areas neat and well organized.**
3. **Sweep and pick up all trash and debris daily or as needed.**
4. **Conduct inspections of equipment and materials being handled and store properly.**
5. **Maintain spill kits for dry clean up (absorbent dry litter, broom, dust pan and plastic bags for proper disposal).**
6. **Keep all chemical containers off of the floor and ensure they are closed with a tight fitting lid and labeled correctly.**
7. **Ensure that the storm drainage system on the property is maintained and cleaned regularly.**
8. **Do not pressure-wash or hose-off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter the storm drainage system.**
9. **If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped or vegetated area or allowed to pool on-site and evaporate.**
10. **Recycle used oil, filters, and containers whenever possible. When it is not possible to recycle, properly dispose of items to ensure that contact with storm water is minimized.**

IV. BUILDING AND STRUCTURES:

1. **Remove trash and debris around buildings and grounds daily or as needed.**
2. **Have a spill kit and cleanup materials available and ready during painting activities or any activity using chemicals.**
3. **Clean up paint or other spills promptly.**
4. **Keep maintenance equipment clean.**
5. **Use only biodegradable, phosphate free soaps when washing exterior surfaces of buildings and structures.**
6. **When repairing or constructing buildings, paved parking areas, driveways or other structures, protect any storm drain inlets or ditches that are within the work area.**
7. **Never transfer, pour or dispose of maintenance materials, chemicals, or paint outdoors in parking lots, near or in storm drains, drainage ditches, or any other location where they can runoff into the storm drainage system.**
8. **Do not allow maintenance wash water, chemicals, paint, or any other maintenance residue to enter the storm drainage system.**
9. **Do not hose down debris collected from sidewalk cleaning into the storm drainage system. Use dry sweeping methods and dispose of properly.**

V. CHEMICAL APPLICATIONS AND SPILL PREVENTION:

1. **Follow label directions when storing, handling, mixing, recycling and disposing of chemicals and empty containers. Properly calibrate application equipment to ensure proper amount of chemicals are applied.**
2. **Employees without proper training on uses, types, amounts, and application requirements should not handle or apply chemicals.**
3. **Do not keep chemicals in damaged containers. If damaged, replace or transfer chemicals to new holding containers.**
4. **Have a spill kit and cleanup materials available in case of spills. Clean up chemical spills promptly and do not delay in the clean up of spills.**
5. **When watering landscaped areas after fertilizer application, take care not to over-water or allow water to runoff into the storm drainage system.**
6. **Do not apply landscape chemicals to frozen ground.**
7. **Recycle or dispose of all used or excess chemicals properly and promptly.**
8. **Do not pour or dispose of chemicals directly into the storm drainage system. Transfer over impervious surfaces so spills cannot seep into the ground.**
9. **Keep chemical application equipment clean and free of residual chemicals.**
10. **Keep all pesticides and herbicides in leak proof shelters away from the elements to help prevent contamination of the storm drainage system.**
11. **Keep fertilizers covered and dry to reduce water damage.**
12. **Used and unused containers should be closed with a tight fitting lid and labeled.**
13. **Handle, transfer, store, or re-package all chemicals under a covered and well ventilated area.**
14. **Conduct inspections of materials, equipment and containers to ensure that they are secure and stored properly.**
15. **Notify the Supervisor if a spill is discovered and of an unknown source as there may be specific disposal requirements.**

VI. FUELING AND FUEL SPILL CLEAN UP:

1. **In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).**
2. **All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.**
3. **Clean up spills promptly and dispose of properly.**
4. **Ensure all fuel operators know where the emergency shut off switch is located and how to use it.**
5. **Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.**
6. **Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.**
7. **Inspect fueling equipment for cracks, leaks, corrosion or other failures. Public Works is responsible for inspecting the fuel pump area daily.**
8. **The containment sumps, spill buckets, lids and valves for the underground gas and diesel tanks are inspected annually.**
9. **When fueling small equipment in the field like lawn mowers, small sweepers, weed eaters, blowers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.**

VII. VEHICLE AND EQUIPMENT STORAGE/MAINTENANCE:

1. **Routinely maintain all vehicles and equipment to ensure that they are operating and stored properly.**
2. **Monitor parked vehicles and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.**
3. **Vehicles or equipment with KNOWN leaks should be repaired promptly.**
4. **Clean up spills promptly.**
5. **Remove any buildup of oil and grease on vehicles or equipment prior to storing outdoors.**
6. **Keep clutter around stored vehicles and equipment to a minimum. A more organized storage area is easier to spot a leak or a spill.**
7. **Do not wash or hose down any vehicle or equipment outside of the designated wash area.**
8. **When washing vehicles and equipment, keep a drain sock handy and close by as it will be used frequently. Clean or replace drain socks when needed.**
9. **Use only biodegradable, phosphate free soaps when washing vehicles, equipment, and storage areas.**

VIII. FLEET AND WASTE DISPOSAL:

1. **Conduct daily inspections to ensure equipment and materials are being handled, disposed of and stored correctly.**
2. **Keep all work areas neat and well organized. Sweep up trash and debris daily or as needed.**
3. **Recycle all oil, filters, containers, and wastes properly and promptly. When it is not possible to recycle, dispose of properly to ensure that contact with the storm drainage system is minimized.**
4. **Clean all parts indoors using appropriate cleaning methods.**
5. **Do not hose down work area into the storm drainage system. Use dry sweeping methods if possible.**
6. **Store chemicals inside a ventilated storage area and store items on shelves away from doorways and floor drains.**
7. **Refer to the manufacturer's recommendations for application and storage of chemicals or wastes in the event of a spill.**
8. **Handle chemicals and petroleum products with care to avoid spills.**
9. **Clearly label drip pans for the fluids they will contain.**
10. **Leaking vehicles, lawn mowers and equipment should be repaired as soon as possible.**
11. **Designate areas for parked vehicles and equipment to be repaired. Check exterior vehicles and equipment areas for leaks, spills, drips, or excess dirt on a daily basis.**
12. **Contain leaking fluids and tag the vehicle to alert drivers that the vehicle is non-operational.**
13. **Transfer fluids from drip pans to the appropriate waste containers immediately and do not mix waste oil, fuel, antifreeze or chlorinated solvents as this can be hazardous.**
14. **Keep lids on dumpsters closed when not in use.**
15. **Keep a current map of storm drain locations of the Public Works area.**

IX. ASPHALT REPAIR:

1. **Cover inlets and manholes with protection during application of seal coats and tack coats. Conduct operations during dry weather.**
2. **Do not apply seal coat or tack coat when rain is predicted. Limit paving applications in wet weather.**
3. **Do not allow any base materials or residual asphalt to enter the storm drainage system.**
4. **Do not pre-heat, transfer or load bituminous materials near drain inlets or waterways.**
5. **Place drip pans, absorbent materials, or plastic under equipment when not in use to catch and contain drips and leaks to prevent soil contamination and runoff.**
6. **Monitor all asphalt equipment closely for leaks. Use a drip pan as needed.**
7. **Do not repair asphalt patching equipment on a roadside surface. Transport to the maintenance shop for repairs.**
8. **Wash or hose down the patching equipment in the designated wash area to avoid run off into the storm drainage system.**

X. STORM DRAIN/CURB INLET CLEANING:

1. **Conduct regular stormwater drainage system maintenance or as needed based on identified sediment and debris buildup.**
2. **Inspect storm drain conveyances frequently. Note and inform the Supervisor of any conveyance failures that need repair or replacement.**
3. **Report any suspected illegal connections or other waste dumping activities into the storm drainage system.**
4. **Discharge Vac Truck wastes at the Waste Water Treatment Plant as soon as possible.**
5. **Monitor parked Vac Trucks closely for leaks. Use a drip pan as needed and repair promptly.**
6. **Be observant of contaminated sediments such as oil sheen, unusual discoloration of sediment, and floating wastes. It may require specific disposal requirements. Report to Supervisor as soon as possible.**
7. **Do not conduct Vac Truck flushing activities when a heavy rain is in forecast.**
8. **Do not transfer or dispose of collected sediments near storm drains or drainage ditches.**
9. **Do not wash or hose down the Vac truck except where the wash water will only enter an approved discharge point (i.e. sanitary sewer, or designated cleanout area like the Waste Water Treatment Plant)**
10. **Do not discharge any contaminated stormwater from inlets, culverts or other conveyances.**
11. **Do not store Vac Truck wastes in areas where the debris may be returned back to the storm drainage system with the next rainfall. Transport waste for disposal as soon as possible.**

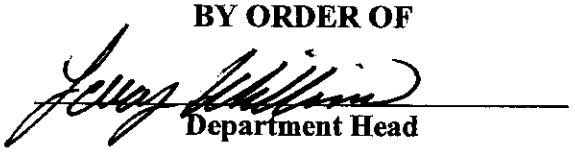
XI. RIGHT OF WAY MAINTENANCE:

1. **Conduct routine ROW maintenance per schedule, or on an as-needed basis.**
2. **Report bare areas within the ROW void of vegetation that may result in sediment being transported off site. Stabilize void areas as soon as possible.**
3. **Remove trash and debris from the ROW and surrounding areas and dispose of properly prior to mowing activities.**
4. **After mowing, pulling and trimming weeds or brush. Dispose of debris properly. Collect grass clippings and all other clippings, trimmings and wastes and take offsite for disposal or dispose in trash on site.**
5. **Notify the Supervisor of any hazardous conditions or materials found during the performance of maintenance activities.**
6. **Do not clean equipment or conduct maintenance on equipment within the ROW, storm drainage system or other stormwater conveyances.**
7. **Do not apply landscaping chemicals in areas where the residue could pollute the storm drainage systems or detention ponds.**
8. **Do not use herbicides for weed control within the ROW areas or in the median unless instructed to by the Supervisor. Use only approved chemicals, in approved amounts, and never when a heavy rain is forecasted.**
9. **Do not attempt to clean up any unidentified or possibly hazardous materials found within the median or ROW areas during maintenance. Notify the Supervisor immediately upon discovery of hazardous materials.**

XII. STREETS, SWEEPING, AND MAINTENANCE:

1. **Operate all sweeper equipment according to the manufacturer's settings and standards.**
2. **Perform regular maintenance of sweepers per schedule or as needed.**
3. **Make note of any streets that have consistently higher content of debris or sediments. These streets may require more frequent sweeping.**
4. **Make sure that sweeper debris is disposed of properly, away from the storm drainage system.**
5. **Do not ignore any leaks or drips from the street sweeper. Use a drip pan as needed.**
6. **In the event of snow or ice on roads and bridges, limit sand or salt to minimize entry into the storm drainage system.**
7. **Coordinate all snow and ice placement activities to coincide with a follow-up of street sweeping if large amounts of sediment remain after melting.**
8. **Washing of vehicles and plows should only take place at a designated wash area to trap grease, oils, sediment and salt residue.**

BY ORDER OF



Department Head

Effective	March 13, 2017	SOP	M-08
Rescinds	All Prior	Amends	N/A

SUBJECT:

Utility Department

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and stormwater pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. **The Supervisor is responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists must be turned into the Engineering Department for record keeping.**
2. **Keep all indoor and outdoor work areas neat and well organized.**
3. **Sweep and pick up all trash and debris daily or as needed.**
4. **Conduct inspections of equipment and materials being handled and store properly.**
5. **Maintain spill kits for dry clean up (absorbent dry litter, broom, dust pan and plastic bags for proper disposal).**
6. **Keep all chemical containers off of the floor and ensure they are closed with a tight fitting lid and labeled correctly.**

IV. CHEMICAL APPLICATIONS AND SPILL PREVENTION:

1. **Follow label directions when storing, handling, mixing, recycling and disposing of chemicals and empty containers. Properly calibrate application equipment to ensure proper amount of chemicals are applied.**
2. **Employees without proper training on uses, types, amounts, and application requirements should not handle or apply chemicals.**
3. **Do not keep chemicals in damaged containers. If damaged, replace or transfer chemicals to new holding containers.**

4. Have a spill kit and cleanup materials available in case of spills. Clean up chemical spills promptly.
5. Do not pour or dispose of chemicals directly into the storm drainage system. Transfer over impervious surfaces so spills cannot seep into the ground.
6. Keep chemical application equipment clean and free of residual chemicals.
7. Used and unused containers should be closed with a tight fitting lid and labeled.
8. Handle, transfer, store, or re-package all chemicals under a covered and well ventilated area.
9. Conduct inspections of materials, equipment and containers to ensure that they are secure and stored properly.
10. Notify the supervisor if a spill is discovered and of an unknown source as there may be specific disposal requirements to handle properly.

V. FUELING AND FUEL SPILL CLEAN UP:

1. In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).
2. All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.
3. Clean up spills promptly and dispose of properly.
4. Ensure all fuel operators know where the emergency shut off switch is located and how to use it.
5. Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.
6. Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.
7. When fueling small equipment in the field like demo saws, jack hammers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.

VI. VEHICLE AND EQUIPMENT MAINTENANCE:

1. Routinely maintain all vehicles and equipment to ensure that they are operating and stored properly.
2. Monitor parked vehicles and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.
3. Vehicles or equipment with KNOWN leaks should be repaired promptly.
4. Clean up spills promptly.
5. Remove any buildup of oil and grease on vehicles or equipment prior to storing outdoors.
6. Keep clutter around stored vehicles and equipment to a minimum. A more organized storage area is easier to spot a leak or a spill.
7. Do not wash or hose down any vehicle or equipment outside the designated wash area.
8. Use only biodegradable, phosphate free soaps when washing vehicles and equipment.

