

# Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

## A. General Information

Authorization Number TXR040131 Annual Report Year: 1

MS4 Operator Level: 2 Name of MS4/Permittee: City of Port Neches

Contact Name: Taylor Shelton, P.E. Telephone Number: (409) 727-2181

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## B. Narrative Provisions (Part IV Section B.2.(a))

Provide information on the status of complying with permit conditions: (Part V - Standard Permit Conditions):

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	<b>X</b>		
Permittee is currently in compliance with recordkeeping and reporting requirements.	<b>X</b>		
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.)	<b>X</b>		

1. Provide a general assessment of the appropriateness of the selected BMPs. Use table below or attach a summary, as appropriate (See Example 1 in instructions):

**The permittee selected the BMPs included in the SWMP based on the permit requirements included in each minimum control measure. The BMPs selected are currently considered appropriate for reducing the discharge of stormwater pollutants. The SWMP was reviewed by the TCEQ to determine if the SWMP met the MEP.**

2. Describe progress towards reducing the discharge of pollutants to the maximum extent practicable. Summarize any information used (such as monitoring data) to evaluate reductions in the discharge of pollutants. Use a table or attach a narrative description as appropriate:

MCM	BMP	Parameter	Quantity	Units	Does BMP Demonstrate a Direct Reduction in Pollutants? (Yes / No / Explain)
1	Flyers and Brochures	estimated quantities of materials distributed or posted	240 After the Storm brochures, 740 illegal dumping brochures	materials	No
1	Develop Materials for Local Schools/ Libraries	estimated quantities of education materials distributed	600 stormwater educational bookmarks	bookmarks	No
1	Education of Construction Site Personnel	estimated quantities of educational materials or guidance documents distributed	240 brochures/ stormwater website	materials	No
1	Public Service Announcements	number of PSAs	4 PSAs on stormwater quality website	materials	No

1	Stormwater Quality Website	number of website updates and estimated number of hits	1 update; 110 hits	site visits/ updates	No
1	SWMP Availability	methods of making SWMP available	SWMP made available on stormwater quality website	locations	No
1	SWMP Committee	number of meetings held and associated sign-in sheets	4	sign-in sheets	No
1	Stormwater Hotline	estimated number of phone calls received	0	phone calls	Yes, receiving and responding to phone calls concerning illicit discharges allows the permittee to make appropriate corrections to the storm sewer system.
2	MS4 Outfall Inspections	percentage of outfalls inspected	approximately 20% of the total outfalls were inspected	percentage	Yes, locating and eliminating illicit discharges represents a direct reduction in pollutants.
2	Regulatory Mechanisms	number of enforcement actions	0	enforcement actions	Yes, enforcement of local illicit discharge regulations represents a direct reduction in pollutants.

3	Construction Site Plan Review	number of plans reviewed	0	permits	Yes, reviewing plans ensures that appropriate structural controls are being used to reduce pollution.
3	Construction Site Inspection/ Enforcement	number of construction site inspections	0	inspections	Yes, inspection of construction sites ensures that appropriate controls are in place and functioning properly to reduce pollution.
3	Regulatory Mechanisms	number of enforcement actions issued	0	enforcement actions	Yes, enforcement of local construction regulations represents a direct reduction in pollutants.
3	Construction Site Notice Posting	number of applicable permittee owned construction sites	0	site notices	No
4	Development Project Plan Review	number of plans reviewed	0	plans	Yes, reviewing construction plans ensures that appropriate post construction controls are being used to reduce pollution.
4	Regulatory Mechanisms	number of enforcement actions	0	enforcement actions	Yes, enforcement of post construction site runoff regulations represents a direct reduction in pollution.
5	Litter/ Garbage Collection	estimated volume of litter/garbage removed	~40,300 cubic yards litter/garbage removed	cubic yards	Yes, conducting litter/garbage collection reduces the amount of floatables and other dumping related waste.