9. **Monitor all asphalt cutting equipment closely for leaks. Use a drip pan as needed.**
10. **Do not repair asphalt cutting equipment on a roadside surface. Transport to the maintenance shop for repairs.**

BY ORDER OF

Department Head

Effective	March 13, 2017	SOP	M-09
Rescinds	All Prior	Amends	N/A

SUBJECT:

Waste Water Treatment Plant

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and stormwater pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. **The Supervisor is responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists must be turned into the Engineering Department for record keeping.**
2. **Keep all indoor and outdoor work areas neat and well organized.**
3. **Sweep and pick up all trash and debris daily or as needed.**
4. **Ensure that the storm drainage system on the property is maintained and cleaned regularly.**
5. **Recycle used oil, filters, and containers whenever possible. When it is not possible to recycle, properly dispose of items to ensure that contact with storm water is minimized.**

IV. BUILDING AND STRUCTURES:

1. **Remove trash and debris around buildings and grounds daily or as needed.**
2. **Have a spill kit and cleanup materials available and ready during painting activities or any activity using chemicals.**
3. **Clean up paint or other spills promptly.**
4. **Keep maintenance equipment clean and free of residual chemicals.**
5. **Use only biodegradable, phosphate free soaps when washing exterior surfaces of buildings and structures.**

V. CHEMICAL APPLICATIONS AND SPILL PREVENTION:

1. **Follow compliance recommendations as required by ADEM NPDES Permit No. AL0022209 when storing, handling, mixing, recycling and disposing of liquid and dry chemicals and empty containers properly.**
2. **Employees without proper training on uses, types, amounts, and application requirements should not handle or apply chemicals.**
3. **Do not keep chemicals in damaged containers. If damaged, replace or transfer chemicals to new holding containers.**
4. **Have a spill kit and cleanup materials available in case of spills. Clean up chemical spills promptly.**
5. **Recycle or dispose of all used or excess chemicals properly and promptly.**
6. **Do not pour or dispose of chemicals directly into the storm drainage system. Transfer over impervious surfaces so spills cannot seep into the ground.**
7. **Keep chemical application equipment clean and free of residual chemicals.**
8. **Keep all pesticides and herbicides in leak proof shelters away from the elements to help prevent contamination of the storm drainage system.**
9. **Used and unused containers should be closed with a tight fitting lid and labeled.**
10. **Handle, transfer, store, or re-package all chemicals under a covered and well ventilated area.**
11. **Conduct inspections of materials, equipment and containers to ensure that they are secure and stored properly.**
12. **Notify the supervisor if a spill is discovered and of an unknown source as there may be specific disposal requirements by ADEM to handle properly.**

VI. UNDERGROUND STORAGE TANK MAINTENANCE:

1. **In case of a major leak or a spill at the Waste Water Treatment Plant, follow procedures outlined in the permit issued by ADEM (ADEM Facility ID 17344-113-015467)**
2. **Inspect the containment sumps, spill bucket, lids and valves for the underground diesel tank annually.**
3. **Inspect fueling equipment for cracks, leaks corrosion or failure. Designated personnel should inspect the underground fuel tank and area daily.**
4. **All fuel operators should be trained in the basics of fuel spill prevention and reporting.**
5. **Ensure all fuel operators know where the emergency shut off switch is located and how to use it.**

VII. FUELING AND FUEL SPILL CLEAN UP:

1. **In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).**
2. **All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.**
3. **Clean up spills promptly and dispose of properly.**

4. **Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.**
5. **Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.**
6. **When fueling small equipment in the field like lawn mowers, small sweepers, weed eaters, blowers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.**

VIII. VEHICLE AND EQUIPMENT MAINTENANCE:

1. **Routinely maintain all vehicles and equipment to ensure that they are operating and stored properly.**
2. **Monitor parked vehicles and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.**
3. **Vehicles or equipment with KNOWN leaks should be repaired promptly.**
4. **Clean up spills promptly.**
5. **Remove any buildup of oil and grease on vehicles or equipment prior to storing outdoors.**
6. **Keep clutter around stored vehicles and equipment to a minimum. A more organized storage area is easier to spot a leak or a spill.**
7. **Do not wash or hose down any vehicle or equipment outside the designated wash area.**
8. **When washing vehicles and equipment, keep a drain sock handy and close by as it will be used frequently. Clean or replace drain socks when needed.**
9. **Use only biodegradable, phosphate free soaps when washing vehicles, equipment, and storage areas.**

BY ORDER OF

Department Head

Effective	March 13, 2017	SOP	M-10
Rescinds	All Prior	Amends	N/A

SUBJECT:

Water Filtration Plant

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and stormwater pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. **The Supervisor is responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists must be turned into the Engineering Department for record keeping.**
2. **Keep all indoor and outdoor work areas neat and well organized.**
3. **Sweep and pick up all trash and debris daily or as needed.**
4. **Ensure that the storm drainage system on the property is maintained and cleaned regularly.**
5. **Recycle used oil, filters, and containers whenever possible. When it is not possible to recycle, properly dispose of items to ensure that contact with storm water is minimized.**

IV. BUILDING AND STRUCTURES:

1. **Remove trash and debris around buildings and grounds daily or as needed.**
2. **Have a spill kit and cleanup materials available and ready during painting activities or any activity using chemicals.**
3. **Clean up paint or other spills promptly.**
4. **Keep maintenance equipment clean and free of residual chemicals.**
5. **Use only biodegradable, phosphate free soaps when washing exterior surfaces of buildings and structures.**

V. CHEMICAL APPLICATIONS AND SPILL PREVENTION:

1. **Follow compliance recommendations as required by ADEM PWSID Number AL0001142 when storing, handling, mixing, recycling and disposing of liquid and dry chemicals and empty containers properly.**
2. **Employees without proper training on uses, types, amounts, and application requirements should not handle or apply chemicals.**
3. **Do not keep chemicals in damaged containers. If damaged, replace or transfer chemicals to new holding containers.**
4. **Have a spill kit and cleanup materials available in case of spills. Clean up chemical spills promptly.**
5. **Recycle or dispose of all used or excess chemicals properly and promptly.**
6. **Do not pour or dispose of chemicals directly into the storm drainage system. Transfer over impervious surfaces so spills cannot seep into the ground.**
7. **Keep chemical application equipment clean and free of residual chemicals.**
8. **Keep all pesticides and herbicides in leak proof shelters away from the elements to help prevent contamination of the storm drainage system.**
9. **Used and unused containers should be closed with a tight fitting lid and labeled.**
10. **Handle, transfer, store, or re-package all chemicals under a covered and well ventilated area.**
11. **Conduct inspections of materials, equipment and containers to ensure that they are secure and stored properly.**
12. **Notify the supervisor if a spill is discovered and of an unknown source as there may be specific disposal requirements by ADEM to handle properly.**

VI. UNDERGROUND STORAGE TANK MAINTENANCE:

1. **In case of a major leak or a spill, follow procedures for containment, clean up and disposal. Notify ADEM if required.**
2. **Inspect the containment sumps, spill bucket, lids and valves for the underground diesel tank annually.**
3. **Inspect fueling equipment for cracks, leaks corrosion or failure. Designated personal should inspect the underground fuel tank and area daily.**
4. **All fuel operators should be trained in the basics of fuel spill prevention and reporting.**
5. **Ensure all fuel operators know where the emergency shut off switch is located and how to use it.**

VII. FUELING AND FUEL SPILL CLEAN UP:

1. **In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).**
2. **All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.**
3. **Clean up spills promptly and dispose of properly.**

4. **Ensure all fuel operators know where the emergency shut off switch is located and how to use it.**
5. **Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.**
6. **Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.**
7. **When fueling small equipment in the field like lawn mowers, small sweepers, weed eaters, blowers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.**

VIII. VEHICLE AND EQUIPMENT MAINTENANCE:

1. **Routinely maintain all vehicles and equipment to ensure that they are operating and stored properly.**
2. **Monitor parked vehicles and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.**
3. **Vehicles or equipment with KNOWN leaks should be repaired promptly.**
4. **Clean up spills promptly.**
5. **Remove any buildup of oil and grease on vehicles or equipment prior to storing outdoors.**
6. **Keep clutter around stored vehicles and equipment to a minimum. A more organized storage area is easier to spot a leak or a spill.**
7. **Do not wash or hose down any vehicle or equipment outside the designated wash area.**
8. **When washing vehicles and equipment, keep a drain sock handy and close by as it will be used frequently. Clean or replace drain socks when needed.**
9. **Use only biodegradable, phosphate free soaps when washing vehicles, equipment, and storage areas.**

BY ORDER OF

Department Head

Effective	March 13, 2017	SOP	M-11
Rescinds	All Prior	Amends	N/A

SUBJECT:

Cemetery Department

I PURPOSE:

Storm water pollution procedures for the maintenance of facilities, buildings, and fixed structures operated or owned by the City of Phenix City under MS4 Permit.

II. POLICY:

All applicable employees should attend annual training in general storm water pollution prevention; including how to recognize and report illegal discharges and stormwater pollution sources. Utilize Best Management Practices (BMPs) designed to minimize storm water pollution related to municipal operations and maintenance. These BMPs are intended to address storm water pollution from nutrients, sediments, petroleum products and other common pollutants. Standard Operating Procedures and Good Housekeeping should be practiced as follows:

III. GOOD HOUSEKEEPING:

1. **The Supervisor is responsible for filling out a quarterly checklist for facilities pollution prevention and good housekeeping. All checklists must be turned into the Engineering Department for record keeping.**
2. **Keep all indoor and outdoor work areas neat and well organized.**
3. **Sweep and pick up all trash and debris daily or as needed.**
4. **Maintain spill kits for dry clean up (absorbent dry litter, broom, dust pan and plastic bags for proper disposal).**

IV. CHEMICAL APPLICATIONS AND SPILL PREVENTION:

1. **Follow label directions when storing, handling, mixing, recycling and disposing of chemicals and empty containers. Properly calibrate application equipment to ensure proper amount of chemicals are applied.**
2. **Employees without proper training on uses, types, amounts, and application requirements should not handle or apply chemicals.**
3. **Do not keep chemicals in damaged containers. If damaged, replace or transfer chemicals to new holding containers.**
4. **Used and unused containers should be closed with a tight fitting lid and labeled.**
5. **Have a spill kit and cleanup materials available in case of spills. Clean up chemical spills promptly.**
6. **Recycle or dispose of all used or excess chemicals properly and promptly.**

7. **Do not pour or dispose of chemicals directly into the storm drainage system. Transfer over impervious surfaces so spills cannot seep into the ground.**
8. **Keep all pesticides and herbicides in leak proof shelters away from the elements to help prevent contamination of the storm drainage system.**
9. **Conduct inspections of materials, equipment and containers to ensure that they are secure and stored properly.**
10. **Keep chemical application equipment clean and free of residual chemicals.**
11. **Notify the supervisor if a spill is discovered and of an unknown source as there may be specific disposal requirements.**

V. FUELING AND FUEL SPILL CLEAN UP:

1. **In case of a leak or a spill, locate the emergency contact sheet posted at the fueling station and call the Engineering Department. The Engineering office handles all fuel spills and follows protocols outlined by ADEM permit (ADEM Facility ID 11063-113-017416).**
2. **All fuel operators should be trained in the basics of fuel spill prevention and know where a spill kit is located.**
3. **Clean up spills promptly and dispose of properly.**
4. **Ensure all fuel operators know where the emergency shut off switch is located and how to use it.**
5. **Fuel carefully to minimize drips on the ground and do not leave vehicle or equipment unattended while fueling.**
6. **Only fill fuel tank until the automatic shutoff activates. Topping off increases the chances of a spill.**
7. **When fueling small equipment in the field like push mowers, weed eaters, back pack blowers, poll saws, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.**

VI. VEHICLE AND EQUIPMENT MAINTENANCE:

1. **Routinely maintain all vehicles and equipment to ensure that they are operating and stored properly.**
2. **Monitor parked vehicles and equipment closely for leaks. If a leak is discovered, use a drip pan to catch fluids and follow up with maintenance as soon as possible. Check drip pans frequently and dispose of fluids appropriately.**
3. **Vehicles or equipment with KNOWN leaks should be repaired promptly.**
4. **Clean up spills promptly.**
5. **Remove any buildup of oil and grease on vehicles or equipment prior to storing outdoors.**
6. **Keep clutter around stored vehicles and equipment to a minimum. A more organized storage area is easier to spot a leak or a spill.**
7. **Do not wash or hose down any vehicle or equipment outside the designated wash area.**
8. **Use only biodegradable, phosphate free soaps when washing vehicles, equipment, and storage areas.**

BY ORDER OF

Department Head

Appendix III – Construction Forms

MUNICIPAL FACILITY BMP INSPECTION CHECKLIST

Facility Name: _____ **Location:** _____

Department: _____ **Facility Contact:** _____

Inspection Date: _____ **Time:** _____ **Inspector:** _____

	Yes	No	N/A	Comments
Overall Facility				
Work areas clear of trash, chemicals				
Traffic routes clear of trash, chemicals				
Fencing, gating, or lighting is functional				
Spill control supplies fully stocked				
Signs of erosion in vegetated areas				
Interior Chemical Storage				
Materials stored in designated locations				
SDS sheets available				
Containers labeled				
Containers stored away from driving lanes, aisles, or doorways				
Accumulated liquids in spill pallets				
Waste Storage Area				
Waste containers labeled				
Containers stored away from driving lanes, aisles, or doorways				
Waste containers closed when material is not being added				
Waste containers over 3/4 full				
Accumulated liquids in spill pallets				
Spill control supplies fully stocked				
Driving and Parking Areas				
Stains or puddles of chemicals present				
Vehicle Wash Areas				
Foam or sheen present				
Staining present at the facility outfall(s)				
Other				

City of Phenix City Engineering Department

EROSION AND SEDIMENT CONTROL INSPECTION REPORT

DATE:_____TIME_____ PROJECT/SUBDIVISION:_____
WEATHER:_____ CITY PERSONNEL:_____
REGULAR_____ WEATHER EVENT_____ CITIZEN COMPLAINT_____ OTHER_____

DAILY REPORT OF ACTIVITIES

INSPECTION BY: _____

City of Phenix City Engineering Department

DETENTION POND INSPECTION FORM

SITE:_____ DATE:_____TIME_____
DATE OF LAST INSPECTION:_____ DESIGN DATA ON FILE: Y___ N ___
MAINTAINED BY:_____
PHOTOGRAHS TAKEN: Y___ N___ NUMBER OF PONDS ONSITE:_____

ITEMS INSPECTED

VEGETATIVE COVER:_____
_____

SEDIMENT:_____
_____

DEBRIS:_____
_____

FENCING:_____
_____

INLETS:_____
_____

EMERGENCY SPILLWAY:_____
_____

COMMENTS/CORRECTIVE ACTION NEEDED:_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

INSPECTED BY:_____
TITLE:_____

Notification of
The Erosion and Sediment Control Policy of
The City of Phenix City, AL

Contact Information:

Property Owner	Site Address
Owner Address	Contractor
City / State	Contact Number

You are hereby notified of the Erosion and Sediment Control Policy of the City of Phenix City, AL, adopted on August 16, 2005 by Ordinance 2005-22 and amended on February 21, 2007 by Ordinance 2007-07. Failure to comply with the provisions of the policy could result in the City of Phenix City issuing a citation or a stop work order or both in accordance with the above referenced ordinance.

As required by Section V of the above referenced policy: Before the commencement of any land disturbing activity that affects one acre or more, the owner of the land on which such activity shall be conducted, or their duly authorized agent, shall file with the City of Phenix City copies of their NPDES Permit and obtain approval of a site-specific Erosion and Sediment Control (ESC) Plan.

As required by Section IV of the above referenced policy: Permit by Rule status will be assigned to those non-excluded land disturbing activities less than one acre in size and any existing disturbed sites that are contribution to sediment runoff. These sites, although not required to obtain an NPDES Permit or submit for approval an ESC Plan, are still required to implement and maintain best management practices at the site and are subject to all provisions of the policy.

As required by Section VII of the above referenced policy: Grading, erosion control practices, sediment control practices, and waterway crossings shall meet the design criteria set forth in the most recent version of the BMP Manual(s) approved by ADEM, and any additional requirements set forth by the City and shall be adequate to prevent transportation of sediment from the site to the satisfaction of the City.

I hereby acknowledge that I have read this Notification of the Erosion and Sediment Control Policy of the City of Phenix City.

Signature _____ Date _____

Rev. 11/15

City of Phenix City Engineering and Public Works Department

Permit to Construct a Turnout to Provide Access to a City Street (Residential)

Remit to: P.O. Drawer 279, 1206 7th Avenue, Phenix City, AL 36867, (334) 448-2760

Name of Applicant _____

Mailing Address _____

City_____ State _____ Zip Code _____

Telephone Number _____

Office Use Only
Permit Number
Date Received
Date Approved

Address of Proposed Turnout _____

Description of Work _____

_____

The applicant hereby request permission from the City of Phenix City Engineering Department to construct a turnout to the above named City Street. The applicant agrees that approval of this request is subject to revocation by the Engineering Department and subject to the following terms and conditions:

1. The applicant agrees to comply with the current policy, specifications, and standard drawings as set forth by the Phenix City Engineering Department. Information is available at the above remittance address.
2. **The applicant agrees to contact the Phenix City Engineering Department for a site evaluation before work on said driveway begins and a pre-poured framing inspection.**
3. The applicant is not permitted to use any portion of the City right-of-way for any purpose other than construction and maintenance of the proposed turnout. Structures, signs, trees/shrubs, or any other right-of-way encroachment not described above and /or shown on an attached drawing and approved as a part of this permit are prohibited.
4. The applicant agrees to maintain any drainage structures installed or constructed as a part of this permit and keep the same cleaned out and functioning properly at all times. The City will only maintain that portion of the turnout that ties in with the street that may be necessary due to modifications to the roadway.
5. The applicant shall be responsible for locating any underground utilities that may be in conflict with the proposed work. Any damages that occur to existing utilities, existing drainage structures, or the existing street surface will be the sole responsibility of the applicant. In the case where City forces are installing a pipe and fill for the turnout, the applicant's responsibility is waived for that portion of the work completed by City forces.
6. The applicant agrees that the proposed driveway shall not be constructed above any existing water and/or sanitary sewer services and will provide a minimum horizontal clearance of 5 feet between driveway and said services. This requirement is only for water and sanitary sewer services on which the City of Phenix City would perform repairs such as water services from the main to the meter and sanitary services under street pavement.
7. The applicant is responsible for conforming to the regulations of the Environmental Protection Agency (EPA) and the Alabama Department of Environmental Management (ADEM) for the proposed work. This also applies to any hazardous materials encountered during the construction of the turnout.
8. The applicant shall not make any additions or modifications to the turnout or surrounding right-of-way without obtaining a new permit from the Phenix City Engineering Department. The applicant also agrees that the City of Phenix City or its contractors have the right to remove and/or reconstruct the turnout if it becomes necessary without any compensation to the applicant.
9. The turnout and related work covered by this permit shall be completed within one year from the date of application or the permit becomes null and void. Once work has begun it shall be pursued in a continuous and diligent manner until completion.

Signed _____ _____
Applicant Date

Recommended for Approval:

_____ _____ _____
Authorized Representative Title Date

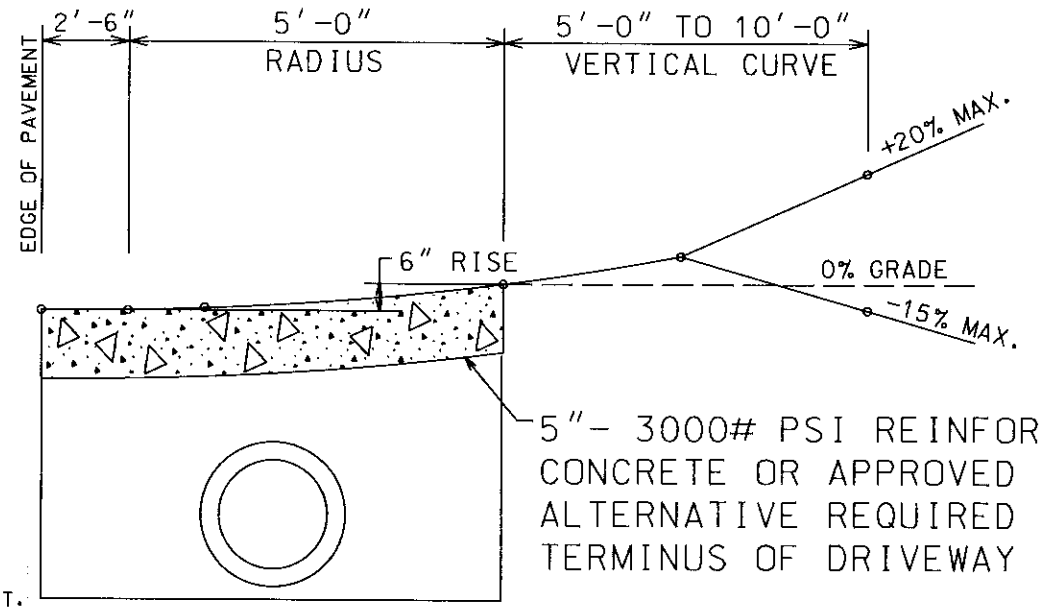
APPROVED:

_____
City Engineer

_____
Date

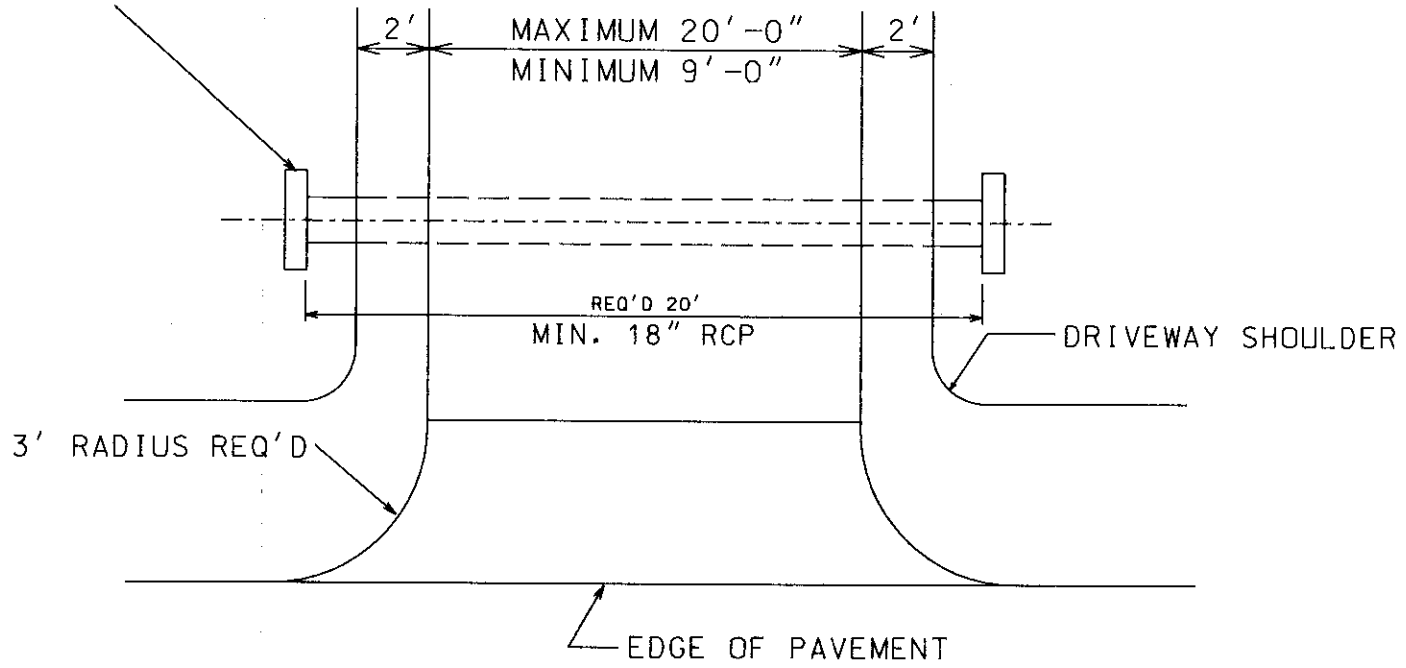
℄ PROFILE SECTION

(NOT TO SCALE)



5"- 3000# PSI REINFORCED CONCRETE OR APPROVED ALTERNATIVE REQUIRED TO TERMINUS OF DRIVEWAY RADIUS

SLOPED PAVED HEADWALL OR FLARE END SECTIONS REQ'D AT EACH END ALTERNATIVE TYPES OF HEADWALLS MUST HAVE APPROVAL OF ENGR. DEPT. SEE ALABAMA DEPT. OF TRANSPORTATION SPC. DWG. FE-619 (FLARED END SECT) SPC. DWG. HW 614-B (SLOPED PAVED)



RESIDENTIAL DRIVEWAY WITH RADIUS DITCH SECTION

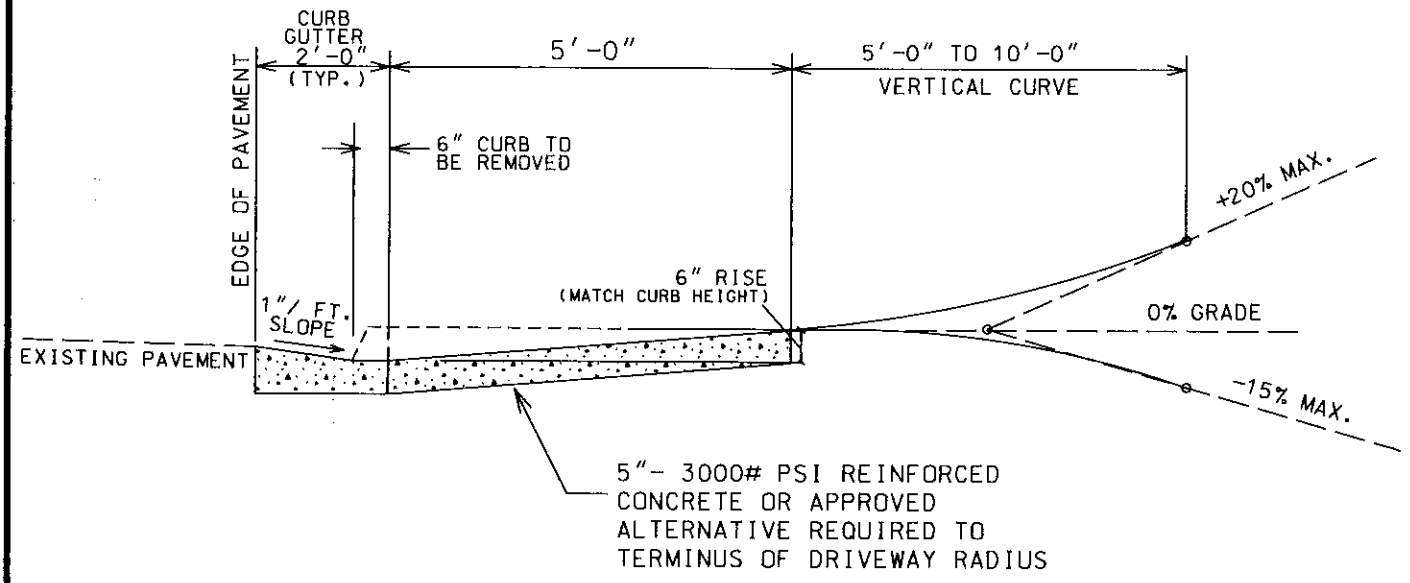
NOTES:

- DRIVEWAY SHALL BE CONSTRUCTED SO THAT STORM WATER DOES NOT ENTER OR EXIT THE ROADWAY.
- EXISTING CURB & GUTTER SHALL BE SAWCUT AND REMOVED AS REQUIRED BY INSPECTOR, TO PREVENT DAMAGE TO EXISTING PAVEMENT AND CURB. ALL EDGES SHALL BE NEAT AND STRAIGHT. EXISTING CONCRETE SHALL BE SCARIFIED TO ENSURE PROPER BONDING.
- A PERMIT IS REQUIRED TO CONSTRUCT A TURNOUT ON CITY RIGHT OF WAY. CONTACT THE PHENIX CITY ENGINEERING DEPARTMENT (448-2760).
- LOCATE ALL UTILITIES PRIOR TO BEGINNING WORK. CALL ALA. LINE LOC. CENTER (1-800-292-8525) AND P.C. UTILITIES (448-2902).

DETAILS FOR RESIDENTIAL TURNOUT (RURAL SECTION) RADIUS	
PHENIX CITY ENGINEERING DEPT. 1111 BROAD ST., BLDG. B PHENIX CITY, ALABAMA 36867	
DWG. NO.: TO-100 B	DATE: 12-6-93 BY: BQ
SCALE: N.T.S.	REVISIONS: 10-04-06 ABT 9-29-08 ABT

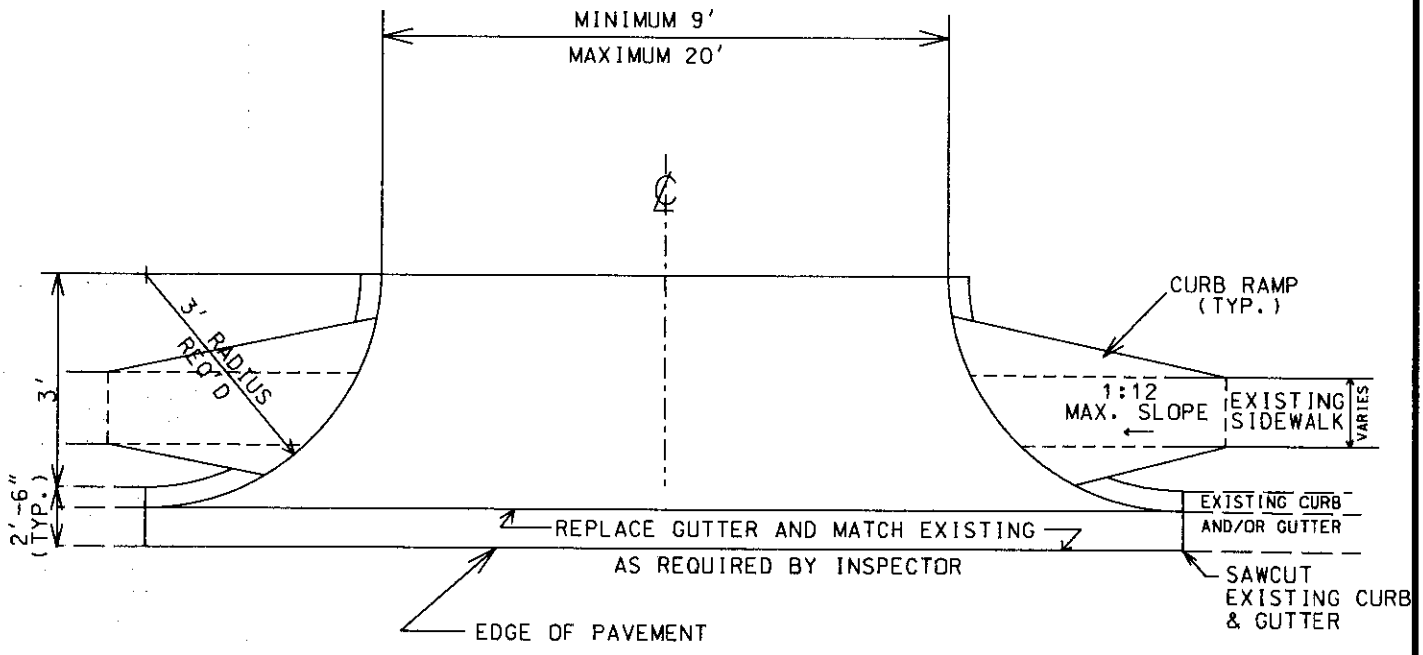
℄ PROFILE SECTION

(NOT TO SCALE)



PLAN VIEW

(NOT TO SCALE)



RESIDENTIAL DRIVEWAY WITH RADIUS CURB & GUTTER

NOTES:

- DRIVEWAY SHALL BE CONSTRUCTED SO THAT STORM WATER DOES NOT ENTER OR EXIT THE ROADWAY.
- EXISTING CURB & GUTTER SHALL BE SAWCUT AND REMOVED AS REQUIRED BY INSPECTOR, TO PREVENT DAMAGE TO EXISTING PAVEMENT AND CURB. ALL EDGES SHALL BE NEAT AND STRAIGHT. EXISTING CONCRETE SHALL BE SCARIFIED TO ENSURE PROPER BONDING.
- A PERMIT IS REQUIRED TO CONSTRUCT A TURNOUT ON CITY RIGHT OF WAY. CONTACT THE PHENIX CITY ENGINEERING DEPARTMENT (448-2760).
- LOCATE ALL UTILITIES PRIOR TO BEGINNING WORK. CALL ALA. LINE LOC. CENTER (1-800-292-8525) AND P.C. UTILITIES (448-2902).

DETAILS FOR RESIDENTIAL TURNOUT (URBAN SECTION) RADIUS

PHENIX CITY ENGINEERING DEPT.
1111 BROAD ST., BLDG. B
PHENIX CITY, ALABAMA 36867

DWG. NO.:	DATE:	BY:
TO-100 A	12-6-93	BQ
	REVISIONS: 10-04-06	ABT
SCALE: N.T.S.	9-29-08	ABT

Rev. 11/15

City of Phenix City Engineering and Public Works Department

Permit to Construct a Turnout to Provide Access to a City Street (Commercial)

Remit to: P.O. Drawer 279, 1206 7th Avenue, Phenix City, AL 36867, (334) 448-2760

Name of Applicant _____

Mailing Address _____

City_____ State _____ Zip Code _____

Telephone Number _____

Office Use Only
Permit Number
Date Received
Date Approved

Address of Proposed Turnout _____

Description of Work Shown on the Attached Drawing (may require stamp by a licensed engineer if conditions warrant)

_____

The applicant hereby request permission from the City of Phenix City Engineering Department to construct a turnout to the above named City Street. The applicant agrees that approval of this request is subject to revocation by the Engineering Department and subject to the following terms and conditions:

1. The applicant agrees to comply with the current policy, specifications, and standard drawings as set forth by the Phenix City Engineering Department. Information is available at the above remittance address.
2. **The applicant agrees to contact the Phenix City Engineering Department for a site evaluation before work on said driveway begins and a pre-poured framing inspection.**
3. The applicant is not permitted to use any portion of the City right-of-way for any purpose other than construction and maintenance of the proposed turnout. Structures, signs, trees/shrubs, or any other right-of-way encroachment not described above and /or shown on an attached drawing and approved as a part of this permit are prohibited.
4. The applicant agrees to maintain any drainage structures installed or constructed as a part of this permit and keep the same cleaned out and functioning properly at all times. The City will only maintain that portion of the turnout that ties in with the street that may be necessary due to modifications to the roadway.
5. The applicant shall be responsible for locating any underground utilities that may be in conflict with the proposed work. Any damages that occur to existing utilities, existing drainage structures, or the existing street surface will be the sole responsibility of the applicant. In the case where City forces are installing a pipe and fill for the turnout, the applicant's responsibility is waived for that portion of the work completed by City forces.
6. The applicant agrees that the proposed driveway shall not be constructed above any existing water and/or sanitary sewer services and will provide a minimum horizontal clearance of 5 feet between driveway and said services. This requirement is only for water and sanitary sewer services on which the City of Phenix City would perform repairs such as water services from the main to the meter and sanitary services under street pavement.
7. The applicant is responsible for conforming to the regulations of the Environmental Protection Agency (EPA) and the Alabama Department of Environmental Management (ADEM) for the proposed work. This also applies to any hazardous materials encountered during the construction of the turnout.
8. The applicant shall not make any additions or modifications to the turnout or surrounding right-of-way without obtaining a new permit from the Phenix City Engineering Department. The applicant also agrees that the City of Phenix City or its contractors have the right to remove and/or reconstruct the turnout if it becomes necessary without any compensation to the applicant.
9. The turnout and related work covered by this permit shall be completed within one year from the date of application or the permit becomes null and void. Once work has begun it shall be pursued in a continuous and diligent manner until completion.

Signed _____ _____
Applicant Date

Recommended for Approval:

_____ _____ _____
Authorized Representative Title Date

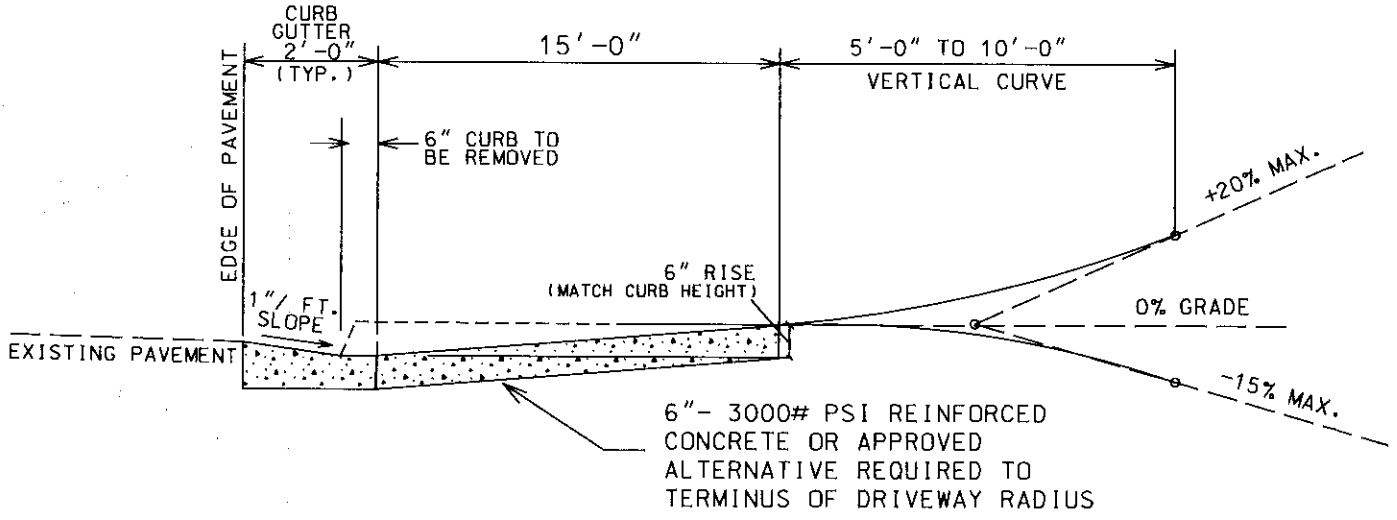
APPROVED:

_____
City Engineer

_____
Date

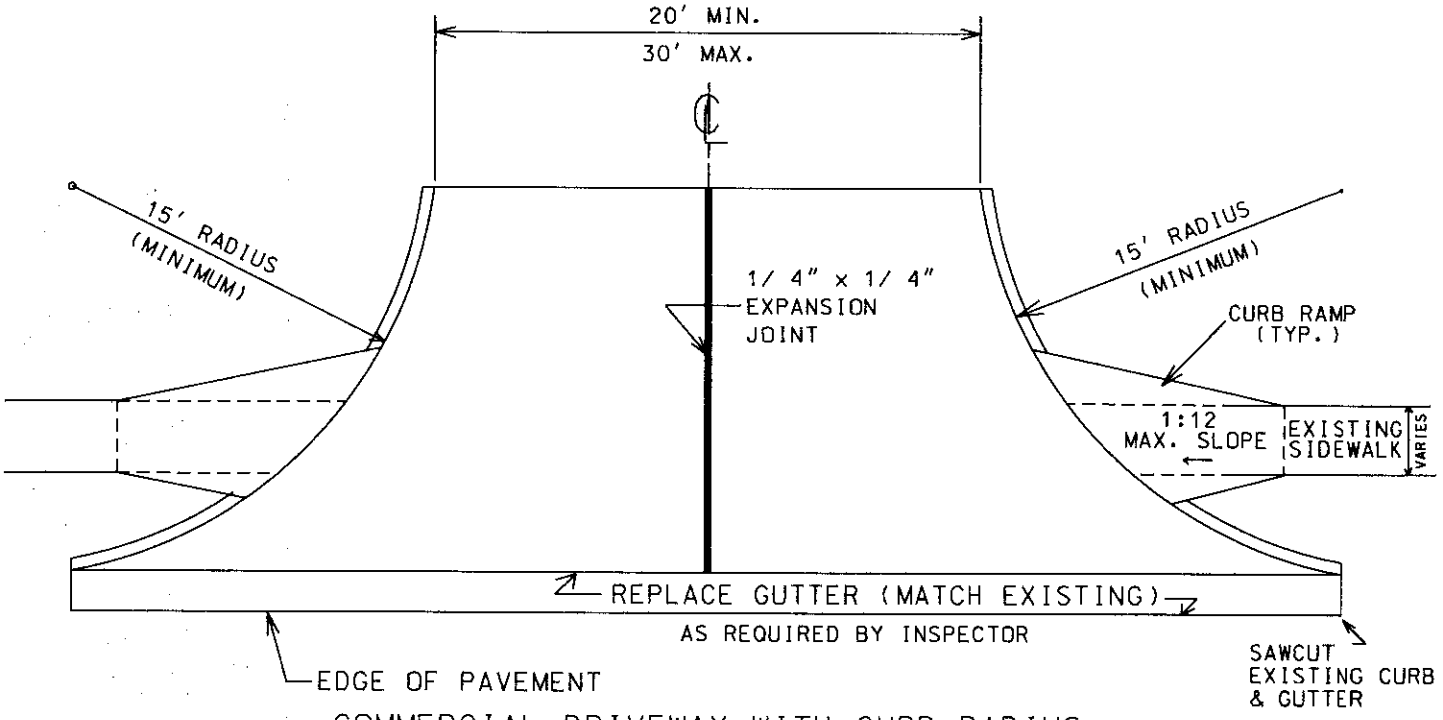
℄ PROFILE SECTION

(NOT TO SCALE)



PLAN VIEW

(NOT TO SCALE)



COMMERCIAL DRIVEWAY WITH CURB RADIUS CURB & GUTTER

PROFILE NOT TO SCALE

NOTES:

- DRIVEWAY SHALL BE CONSTRUCTED SO THAT STORM WATER DOES NOT ENTER OR EXIT THE ROADWAY.
- EXISTING CURB & GUTTER SHALL BE SAWCUT AND REMOVED AS REQUIRED BY INSPECTOR, TO PREVENT DAMAGE TO EXISTING PAVEMENT AND CURB. ALL EDGES SHALL BE NEAT AND STRAIGHT. EXISTING CONCRETE SHALL BE SCARIFIED TO ENSURE PROPER BONDING.
- A PERMIT IS REQUIRED TO CONSTRUCT A TURNOUT ON CITY RIGHT OF WAY. CONTACT THE PHENIX CITY ENGINEERING DEPARTMENT (448-2760).
- LOCATE ALL UTILITIES PRIOR TO BEGINNING WORK. CALL ALA. LINE LOC. CENTER (1-800-292-8525) AND P.C. UTILITIES (448-2902).

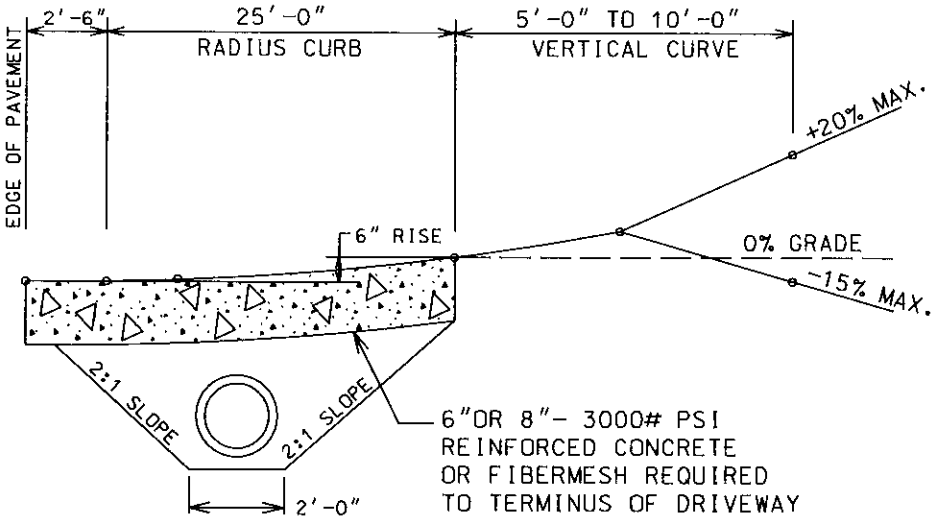
DETAILS FOR TURNOUT COMMERCIAL (URBAN SECTION) RADIUS

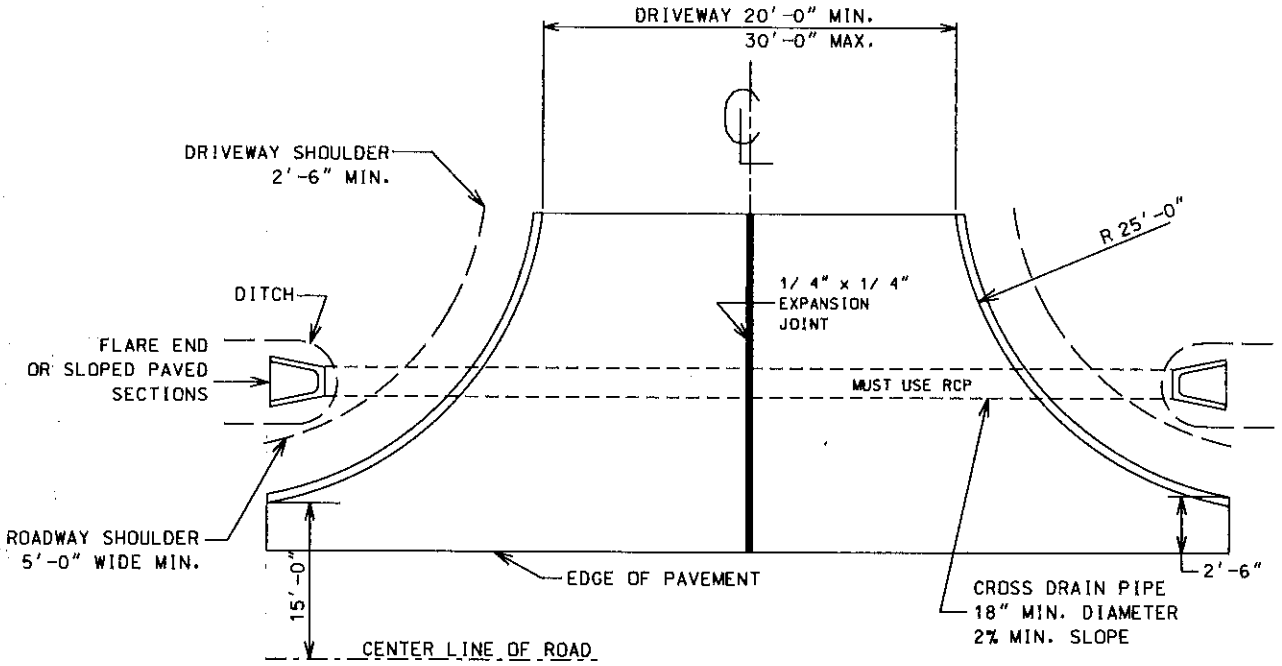
PHENIX CITY ENGINEERING DEPT.
1111 BROAD ST., BLDG. B
PHENIX CITY, ALABAMA 36867

DWG. NO.:	DATE:	BY:
TO-100 C	12-6-93	BQ
SCALE: N.T.S.	REVISIONS: 10-04-06	ABT
	9-29-08	ABT

℄ PROFILE SECTION

(NOT TO SCALE)





COMMERCIAL DRIVEWAY WITH CURB RADIUS DITCH SECTION

PROFILE NOT TO SCALE

NOTES:

- DRIVEWAY SHALL BE CONSTRUCTED SO THAT STORM WATER DOES NOT ENTER OR EXIT THE ROADWAY.
- EXISTING CURB & GUTTER SHALL BE SAWCUT AND REMOVED AS REQUIRED BY INSPECTOR, TO PREVENT DAMAGE TO EXISTING PAVEMENT AND CURB. ALL EDGES SHALL BE NEAT AND STRAIGHT. EXISTING CONCRETE SHALL BE SCARIFIED TO ENSURE PROPER BONDING.
- A PERMIT IS REQUIRED TO CONSTRUCT A TURNOUT ON CITY RIGHT OF WAY. CONTACT THE PHENIX CITY ENGINEERING DEPARTMENT (448-2760).
- LOCATE ALL UTILITIES PRIOR TO BEGINNING WORK. CALL ALA. LINE LOC. CENTER (1-800-292-8525) AND P.C. UTILITIES (448-2902).

DETAILS FOR COMMERCIAL TURNOUT (RURAL SECTION) RADIUS

PHENIX CITY ENGINEERING DEPT.
1111 BROAD ST., BLDG. B
PHENIX CITY, ALABAMA 36867

DWG. NO.:	DATE:	BY:
TO-100 D	12-6-93	BQ
SCALE: N.T.S.	REVISIONS: 10-04-06	ABT
	9-29-08	ABT

Appendix IV – Supporting Documents

Public Education and Public Involvement On Storm Water Impacts

Phase II Stormwater Program

Winter 2017

Volunteering in the Community

Chattahoochee River Cleanup!

The Chattahoochee River has a lot less trash now thanks to a group of about 30 volunteers. Outside World Columbus, the Chattahoochee River Warden and the City of Phenix City teamed up with Volunteers to clean up trash along the river on Saturday, February 4, 2017. Together the group picked up approximately 1,300 pounds of trash. This was the first cleanup since the river flooded at the beginning of the year.

Riverwalk near the Amphitheater—February 4, 2017

Invasive Plant Removal Workday—February 10, 2017

Mill Creek Project Cleanup!

Mill Creek, which meanders through Phenix City, is a major tributary to the Chattahoochee River. The Mill Creek Watershed drains an area of approximately 24.8 square miles and is considered impaired because it does not meet the water quality criteria required to support fish and wildlife. It is also listed on the Alabama Department of Environmental Management's 303(d) "List of Impaired Waters" for organic enrichment. This means there is an excessive amount nutrients and sedimentation in the stream, as well as increased stormwater runoff and discharges.

The Mill Creek Project hosted an invasive plant removal workday on Friday, February 10, 2017 at the Phenix City Intermediate School as part of a Five Star and Urban Waters Restoration Grant through the National Federal Wildlife Federation and The Southern Company. Along with the City, volunteers from Chattahoochee Valley Community College, Central High School's Environmental Club, and Advanced Science classes volunteered their time to learn about nonpoint source pollution and water quality benefits of native plants. The volunteers were educated onsite on how to identify and remove non-native invasive species from the Constructed Stormwater Wetland, the Outdoor Classroom site and along the Mill Creek Stream Restoration Site at the school.

After the Storm

A Citizen's Guide to Understanding Stormwater

For more information contact:

City of Phenix City
Engineering / Public Works
1206 7th Avenue
Phenix City, Alabama 36868
334-448-2760

or visit
www.epa.gov/npdes/stormwater
www.epa.gov/nps

EPA 833-B-03-002

January 2003

What is stormwater runoff?

Stormwater runoff occurs when precipitation from rain or snowmelt flows over the ground. Impervious surfaces like driveways, sidewalks, and streets prevent stormwater from naturally soaking into the ground.

Why is stormwater runoff a problem?

Stormwater can pick up debris, chemicals, dirt, and other pollutants and flow into a storm sewer system or directly to a lake, stream, river, wetland, or coastal water. Anything that enters a storm sewer system is discharged untreated into the waterbodies we use for swimming, fishing, and providing drinking water.

The effects of pollution

Polluted stormwater runoff can have many adverse effects on plants, fish, animals, and people.

- Sediment can cloud the water and make it difficult or impossible for aquatic plants to grow. Sediment also can destroy aquatic habitats.
- Excess nutrients can cause algae blooms. When algae die, they sink to the bottom and decompose in a process that removes oxygen from the water. Fish and other aquatic organisms can't exist in water with low dissolved oxygen levels.
- Bacteria and other pathogens can wash into swimming areas and create health hazards, often making beach closures necessary.
- Debris—plastic bags, six-pack rings, bottles, and cigarette butts—washed into waterbodies can choke, suffocate, or disable aquatic life like ducks, fish, turtles, and birds.
- Household hazardous wastes like insecticides, pesticides, paint, solvents, used motor oil, and other auto fluids can poison aquatic life. Land animals and people can become sick or die from eating diseased fish and shellfish or ingesting polluted water.
- Polluted stormwater often affects drinking water sources. This, in turn, can affect human health and increase drinking water treatment costs.

Stormwater Pollution Solutions

Recycle or properly dispose of household products that contain chemicals, such as insecticides, pesticides, paint, solvents, and used motor oil and other auto fluids. Don't pour them onto the ground or into storm drains.

Lawn care

Excess fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. In addition, yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.

- Don't overwater your lawn. Consider using a soaker hose instead of a sprinkler.
- Use pesticides and fertilizers sparingly. When use is necessary, use these chemicals in the recommended amounts. Use organic mulch or safer pest control methods whenever possible.
- Compost or mulch yard waste. Don't leave it in the street or sweep it into storm drains or streams.
- Cover piles of dirt or mulch being used in landscaping projects.

Auto care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system. Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a waterbody.

- Use a commercial car wash that treats or recycles its wastewater, or wash your car on your yard so the water infiltrates into the ground.
- Repair leaks and dispose of used auto fluids and batteries at designated drop-off or recycling locations.

Septic systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by stormwater and discharged into nearby waterbodies. Pathogens can cause public health problems and environmental concerns.

- Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- Don't dispose of household hazardous waste in sinks or toilets.

Pet waste

Pet waste can be a major source of bacteria and excess nutrients in local waters.

- When walking your pet, remember to pick up the waste and dispose of it properly. Flushing pet waste is the best disposal method. Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local waterbodies.

Education is essential to changing people's behavior. Signs and markers near storm drains warn residents that pollutants entering the drains will be carried untreated into a local waterbody.

Residential landscaping

Permeable Pavement—Traditional concrete and asphalt don't allow water to soak into the ground. Instead these surfaces rely on storm drains to divert unwanted water. Permeable pavement systems allow rain and snowmelt to soak through, decreasing stormwater runoff.

Rain Barrels—You can collect rainwater from rooftops in mosquito-proof containers. The water can be used later on lawn or garden areas.

Rain Gardens and Grassy Swales—Specially designed areas planted with native plants can provide natural places for rainwater to collect and soak into the ground. Rain from rooftop areas or paved areas can be diverted into these areas rather than into storm drains.

Vegetated Filter Strips—Filter strips are areas of native grass or plants created along roadways or streams. They trap the pollutants stormwater picks up as it flows across driveways and streets.

Dirt, oil, and debris that collect in parking lots and paved areas can be washed into the storm sewer system and eventually enter local waterbodies.

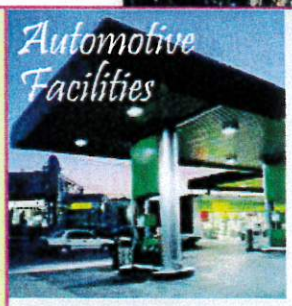
- Sweep up litter and debris from sidewalks, driveways and parking lots, especially around storm drains.
- Cover grease storage and dumpsters and keep them clean to avoid leaks.
- Report any chemical spill to the local hazardous waste cleanup team. They'll know the best way to keep spills from harming the environment.

Erosion controls that aren't maintained can cause excessive amounts of sediment and debris to be carried into the stormwater system. Construction vehicles can leak fuel, oil, and other harmful fluids that can be picked up by stormwater and deposited into local waterbodies.

- Divert stormwater away from disturbed or exposed areas of the construction site.
- Install silt fences, vehicle mud removal areas, vegetative cover, and other sediment and erosion controls and properly maintain them, especially after rainstorms.
- Prevent soil erosion by minimizing disturbed areas during construction projects, and seed and mulch bare areas as soon as possible.

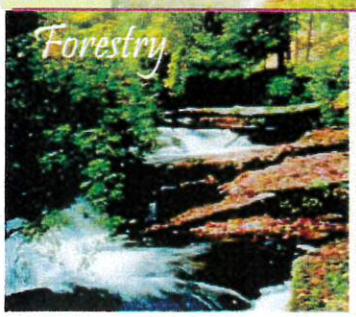
Lack of vegetation on streambanks can lead to erosion. Overgrazed pastures can also contribute excessive amounts of sediment to local waterbodies. Excess fertilizers and pesticides can poison aquatic animals and lead to destructive algae blooms. Livestock in streams can contaminate waterways with bacteria, making them unsafe for human contact.

- Keep livestock away from streambanks and provide them a water source away from waterbodies.
- Store and apply manure away from waterbodies and in accordance with a nutrient management plan.
- Vegetate riparian areas along waterways.
- Rotate animal grazing to prevent soil erosion in fields.
- Apply fertilizers and pesticides according to label instructions to save money and minimize pollution.



Uncovered fueling stations allow spills to be washed into storm drains. Cars waiting to be repaired can leak fuel, oil, and other harmful fluids that can be picked up by stormwater.

- Clean up spills immediately and properly dispose of cleanup materials.
- Provide cover over fueling stations and design or retrofit facilities for spill containment.
- Properly maintain fleet vehicles to prevent oil, gas, and other discharges from being washed into local waterbodies.
- Install and maintain oil/water separators.



Improperly managed logging operations can result in erosion and sedimentation.

- Conduct preharvest planning to prevent erosion and lower costs.
- Use logging methods and equipment that minimize soil disturbance.
- Plan and design skid trails, yard areas, and truck access roads to minimize stream crossings and avoid disturbing the forest floor.
- Construct stream crossings so that they minimize erosion and physical changes to streams.
- Expedite revegetation of cleared areas.

Stormwater and the Construction Industry

Protect Natural Features

Bad

Good

- Minimize clearing.
- Minimize the amount of exposed soil.
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity.
- Protect streams, stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas.

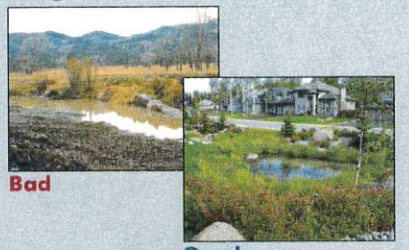
Construction Phasing

Bad

Good

- Sequence construction activities so that the soil is not exposed for long periods of time.
- Schedule or limit grading to small areas.
- Install key sediment control practices before site grading begins.
- Schedule site stabilization activities, such as landscaping, to be completed immediately after the land has been graded to its final contour.

Vegetative Buffers

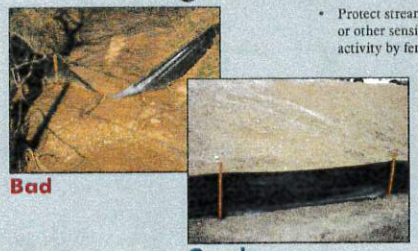


Bad

Good

- Protect and install vegetative buffers along waterbodies to slow and filter stormwater runoff.
- Maintain buffers by mowing or replanting periodically to ensure their effectiveness.

Silt Fencing



Bad

Good

- Inspect and maintain silt fences after each rainstorm.
- Make sure the bottom of the silt fence is buried in the ground.
- Securely attach the material to the stakes.
- Don't place silt fences in the middle of a waterway or use them as a check dam.
- Make sure stormwater is not flowing around the silt fence.

Maintain your BMPs!

www.epa.gov/npdes/menuofbmps

Site Stabilization

Bad

Good

- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as land alterations have been completed.

Construction Entrances

Bad

Good

- Remove mud and dirt from the tires of construction vehicles before they enter a paved roadway.
- Properly size entrance BMPs for all anticipated vehicles.
- Make sure that the construction entrance does not become buried in soil.

Slopes

Bad

Good

- Rough grade or terrace slopes.
- Break up long slopes with sediment barriers, or under drain, or divert stormwater away from slopes.

Dirt Stockpiles

Bad

Good

- Cover or seed all dirt stockpiles.

Storm Drain Inlet Protection

Bad

Good

- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris.
- Make sure the rock size is appropriate (usually 1 to 2 inches in diameter).
- If you use inlet filters, maintain them regularly.

Stormwater and the Construction Industry

Planning and Implementing Erosion and Sediment Control Practices

The construction industry is a critical participant in the nation's efforts to protect streams, rivers, lakes, wetlands, and oceans. Through the use of best management practices (BMPs), construction site operators are the key defense against erosion and sedimentation.

As stormwater flows over a construction site, it picks up pollutants like sediment, debris, and chemicals. High volumes of stormwater can also cause stream bank erosion, and destroy downstream aquatic habitat. Preventing soil erosion and sedimentation is an important responsibility at all construction sites.

In addition to the environmental impact, uncontrolled erosion can have a significant financial impact on a construction project. It costs money and time to repair gullies, replace vegetation, clean sediment-clogged storm drains, replace poorly installed BMPs, and mitigate damage to other people's property or to natural resources.

Best Management Practice (BMP)

A BMP is a method used to prevent or control stormwater runoff and the discharge of pollutants, including sediment, into local waterbodies. Silt fences, inlet protection, and site-stabilization techniques are typical BMPs on a construction site.

Operator

An operator is someone who has control over and the ability to modify construction plans and specifications (e.g. owner, general contractor)

or

Someone who has control over the day-to-day operations at a site (e.g., owner, general contractor) that are necessary to ensure compliance with the permit requirements. It is the responsibility of a construction site owner or operator to contain stormwater runoff and prevent erosion during all stages of a project.

There may be more than one person at a site who meets these definitions and must apply for permit coverage. (States may have different definitions of the term "operator.")

So what's being done about polluted runoff?

The Clean Water Act includes the National Pollutant Discharge Elimination System (NPDES) permitting program. As of January 2003, 44 states and territories are authorized to issue NPDES stormwater permits. If your state isn't authorized to operate the NPDES stormwater permit program, EPA issues the permits. Permits vary from state to state, so contact your state or EPA for specific information. Your permitting authority has specific information on your state's NPDES stormwater permit program. In general, construction permits require construction operators to do all of the following:

- Develop and implement a stormwater pollution prevention plan
- Submit a permit application or notice of intent (NOI)
- Comply with the permit, including maintaining BMPs and inspecting the site

Under the NPDES program, construction activities that disturb 1 or more acres are required to obtain stormwater permit coverage. States have different names for the plans that construction operators must develop, such as

- Stormwater pollution prevention plan
- Erosion and sediment control plan
- Erosion control and stormwater management plan
- Stormwater management plan
- Water pollution control plan
- Pollution prevention plan

This document uses the term "*Plan*."

I think I need a permit... Where do I start?

All land-disturbing activities, including clearing, grading, and excavation, that disturb **1 or more acres** are required to be covered under a state or EPA-issued NPDES construction stormwater permit **prior to land disturbance.** Permit requirements vary by state. Begin by researching the specific requirements in your state. You might already be subject to local erosion and sediment control requirements, but that doesn't release you from the requirements of the NPDES program at the state or EPA level. Although you must comply with both sets of requirements, in most cases they have been designed to be complementary. Contact your permitting authority to find out exactly what you need to do. A good place to start your search is the Construction Industry Compliance Assistance web site at http://www.envcap.org/cica.

The NPDES permit requirements include small construction activities that are part of a larger common plan of development or sale, such as a single lot within a larger subdivision. For developments with multiple operators, all operators must have permit coverage for their individual parts of the larger development, no matter how large or small each operation happens to be. When there are multiple operators at one site, they're encouraged to develop and share one comprehensive Plan and obtain permit coverage as co-permitees.

The **owner or operator** of the construction site is responsible for complying with the requirements of the permit. Responsibilities include developing a Plan, obtaining permit coverage, implementing BMPs, and stabilizing the site at the end of the construction activity.

Construction sites that discharge unpermitted stormwater are in violation of the Clean Water Act and may be subject to fines of up to $27,500 a day per violation.

Determine your eligibility

All construction activity that disturbs 1 or more acres of land, as well as activity that disturbs less than 1 acre but is part of a larger common plan of development, must obtain permit coverage.

Read and understand your stormwater permit requirements

Get a copy of the permit for construction activities and a permit application (or notice of intent form) from your state or EPA permitting authority.

Develop a Plan

Most states do not require you to submit your Plan. However, you do need to keep the Plan on site. If that's impractical, you may post a notice that tells where the Plan is kept so it can be accessed by the permitting authority and other interested parties.

You'll need to post a copy of your completed application on site. Put it in a place where the public can see it so they'll know your site is covered by an NPDES permit!

Apply for permit coverage

Once you understand your permit requirements and have developed a Plan, you can submit a stormwater permit application (or notice of intent) to your permitting authority. This must be done before beginning any land disturbance on the site. Some states require a few days of lead time, so check with your permitting authority. Once you've submitted the application, you must satisfy the conditions of the permit.

Implement the Plan

Be prepared to implement the BMPs in your Plan before construction begins. Ensure that BMPs are properly maintained, and upgrade and repair them as necessary.

Developing and Implementing a Plan

You must have a Plan that includes erosion and sediment control and pollution prevention BMPs. These Plans require

- Advance planning and training to ensure proper implementation of the BMPs
- Erosion and sediment control BMPs in place until the area is permanently stabilized
- Pollution prevention BMPs to keep the construction site "clean"
- Regular inspection of the construction site to ensure proper installation and maintenance of BMPs

Fortunately, the practices and measures that must be included in your Plan are already part of the standard operating procedures at many construction sites.

Six steps are associated with developing and implementing a stormwater Plan. There's a wealth of information available on developing pollution prevention plans. Please contact your permitting authority for help in finding additional guidance materials, or visit www.epa.gov/npdes/stormwater. A sample construction plan is available at www.epa.gov/npdes/pubs/sample_swppp.pdf.

1. Site Evaluation and Design Development

- Collect site information
- Develop site plan design
- Prepare pollution prevention site map

The first step in preparing a Plan is to define the characteristics of the site and the type of construction that will occur. This involves collecting site information, identifying natural features that should be protected, developing a site plan design, describing the nature of the construction activity, and preparing a pollution prevention site map.

2. Assessment

- Measure the site area
- Determine the drainage areas
- Calculate the runoff coefficient

The next step is assessing the impact the project will have on stormwater runoff. Determine the drainage areas and estimate the runoff amounts and velocities. For more information on calculating the runoff coefficient, go to www.epa.gov/npdes/pubs/chap02_conguide.pdf, page 11.

3. Control Selection and Plan Design

- Review and incorporate state or local requirements
- Select erosion and sediment controls
- Select other controls
- Select stormwater management controls
- Indicate the location of controls on the site map
- Prepare an inspection and maintenance plan
- Coordinate controls with construction activity
- Prepare sequence of major activities

In the third step you'll actually document your procedures to prevent and control polluted stormwater runoff. You must delineate areas that will not be disturbed, including critical natural areas like streamside areas, floodplains, and trees. You must also identify the measures (or BMPs) you'll use to protect these areas.

Soil erosion control tips...

- Design the site to infiltrate stormwater into the ground and to keep it out of storm drains. Eliminate or minimize the use of stormwater collection and conveyance systems while maximizing the use of stormwater infiltration and bioretention techniques.
- Minimize the amount of exposed soil on site.
  - To the extent possible, plan the project in stages to minimize the amount of area that is bare and subject to erosion. The less soil exposed, the easier and cheaper it will be to control erosion.
  - Vegetate disturbed areas with permanent or temporary seeding immediately upon reaching final grade.
  - Vegetate or cover stockpiles that will not be used immediately.
- Reduce the velocity of stormwater both onto and away from the project area.
  - Interceptors, diversions, vegetated buffers, and check dams are a few of the BMPs that can be used to slow down stormwater as it travels across and away from the project site.
  - Diversion measures can also be used to direct flow away from exposed areas toward stable portions of the site.
  - Silt fences and other types of perimeter filters should never be used to reduce the velocity of runoff.
- Protect defined channels immediately with measures adequate to handle the storm flows expected.
  - Sod, geotextile, natural fiber, riprap, or other stabilization measures should be used to allow the channels to carry water without causing erosion. Use softer measures like geotextile or vegetation where possible to prevent downstream impacts.
- Keep sediment on site.
  - Place aggregate or stone at construction site vehicle exits to accommodate at least two tire revolutions of large construction vehicles. Much of the dirt on the tires will fall off before the vehicle gets to the street.
  - Regular street sweeping at the construction entrance will prevent dirt from entering storm drains. Do not hose paved areas.
  - Sediment traps and basins are temporary structures and should be used in conjunction with other measures to reduce the amount of erosion.
- Maintaining all BMPs is critical to ensure their effectiveness during the life of the project.
  - Regularly remove collected sediment from silt fences, berms, traps, and other BMPs.
  - Ensure that geotextiles and mulch remain in place until vegetation is well established.
  - Maintain fences that protect sensitive areas, silt fences, diversion structures, and other BMPs.

Phasing your project to minimize the amount of exposed soil at any given time is a highly effective way to prevent erosion. Erosion control measures designed to prevent soil from being mobilized include diversions to route stormwater away from exposed soils and stabilization with vegetation, mulch, and geotextiles. Sedimentation control measures designed to remove sediment from stormwater or prevent it from leaving the site include silt fences, sediment traps, and diversions.

You'll need to select erosion and sediment controls—including stabilization measures for protecting disturbed areas and structural controls for diverting runoff and removing sediment—that are appropriate for your particular site. The appropriateness of the control measures will depend on several factors, but will be influenced most directly by the site characteristics. Some stabilization measures you might consider are temporary seeding, permanent seeding, and mulching. Structural control measures include earth dikes, silt fences, and sediment traps. No single BMP will meet all of the erosion and sedimentation control needs of a construction site. A combination of BMPs is necessary. For more information on the types of BMPs appropriate for your construction site, see the BMP fact sheet series available at www.epa.gov/npdes/menuofbmps.

Other BMPs and Activities to Control Polluted Runoff

You'll need to select other controls to address potential pollutant sources on your site. Construction materials, debris, trash, fuel, paint, and stockpiles become pollution sources when it rains. Basic pollution prevention practices can significantly reduce the amount of pollution leaving construction sites. The following are some simple practices that should be included in the Plan and implemented on site:

- Keep potential sources of pollution out of the rain as much as practicable (e.g., inside a building, covered with plastic or tarps, or sealed tightly in a leak-proof container).
- Clearly identify a protected, lined area for concrete truck washouts. This area should be located away from streams, storm drain inlets, or ditches and should be cleaned out periodically.
- Park, refuel, and maintain vehicles and equipment in one area of the site to minimize the area exposed to possible spills and fuel storage. This area should be well away from streams, storm drain inlets, or ditches. Keep spill kits close by and clean up any spills or leaks immediately, including spills on pavement or earthen surfaces.
- Practice good housekeeping. Keep the construction site free of litter, construction debris, and leaking containers. Keep all waste in one area to minimize cleaning.
- Never hose down paved surfaces to clean dust, debris, or trash. This water could wash directly into storm drains or streams. Sweep up materials and dispose of them in the trash. Never bury trash or debris!
- Dispose of hazardous materials properly.

4. Certification and Notification

- Certify the Plan
- Submit permit application or notice of intent

Once the Plan has been developed, an authorized representative must sign it. Now is the time to submit the permit application or notice of intent. Your permit might require that the Plan be kept on site, so be sure to keep it available for the staff implementing the Plan.

Erosion and sedimentation control practices are only as good as their installation and maintenance.

5. Implementing and Maintaining a Plan

- Implement controls
- Inspect and maintain controls
- Update/change the Plan
- Report releases of hazardous materials

A Plan describes the practices and activities you'll use to prevent stormwater contamination and meet the NPDES permit requirements. Make sure that the Plan is implemented and that the Plan is updated as necessary to reflect changes on the site.

Erosion and sedimentation control practices are only as good as their installation and maintenance. Train the contractors that will install the BMPs and inspect immediately to ensure that the BMPs have been installed correctly.

Regularly inspect the BMPs (especially before and after rain events) and perform any necessary repairs or maintenance immediately. Many BMPs are designed to handle a limited amount of sediment. If not maintained, they'll become ineffective and a source of sediment pollution.

It's also important to keep records of BMP installation, implementation, and maintenance. Keep track of major grading activities that occur on the site, when construction activities cease (temporarily or permanently), and when a site is temporarily or permanently stabilized.

If construction plans change at any time, or if more appropriate BMPs are chosen for the site, update the Plan accordingly.

6. Completing the Project: Final Stabilization and Termination of the Permit

- Final stabilization
- Notice of Termination
- Record retention

Many states and EPA require a Notice of Termination (NOT) or other notification signifying that the construction activity is completed. An NOT is required when

- Final stabilization has been achieved on all portions of the site for which the permittee is responsible.
- Another operator has assumed control over all areas of the site that have not been finally stabilized. That operator would need to submit a new permit application to the permitting authority.
- For residential construction only, temporary stabilization of a lot has been completed prior to transference of ownership to the homeowner, with the homeowner being made aware of the need to perform final stabilization.

Permittees must keep a copy of their permit application and their Plan for at least 3 years following final stabilization. This period may be longer depending on state and local requirements.

Preconstruction Checklist

- A site description, including
  - Nature of the activity
  - Intended sequence of major construction activities
  - Total area of the site
  - Existing soil type and rainfall runoff data
  - A site map with:
    - Drainage patterns
    - Approximate slopes after major grading
    - Area of soil disturbance
    - Outline of areas which will not be disturbed
    - Location of major structural and nonstructural soil erosion controls
    - Areas where stabilization practices are expected to occur
    - Surface waters
    - Stormwater discharge locations
  - Name of the receiving water(s)
- A description of controls:
  - Erosion and sediment controls, including
    - Stabilization practices for all areas disturbed by construction
    - Structural practices for all drainage/discharge locations
  - Stormwater management controls, including
    - Measures used to control pollutants occurring in stormwater discharges after construction activities are complete
    - Velocity dissipation devices to provide nonerosive flow conditions from the discharge point along the length of any outfall channel
  - Other controls, including
    - Waste disposal practices that prevent discharge of solid materials
    - Measures to minimize offsite tracking of sediments by construction vehicles
    - Measures to ensure compliance with state or local waste disposal, sanitary sewer, or septic system regulations
  - Description of the timing during the construction when measures will be implemented
- State or local requirements incorporated into the Plan
- Inspection and maintenance procedures for control measures identified in the Plan
- Contractor certification and Plan certification

Implementation Checklist

- Maintain records of construction activities, including
  - Dates when major grading activities occur
  - Dates when construction activities temporarily cease on the site or a portion of the site
  - Dates when construction activities permanently cease on the site or a portion of the site
  - Dates when stabilization measures are completed on the site
- Prepare inspection reports summarizing
  - Name of person conducting BMP inspections
  - Qualifications of person conducting BMP inspections
  - BMPs/areas inspected
  - Observed conditions
  - Necessary changes to the Plan
- Report releases of reportable quantities of oil or hazardous materials
  - Notify the National Response Center at 800-424-8802 immediately
  - Report releases to your permitting authority immediately, or as specified in your permit. You must also provide a written report within 14 days.
  - Modify the Plan to include
    - The date of release
    - Circumstances leading to the release
    - Steps taken to prevent reoccurrence of the release
- Modify Plan as necessary
  - Incorporate requests of the permitting authority to bring the Plan into compliance
  - Address changes in design, construction operation, or maintenance that affect the potential for discharge of pollutants

An ounce of prevention is worth a pound of cure! It's far more efficient and cost-effective to prevent pollution than it is to try to correct problems later. Installing and maintaining simple BMPs and pollution prevention techniques on site can greatly reduce the potential for stormwater pollution and can also save you money!

Visit www.epa.gov/npdes/stormwater for more information.

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EPA 833-H-03-001
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Qualified Credentialed Inspectors (QCIs) Certifications

QCI Training Program

Certificate of Completion

is hereby granted to:

Paul Chastain

City of Phenix City

for satisfactory completion of 8 instructional hours

ADEM
Alabama Department of Environmental Management

thompson
ENGINEERING

Initial Training Class

March 30, 2017

Instructor Names

John Carlton, Joel Seawell

QCI NO: T0716

EXPIRES: 03/30/2018

This certificate confers eight (8.0) professional development hours (PDHs) to students who require credits for licenses or certifications. Such PDHs are subject to the qualifying requirements of the licensing or certifying organization.

QCI Training Program

Certificate of Completion

is hereby granted to:

Rebecca Woods

City of Phenix City

for satisfactory completion of 8 instructional hours

ADEM
Alabama Department of Environmental Management

thompson
ENGINEERING

Initial Training Class

July 14, 2016

Instructor Names

John Carlton, Joel Seawell

QCI NO: T4814

EXPIRES: 07/14/2017

This certificate confers eight (8.0) professional development hours (PDHs) to students who require credits for licenses or certifications.
Such PDHs are subject to the qualifying requirements of the licensing or certifying organization.

QCI Training Program

Certificate of Completion

is hereby granted to:

Tyler Hayes

City of Phenix City

for satisfactory completion of 8 instructional hours

ADEM
Alabama Department of Environmental Management

thompson
ENGINEERING

Initial Training Class

March 30, 2017

Instructor Names

John Carlton, Joel Seawell

QCI NO: T5119

EXPIRES: 03/30/2018

This certificate confers eight (8.0) professional development hours (PDHs) to students who require credits for licenses or certifications. Such PDHs are subject to the qualifying requirements of the licensing or certifying organization.

This certifies that

Richard Carlson Jr. of the City of Phenix City

has successfully completed the

QUALIFIED CREDENTIALED INSPECTOR TRAINING FOR CONSTRUCTION SITE STORMWATER MANAGEMENT

offered by the

HOME BUILDERS ASSOCIATION OF ALABAMA

03/02/2017

Signature *Date*

QCI NUMBER 63899
VALID THROUGH FEBRUARY 27, 2018

Land Disturbance Permits

PHENIX CITY, ALABAMA

LAND DISTURBING PERMIT

ENGINEERING DEPARTMENT PHONE 334-448-2760

PERMIT NO. 16-02

Owner: Vectorply Corporation

Contractor: Pound Construction

Address: 3500 Lakewood Drive, Phenix City, AL

PERMIT ISSUANCE FOR:

Building Addition for Vectorply , Inc.

Erosion & Sediment Control Plan

POST THIS CARD

NOTIFY ENGINEERING DEPARTMENT 48 HOURS

PRIOR TOCOMMENCING WORK

APPROVED PLANS MUST BE RETAINED ON THE JOB SITE AND THIS CARD KEPT POSTED UNTIL FINAL INSPECTION HAS BEEN MADE.

THIS APPROVAL IN NO WAY RELIEVES THE PROPERTY OWNER, CONTRACTOR, ENGINEER OR OTHER AGENT OF HIS DAMAGE TO ADJACENT PROPERTIES AND LIABILITY RESULTING THERE FROM AND SHALL NOT CONSTITUTE AN ASSUMPTION OF LIABILITY BY THE CITY OF PHENIX CITY FOR DAMAGES CAUSED BY CONSTRUCTION AND/OR GRADING PERFORMED UNDER SAID PLANS AND PERMITS.

DO NOT REMOVE OR DEFACE THIS CARD UNTIL CONSTRUCTION IS COMPLETE

Notices of Non-Compliant Construction Sites

City of Phenix City, Alabama

Engineering /Public Works Department
1206 7th Avenue
P.O. Drawer 279
Phenix City, Alabama 36868-0279
Ph. 334-448-2760/Fax 334-291-4848

VIA HAND DELIVERY

August 29, 2016

Mr. Mike Bowden
701 13th Street
Phenix City, Alabama 36867

Re: Summer Vineyard, Phase 3

Dear Mr. Bowden:

On August 24, 2016, a representative of the City of Phenix City conducted an inspection of the Erosion and Sediment Control Best Management Practices (BMP) for the above referenced project. During the site visit the following were noted:

1) The Best Management Practices on Phase 3 of Summer Vineyard have failed and need maintenance.
2) Replace inlet protection around all storm drain structures.
3) Remove sediment from all storm drain structures.
4) All rill and gully erosion must be addressed on the proposed road (Gardner Way).
5) Repair all eroded areas on site.
6) Seed and mulch all bare and disturbed areas.
7) Soil stockpile must be covered or seeded and mulched.
8) Maintain check dams along the swale.
9) Inlet Protection must be used in front of the double wing curb inlets (C-52) and (C-53) on the proposed road (Summertide Drive).
10) Maintain all silt fence on site.

These deficiencies must be corrected **within 72 hours** of the date of receipt of this notification letter. Failure to comply will result in the City of Phenix City issuing a citation. This is pursuant to the Erosion and Sedimentation Control Policy of the City of Phenix City, amended by ordinance 2007-07. If you have any questions, please contact the Engineering Department at 334-448-2760.

Thank you for addressing these issues in a timely manner.

Angel Moore, P.E.
City Engineer

Cc: File

City of Phenix City Engineering Department

EROSION AND SEDIMENT CONTROL INSPECTION REPORT

DATE: 8-24-16 TIME 10:30 AM PROJECT/SUBDIVISION: Summer Vineyard Phase 3
WEATHER: Clear/Sunny CITY PERSONNEL: R. Woods
REGULAR X WEATHER EVENT ____ CITIZEN COMPLAINT ____ OTHER ____

DAILY REPORT OF ACTIVITIES

BMPs on Site need Maintenance. The outfall has significant amounts of Sediment leaving the Site. Inlet protection around all Storm Drains are in need of replacement and repair. Sediment has entered the Storm drain pipes and will need to be removed and Cleaned out. Most of the property/site is Covered with Vegetation but has alot of bare areas along the Proposed road. The Stock pile on Site must be Covered. Pictures were taken of the entire Site and of all Structures / Pipes.

INSPECTION BY: R. Woods

Water Monitoring

ALABAMA WATER WATCH

WATER CHEMISTRY MONITORING DATA FORM

Group Name: Phenix City Engineering Department ☐ online

Collector(s): Rebecca Woods, Jimmy Cook, Paul Chastain Address: 1206 7th Avenue

City: Phenix City State: AL Zip: 36868 Phone N°: (334) 448-2769

Sample Date: 3/22/2017 Sample Time: 8:45 AM AWW Site Code: _____

Watershed: Chattahoochee Waterbody: Holland Creek County & State: Russell

Sampling site location: Downstream of bridge at Lakewood Drive

(Notify the AWW office about any changes in sampling site location.)

Waterbody condition: ◉ Adequate Depth ○ Inadequate Depth ○ Dry ○ No Access

Tidally influenced rivers: ☐ Rising Tide ☐ Falling Tide ☐ Uncertain ■ No Applicable

Variable	Value	Comments
Air Temperature	13 °C	Measure air temperature before water temperature.
Water Temperature	14.5 °C	Avoid touching thermometer bulb.
pH	7.0 Standard international units	Record to nearest 0.5 unit.
Dissolved Oxygen (DO)	Rep 1: 9.6 ppm Rep 2: 9.2 ppm	Make sure two readings are within 0.6 ppm.
Specific Gravity / Salinity	S. G. _____ Salinity: _____ ppt	If salinity is present do not test for hardness.
% Oxygen Saturation	9.4 Avg DO _____ % DO Sat	Estimate from chart found in the AWW manual.
Total Alkalinity	6 # drops x 5 = 30 mg/L	Add drops until no more color change. Record number of drops that produced final change.
Total Hardness	4 # drops x 10 = 40 mg/L	
Turbidity	1 # 0.5 mL x 5 (50mL) = 5 JTU _____ # 0.5 mL x 10 (25mL) 0 JTU	Use bottom line only if sample volume used was 25 mL. Enter zero (0) mL and 2 JTU if one addition of reagent surpassed the turbidity of the sample.
Secchi Depth	_____ meters	Do not record depth if disk hits bottom while visible.

Comments: Note evidence of rainfall, runoff within previous 24 hours, unusual smell, unusual color, cows or other animals in creek, etc.	AWW Office Use
Test site established for ADEM Permit ALR040019.	

Other Chemistry Tests	Yes, Auburn Environmental is providing our chemical lab testing.	YSI Meter data, Nitrates, Phosphate, etc.

I hereby declare that at the time of this water sampling my AWW Water Chemistry Certification was current and that I confirmed the freshness of each reagent used for these tests. All data entered above the **Comments** section were obtained using AWW techniques.

☐ **Check for electronic signature.** Rebecca L. Woods

Monitor signature

Alabama Water Watch 2013

Alabama Water Watch
559 Devall Dr.
Auburn University, AL 36849-5124

Toll Free: 1-888-844-4785

Email: awwprog@auburn.edu
Website: www.alabamawaterwatch.org

ALABAMA WATER WATCH

SAMPLING SITE DATA

Sampling Sites: Remember the general factors to consider when selecting a water monitoring site: to be safe, convenient and accessible, to have legal access and to be strategic. Optimal water monitoring sites are those that provide the best information to satisfy objectives with the least amount of effort. Choose a site that is not too difficult or dangerous to access and is strategically located to be tested in an efficient manner. It is essential to know the precise location of a monitoring site for full use of the data. Please carefully describe your site information, and submit this form with your first set of data taken at the site.

Monitor(s): Rebecca Woods, Jimmy Cook, Paul Chastain

Contact Phone Number: 334-448-2760

AWW Group Affiliation (e.g. Little River Watch) Phenix City Engineering Department

Waterbody: Holland Creek

Watershed: Chattahoochee River

County and State Where Site Is Located: Russell County, Alabama

Site Location Description: Be very detailed. Include information such as the name or number of the nearest road. Indicate if it is upstream or downstream of a bridge, etc. Please submit a map, a photo (optional) and a geo-reference. Call the AWW Office for assistance.

Downstream of bridge at Lakewood Drive

Latitude: 32.496992° **Longitude** -85.033989°

**********Do not write below this line. AWW Office use only.**********

AWW Site Code Number* _____ **HUC12 Number** _____

* An 8-digit number will be assigned by the Alabama Water Watch office when the above information is submitted along with the first water monitoring data form. This Site Code is based on the watershed, group and specific location of the site.

Alabama Water Watch

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559 Devall Drive
Auburn, AL 36849-5124

Toll Free: 1-888-844-4785

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Website: www.alabamawaterwatch.org

ALABAMA WATER WATCH

WATER CHEMISTRY MONITORING DATA FORM

Group Name: Phenix City Engineering Department ☐ online

Collector(s): Rebecca Woods, Jimmy Cook, Paul Chastain Address: 1206 7th Avenue

City: Phenix City State: AL Zip: 36868 Phone N°: (334) 448-2769

Sample Date: 3/22/2017 Sample Time: 10:50 AM AWW Site Code: _____

Watershed: Chattahoochee Waterbody: Holland "Mill" Creek County & State: Russell

Sampling site location: Behind Public Works Shop off Broad Street.

(Notify the AWW office about any changes in sampling site location.)

Waterbody condition: ◉ Adequate Depth ○ Inadequate Depth ○ Dry ○ No Access

Tidally influenced rivers: ☐ Rising Tide ☐ Falling Tide ☐ Uncertain ■ No Applicable

Variable	Value	Comments
Air Temperature	16 °C	Measure air temperature before water temperature.
Water Temperature	17.0 °C	Avoid touching thermometer bulb.
pH	7.0 Standard international units	Record to nearest 0.5 unit.
Dissolved Oxygen (DO)	Rep 1: 8.8 ppm Rep 2: 8.6 ppm	Make sure two readings are within 0.6 ppm.
Specific Gravity / Salinity	S. G. _____ Salinity: _____ ppt	If salinity is present do not test for hardness.
% Oxygen Saturation	8.7 Avg DO _____ % DO Sat	Estimate from chart found in the AWW manual.
Total Alkalinity	6 # drops x 5 = 30 mg/L	Add drops until no more color change. Record number of drops that produced final change.
Total Hardness	3 # drops x 10 = 30 mg/L	
Turbidity	1 # 0.5 mL x 5 (50mL) = 5 JTU _____ # 0.5 mL x 10 (25mL) 0 JTU	Use bottom line only if sample volume used was 25 mL. Enter zero (0) mL and 2 JTU if one addition of reagent surpassed the turbidity of the sample.
Secchi Depth	_____ meters	Do not record depth if disk hits bottom while visible.

Comments: Note evidence of rainfall, runoff within previous 24 hours, unusual smell, unusual color, cows or other animals in creek, etc.

AWW Office Use

Test site established for ADEM Permit ALR040019.

Other Chemistry Tests	Yes, Auburn Environmental is providing our chemical lab testing.	YSI Meter data, Nitrates, Phosphate, etc.

I hereby declare that at the time of this water sampling my AWW Water Chemistry Certification was current and that I confirmed the freshness of each reagent used for these tests. All data entered above the **Comments** section were obtained using AWW techniques.

☐ **Check for electronic signature.** Rebecca L Woods

Monitor signature

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Monitor(s): Rebecca Woods, Jimmy Cook, Paul Chastain

Contact Phone Number: 334-448-2760

AWW Group Affiliation (e.g. Little River Watch) Phenix City Engineering Department

Waterbody: Holland "Mill" Creek

Watershed: Chattahoochee River

County and State Where Site Is Located: Russell County, Alabama

Site Location Description: Be very detailed. Include information such as the name or number of the nearest road. Indicate if it is upstream or downstream of a bridge, etc. Please submit a map, a photo (optional) and a geo-reference. Call the AWW Office for assistance.

Behind Public Works Shop off Broad Street.

Latitude: 32.467588° **Longitude** -85.002205°

**********Do not write below this line. AWW Office use only.**********

AWW Site Code Number* _____ **HUC12 Number** _____

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Group Name: Phenix City Engineering Department ☐ online

Collector(s): Rebecca Woods, Jimmy Cook, Paul Chastain Address: 1206 7th Avenue

City: Phenix City State: AL Zip: 36868 Phone N°: (334) 448-2769

Sample Date: 3/22/2017 Sample Time: 10:00 AM AWW Site Code: _____

Watershed: Chattahoochee Waterbody: Mill Creek County & State: Russell

Sampling site location: In close proximity to where Mill Creek enters the Phenix City MS4.

(Notify the AWW office about any changes in sampling site location.)

Waterbody condition: ◉ Adequate Depth ○ Inadequate Depth ○ Dry ○ No Access

Tidally influenced rivers: ☐ Rising Tide ☐ Falling Tide ☐ Uncertain ■ No Applicable

Variable	Value	Comments
Air Temperature	16 °C	Measure air temperature before water temperature.
Water Temperature	15.5 °C	Avoid touching thermometer bulb.
pH	6.5 Standard international units	Record to nearest 0.5 unit.
Dissolved Oxygen (DO)	Rep 1: 5.8 ppm Rep 2: 6.0 ppm	Make sure two readings are within 0.6 ppm.
Specific Gravity / Salinity	S. G. _____ Salinity: _____ ppt	If salinity is present do not test for hardness.
% Oxygen Saturation	5.9 Avg DO _____ % DO Sat	Estimate from chart found in the AWW manual.
Total Alkalinity	5 # drops x 5 = 25 mg/L	Add drops until no more color change. Record number of drops that produced final change.
Total Hardness	3 # drops x 10 = 30 mg/L	
Turbidity	0 # 0.5 mL x 5 (50mL) = 0 JTU _____ # 0.5 mL x 10 (25mL) 0 JTU	Use bottom line only if sample volume used was 25 mL. Enter zero (0) mL and 2 JTU if one addition of reagent surpassed the turbidity of the sample.
Secchi Depth	_____ meters	Do not record depth if disk hits bottom while visible.

Comments: Note evidence of rainfall, runoff within previous 24 hours, unusual smell, unusual color, cows or other animals in creek, etc.

Test site established for ADEM Permit ALR040019.

AWW Office Use

Other Chemistry Tests	Yes, Auburn Environmental is providing our chemical lab testing.	YSI Meter data, Nitrates, Phosphate, etc.

I hereby declare that at the time of this water sampling my AWW Water Chemistry Certification was current and that I confirmed the freshness of each reagent used for these tests. All data entered above the **Comments** section were obtained using AWW techniques.

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Monitor signature

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Monitor(s): Rebecca Woods, Jimmy Cook, Paul Chastain

Contact Phone Number: 334-448-2760

AWW Group Affiliation (e.g. Little River Watch) Phenix City Engineering Department

Waterbody: Mill Creek

Watershed: Chattahoochee River

County and State Where Site Is Located: Russell County, Alabama

Site Location Description: Be very detailed. Include information such as the name or number of the nearest road. Indicate if it is upstream or downstream of a bridge, etc. Please submit a map, a photo (optional) and a geo-reference. Call the AWW Office for assistance.

In close proximity to where Mill Creek enters the Phenix City MS4

Latitude: 32.488050° **Longitude** -85.060822°

**********Do not write below this line. AWW Office use only.**********

AWW Site Code Number* _____ **HUC12 Number** _____

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WATER CHEMISTRY MONITORING DATA FORM

Group Name: Phenix City Engineering Department ☐ online

Collector(s): Rebecca Woods, Jimmy Cook, Paul Chastain Address: 1206 7th Avenue

City: Phenix City State: AL Zip: 36868 Phone N°: (334) 448-2769

Sample Date: 3/22/2017 Sample Time: 9:15 AM AWW Site Code: _____

Watershed: Chattahoochee Waterbody: Mill Creek County & State: Russell

Sampling site location: In close proximity to the point that Mill Creek discharges to Holland Creek.

(Notify the AWW office about any changes in sampling site location.)

Waterbody condition: ◉ Adequate Depth ○ Inadequate Depth ○ Dry ○ No Access

Tidally influenced rivers: ☐ Rising Tide ☐ Falling Tide ☐ Uncertain ■ No Applicable

Variable	Value	Comments
Air Temperature	14 °C	Measure air temperature before water temperature.
Water Temperature	14.5 °C	Avoid touching thermometer bulb.
pH	7.0 Standard international units	Record to nearest 0.5 unit.
Dissolved Oxygen (DO)	Rep 1: 8.8 ppm Rep 2: 9.0 ppm	Make sure two readings are within 0.6 ppm.
Specific Gravity / Salinity	S. G. _____ Salinity: _____ ppt	If salinity is present do not test for hardness.
% Oxygen Saturation	8.9 Avg DO _____ % DO Sat	Estimate from chart found in the AWW manual.
Total Alkalinity	7 # drops x 5 = 35 mg/L	Add drops until no more color change. Record number of drops that produced final change.
Total Hardness	5 # drops x 10 = 50 mg/L	
Turbidity	0 # 0.5 mL x 5 (50mL) = 0 JTU _____ # 0.5 mL x 10 (25mL) 0 JTU	Use bottom line only if sample volume used was 25 mL. Enter zero (0) mL and 2 JTU if one addition of reagent surpassed the turbidity of the sample.
Secchi Depth	_____ meters	Do not record depth if disk hits bottom while visible.

Comments: Note evidence of rainfall, runoff within previous 24 hours, unusual smell, unusual color, cows or other animals in creek, etc.	AWW Office Use
Test site established for ADEM Permit ALR040019.	

Other Chemistry Tests	Yes, Auburn Environmental is providing our chemical lab testing.	YSI Meter data, Nitrates, Phosphate, etc.

I hereby declare that at the time of this water sampling my AWW Water Chemistry Certification was current and that I confirmed the freshness of each reagent used for these tests. All data entered above the **Comments** section were obtained using AWW techniques. ☐ **Check for electronic signature.** Rebecca G Woods

Monitor signature

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Monitor(s): Rebecca Woods, Jimmy Cook, Paul Chastain

Contact Phone Number: 334-448-2760

AWW Group Affiliation (e.g. Little River Watch) Phenix City Engineering Department

Waterbody: Mill Creek

Watershed: Chattahoochee River

County and State Where Site Is Located: Russell County, Alabama

Site Location Description: Be very detailed. Include information such as the name or number of the nearest road. Indicate if it is upstream or downstream of a bridge, etc. Please submit a map, a photo (optional) and a geo-reference. Call the AWW Office for assistance.

In close proximity to the point that Mill Creek discharges to Holland Creek

Latitude: 32.488556° **Longitude** -85.030772°

**********Do not write below this line. AWW Office use only.**********

AWW Site Code Number* _____ **HUC12 Number** _____

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Alabama Water Watch

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Auburn, AL 36849-5124

Toll Free: 1-888-844-4785
Email: awwprog@auburn.edu
Website: www.alabamawaterwatch.org

Auburn Environmental Consulting & Testing

Alabama Office
334/745-0055 or 800/862-1584
Fax: 334/745-3095
TBrantly@AuburnEnvironmental.com
6485 LEE ROAD 54 AUBURN, AL 36830

Colorado Office
1-800-408-0083
MWallace@AuburnEnvironmental.com
PO BOX 271716 FT. COLLINS, CO 80527

REPORT OF ANALYSIS

PHENIX CITY ENGINEERING DEPT.
1206 7TH AVENUE
PHENIX CITY, AL 36868

SAMPLE DATE/TIME: 22 MAR 17/0845
SAMPLE # 133048/133049/133050/133051
SAMPLE TYPE: CREEK SAMPLE
LOCATION: 1 - HOLLAND CREEK

PARAMETER	ANALYSIS	METHOD	ANALYST	DATE	TIME
CBOD	1.2 mg/l	SM5210B	AB	03-23-17	1850
ORTHOPHOSPHATE	<0.100 mg/l	E300.0	RMT	03-23-17	1457
TKN	<1.00 mg/l	A4500-NH3-D	RMT	03-28-17	1343
NITRATE+NITRITE	<0.500 mg/l	300.0	RMT	03-27-17	1025
TOTAL PHOSPHORUS	<0.100 mg/l	SM4500-P-E	MS	03-29-17	1248

SAMPLE DATE/TIME: 22 MAR 17/1050
SAMPLE # 133052/133053/133054/133055
SAMPLE TYPE: CREEK SAMPLE
LOCATION: 2 - HOLLAND "MILL" CREEK

PARAMETER	ANALYSIS	METHOD	ANALYST	DATE	TIME
CBOD	2.0 mg/l	SM5210B	AB	03-23-17	1850
ORTHOPHOSPHATE	<0.100 mg/l	E300.0	RMT	03-23-17	1457
TKN	<1.00 mg/l	A4500-NH3-D	RMT	03-28-17	1343
NITRATE+NITRITE	<0.500 mg/l	300.0	RMT	03-27-17	1025
TOTAL PHOSPHORUS	<0.100 mg/l	SM4500-P-E	MS	03-29-17	1248

SAMPLE DATE/TIME: 22 MAR 17/0945
SAMPLE # 133056/133057/133058/133059
SAMPLE TYPE: CREEK SAMPLE
LOCATION: 3 - MILL CREEK

PARAMETER	ANALYSIS	METHOD	ANALYST	DATE	TIME
CBOD	2.6 mg/l	SM5210B	AB	03-23-17	1850
ORTHOPHOSPHATE	<0.100 mg/l	E300.0	RMT	03-23-17	1457
TKN	<1.00 mg/l	A4500-NH3-D	RMT	03-28-17	1343
NITRATE+NITRITE	<0.500 mg/l	300.0	RMT	03-27-17	1025
TOTAL PHOSPHORUS	<0.100 mg/l	SM4500-P-E	MS	03-29-17	1248

SAMPLE DATE/TIME: 22 MAR 17/0915
SAMPLE # 133060/133061/133062/133063
SAMPLE TYPE: CREEK SAMPLE
LOCATION: 4 - MILL CREEK

PARAMETER	ANALYSIS	METHOD	ANALYST	DATE	TIME
CBOD	2.6 mg/l	SM5210B	AB	03-23-17	1850
ORTHOPHOSPHATE	<0.100 mg/l	E300.0	RMT	03-23-17	1457
TKN	<1.00 mg/l	A4500-NH3-D	RMT	03-28-17	1343
NITRATE+NITRITE	<0.500 mg/l	300.0	RMT	03-27-17	1025
TOTAL PHOSPHORUS	<0.100 mg/l	SM4500-P-E	MS	03-29-17	1248

SAMPLES ANALYZED ACCORDING TO:

STANDARD METHODS FOR THE EXAMINATION OF WATER AND WASTEWATER, 20TH EDITION, 1998.
EPA METHODS FOR CHEMICAL ANALYSIS OF WATER AND WASTES, 600/4-79-020 MARCH 1983.
RESULTS CALCULATED ON A WEIGHT BASIS

REPORT APPROVED BY:

THOMAS BRANTLY, JR.
LABORATORY MANAGER

REVIEWED BY:

Alabama Water Watch

A program dedicated to developing citizen volunteer monitoring of Alabama's lakes, streams and coasts.

Monday, May 15, 2017

Dear Rebecca Woods,

Congratulations, you have officially completed AWW's Water Chemistry Recertification workshop.

We want to welcome you into our statewide network of water testers and mention some of the benefits. As a certified Alabama Water Watch monitor you to have access to:

- Online data entry with real-time graphs for water data
- Technical support and Quality Assurance for water monitoring
- Educational Resources and publications
- Web-based tools for data analysis and maps with location of groups and sites
- Data Interpretation Sessions

On selecting a monitoring site, please be sure it is safe, legal and convenient to sample on a regular basis. It's better to have lots of data from one site than little data from lots of sites. If you are part of a group, it's easier to strategize and make your plan for monitoring. Please keep in mind that if you are under 16 years old, you must monitor with a certified adult monitor.

If you provided us with an email address, your name has been added to our AWW listserv. AWW will keep you updated with periodic messages of statewide importance. You may easily unsubscribe or resubscribe as you wish.

You may contact Sydney Smith at 334-703-2658 (srs0029@auburn.edu) for further assistance. You are also welcome to contact AWW personnel at our Auburn office using information provided at the bottom of this letter.

Thank you if you joined the AWW Association at the workshop, and if you didn't, please consider joining and supporting the grassroot water monitors of Alabama.

You are always welcome to call our office, send an email or visit us in person. We want to help you reach your monitoring goals. Thank you for attending the workshop and we look forward to receiving your data as well as getting to know you.

Sincerely,

Eric Reutebuch
Program Manager

Sergio S. Ruiz Córdova
Data Coordinator

eXtension
ALABAMA A&M & AUBURN UNIVERSITIES

AWW Program Office
559 DeVall • Dr. Auburn University, AL 36849

Alabama Water Watch Association
PO Box 3294 • Auburn, AL 36831
Phone: (888) 844-4785 • Email: info@alabamawaterwatch.org

AUBURN UNIVERSITY
ALABAMA AGRICULTURAL EXPERIMENT STATION
Water Resources Center

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A program dedicated to developing citizen volunteer monitoring of Alabama's lakes, streams and coasts.

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- Web-based tools for data analysis and maps with location of groups and sites
- Data Interpretation Sessions

On selecting a monitoring site, please be sure it is safe, legal and convenient to sample on a regular basis. It's better to have lots of data from one site than little data from lots of sites. If you are part of a group, it's easier to strategize and make your plan for monitoring. Please keep in mind that if you are under 16 years old, you must monitor with a certified adult monitor.

If you provided us with an email address, your name has been added to our AWW listserv. AWW will keep you updated with periodic messages of statewide importance. You may easily unsubscribe or resubscribe as you wish.

You may contact Sydney Smith at 334-703-2658 (srs0029@auburn.edu) for further assistance. You are also welcome to contact AWW personnel at our Auburn office using information provided at the bottom of this letter.

Thank you if you joined the AWW Association at the workshop, and if you didn't, please consider joining and supporting the grassroot water monitors of Alabama.

You are always welcome to call our office, send an email or visit us in person. We want to help you reach your monitoring goals. Thank you for attending the workshop and we look forward to receiving your data as well as getting to know you.

Sincerely,

Eric Reutebuch
Program Manager

Sergio S. Ruiz Córdova
Data Coordinator

Extension
ALABAMA A&M & AUBURN UNIVERSITIES

AWW Program Office
559 DeVall • Dr. Auburn University, AL 36849

Alabama Water Watch Association
PO Box 3294 • Auburn, AL 36831
Phone: (888) 844-4785 • Email: info@alabamawaterwatch.org

AUBURN UNIVERSITY
ALABAMA AGRICULTURAL EXPERIMENT STATION
Water Resources Center

Alabama Water Watch

A program dedicated to developing citizen volunteer monitoring of Alabama's lakes, streams and coasts.

Monday, May 15, 2017

Dear Jimmy Cook,

Congratulations, you have officially completed AWW's Water Chemistry Recertification workshop.

We want to welcome you into our statewide network of water testers and mention some of the benefits. As a certified Alabama Water Watch monitor you to have access to:

- Online data entry with real-time graphs for water data
- Technical support and Quality Assurance for water monitoring
- Educational Resources and publications
- Web-based tools for data analysis and maps with location of groups and sites
- Data Interpretation Sessions

On selecting a monitoring site, please be sure it is safe, legal and convenient to sample on a regular basis. It's better to have lots of data from one site than little data from lots of sites. If you are part of a group, it's easier to strategize and make your plan for monitoring. Please keep in mind that if you are under 16 years old, you must monitor with a certified adult monitor.

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Rainfall Data

Rainfall Totals for Phenix City 2016		
January	3.3	in.
February	4.4	in.
March	2.7	in.
April	6.7	in.
May	1.4	in.
June	1.8	in.
July	2.5	in.
August	4.5	in.
September	0.1	in.
October	1.0	in.
November	2.6	in.
December	4.4	in.
Yearly Total	35.4	in.

Rainfall Totals for Phenix City 2017		
January	9.9	in.
February	3.1	in.
March	1.8	in.
April		in.
May		in.
June		in.
July		in.
August		in.
September		in.
October		in.
November		in.
December		in.
Yearly Total	14.8	in.