5	Maintain Municipally Owned Construction Sites	number of permittee owned construction sites	0	sites	Yes, inspecting permittee owned construction sites for appropriate controls represents a direct reduction in pollution.
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3. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (See Example 2 in instructions):

MCM(s)	Measurable Goal(s)	Success
1	Distribute or post at least 2 types of available brochures per year	Goal Met
1	Ensure at least 1 type of material is distributed annually for local schools and/or public libraries	Goal Met
1	Make available to construction site personnel at least 1 guidance document, brochure, or webpage on construction site runoff issues each year	Goal Exceeded - guidance document, brochure, and webpage made available to construction site personnel
1	Provide at least 1 PSA to be aired by local media, public access channel, or website at least once per permit term	Goal Met

1	Mark new storm drains developed during the permit term and maintain existing markers as needed	Goal Met
1	Update website at least once per permit term	Goal Met
1	Comply with state and local public notice requirements for applicable events	Goal Met
1	Make SWMP available to public annually	Goal Met
1	<sup>(1)</sup> Conduct at least 2 SWMP Committee meetings per year <sup>(2)</sup> encourage local groups to participate at least once per permit term	<sup>(1)</sup> Goal Exceeded – 4 committee meetings were held during the reporting period <sup>(2)</sup> Not Due Yet
1	Conduct public meeting at least once per permit term	Not Due Yet
1	Distribute at least 2 types of materials per year that informs the public about reporting stormwater quality concerns	Goal Met
1	Conduct at least 1 clean-up event per permit term and encourage public participation	Not Due Yet

2	Conduct 1 review of the map per permit term. Map outfalls in new development areas on an as needed basis	Not Due Yet
2	Inspect approximately 20% of the identified outfalls per year	Goal Met
2	<sup>(1)</sup> Enforce the local illicit discharge regulations as needed <sup>(2)</sup> Review and revise existing regulatory mechanisms within 2 years of permit effective date; if necessary	<sup>(1)</sup> Goal Met <sup>(2)</sup> Not Due Yet
2	Conduct training for MS4 field staff at least once per permit term	Not Due Yet
2	Develop and maintain appropriate IDDE procedures	Not Due Yet
2	Distribute at least 2 types of media/materials to help facilitate public reporting of illicit discharges	Goal Met
3	Review applicable construction site plans for compliance with local regulatory mechanisms	Goal Met

3	Inspect 50% of applicable construction sites per year, or a minimum of 30 inspections	Goal Met – No applicable construction sites during the reporting period
3	(1)Enforce local construction regulations as needed (2)Review and revise existing regulatory mechanisms within 2 years of permit effective date; if necessary	(1)Goal Met (2)Not Due Yet
3	Post an appropriate site notice at each permittee owned construction site subject to the TPDES Construction General Permit TXR150000	Goal Met – No permittee owned construction projects were subject to the TPDES Construction General Permit
3	Develop procedures for receipt and consideration of information submitted by the public	Not Due Yet
3	Conduct training for MS4 field staff at least once per permit term	Not Due yet

4	Review construction plans for the inclusion of appropriate post-construction controls	Goal Met
4	Conduct at least 1 inspection of control measures per permit term	Not due yet
4	(1)Enforce the local post construction site runoff regulations (2)Review and revise existing regulatory mechanisms within 2 years of permit effective date; if necessary	(1)Goal Met (2)Not Due Yet
5	Develop and maintain MS4 facility inventory list and stormwater controls within the regulated area	Not Due Yet
5	Conduct at least 1 training session per permit term	Not Due Yet
5	Properly dispose of waste materials on a routine basis and maintain documentation regarding disposal procedures	Goal Met

5	Develop contractor oversight procedures and conduct a review of the procedures once per permit term	Not Due Yet
5	Inspect municipal facilities at least once per permit term	Not Due Yet
5	Inspect structural controls at least once per year	Not Due Yet
5	Conduct routine maintenance and repairs on permittee owned equipment	Goal Met
5	Conduct litter/garbage collection at least once per year within the regulated area	Goal Met
5	Inspect and maintain permittee owned construction sites as required by the TCEQ Construction General Permit	Goal Met
5	Inspect/maintain permittee parking areas at least once per year	Goal Met

### C. Stormwater Monitoring Data (Part IV Section B.2.(b))

1. The MS4 has conducted analytical monitoring of stormwater quality and submitted in the annual report.

Yes  No

- a. Explain below or attach a summary to submit along with any monitoring data used to evaluate the success of the SWMP at reducing pollutants to the maximum extent practicable. Be sure to include a discussion of results:

N/A

### D. Impaired Waterbodies (Part IV Section B.2.(c))

1. If applicable, explain below or attach a summary of any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern:

The permittee has referred to the CWA 303(d) list and determined that they are a potential source of the pollutants(s) of concern (with the exception of PCBs in edible tissue) being discharged to Alligator Bayou (stream segment No. 0702A) and Neches River Tidal (stream segment No. 0601). Appropriate focused BMPs and corresponding measurable goals have been developed to reduce the discharge of the pollutant(s) of concern that contribute to the impairment of the water body. The focused BMPs include activities related to sanitary sewer systems, on-site sewer facilities, illicit discharges/dumping, public reporting, and residential education programs.

Our research indicates that PCBs in edible tissue is a legacy pollutant and the permittee is not considered a potential source. Therefore, no additional focused BMPs were developed to target that pollutant.

2. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL (*Part II Section D.4. (a)*):

**N/A; permittee does not discharge to a water body with an approved TMDL**

3. Report the benchmark identified by the MS4 and assessment activities (*Part II Section D.4. (a)(6)*): **N/A; only applies to water bodies with an approved TMDL**

Benchmark Parameter	Benchmark Value	Description of additional sampling or other assessment activities	Year(s) conducted
<b><u>N/A</u></b>	<b><u>N/A</u></b>	<b><u>N/A</u></b>	<b><u>N/A</u></b>

4. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark (*Part II Section D.4. (a)(4)*): **N/A; only applies to water bodies with an approved TMDL**

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark
<b><u>N/A</u></b>	<b><u>N/A</u></b>	<b><u>N/A</u></b>

4. If applicable, report on focused BMPs to address impairment (*Part II Section D.4. (a)(5)*):

Pollutant to Address	Description of Focused BMP	Comments/Discussion
Bacteria; toxicity in sediment; toxicity in water	<b>Sanitary Sewer Overflow (SSO) Plans:</b> Comply with existing and/or newly approved SSO plans for municipalities operating sanitary sewer systems, if applicable.	By reducing the amount of illicit discharges from sanitary sewer systems and failing on-site sewer systems, the permittee will help reduce the discharge of the pollutant(s) of concern.

<b>Pollutant to Address</b>	<b>Description of Focused BMP</b>	<b>Comments/Discussion</b>
Bacteria; toxicity in sediment; toxicity in water	<b>Sanitary Sewer Capital Improvement Projects:</b> Document and report on sanitary sewer system capital improvement projects that result in the reduction of sanitary sewer overflows and/or reduction in the magnitude of stormwater inflow and infiltration into the sanitary sewer system.	By reducing the amount of illicit discharges from sanitary sewer systems and failing on-site sewer systems, the permittee will help reduce the discharge of the pollutants(s) of concern.
Bacteria; toxicity in sediment; toxicity in water	<b>Failing On-Site Sewer Systems:</b> Identification of failing on-site sewer systems through complaints and/or visual inspections of the storm sewer system. Identified discharges from failing on-site sewer systems will be addressed as illicit discharges to the MS4 through the operator's legal authority.	By reducing the amount of illicit discharges from sanitary sewer systems and failing on-site sewer systems, the permittee will help reduce the discharge of the pollutants(s) of concern.
Bacteria; toxicity in sediment; toxicity in water	<b>Promote Proper Maintenance of On-Site Sewer Systems:</b> Develop media to facilitate proper maintenance of on-site sewer systems. Educational materials may include brochures, websites, and/or social media pages.	Public education will help increase awareness on stormwater quality and instruct citizens on how to properly report potential illicit discharges.
Bacteria; toxicity in sediment; toxicity in water	<b>MS4 Outfall Inspections:</b> Utilize reports from MS4 field staff, citizens, and a concentrated dry weather screening program to inspect outfalls for illicit discharges.	By reducing the amount of illicit discharges from sanitary sewer systems and failing on-site sewer systems, the permittee will help reduce the discharge of the pollutants(s) of concern.

Pollutant to Address	Description of Focused BMP	Comments/Discussion
Bacteria; toxicity in sediment; toxicity in water	<b>Public Reporting:</b> Develop media targeting the pollutant of concern to facilitate public reporting of sanitary sewer overflows, failing on-site sewer systems, illicit discharges, and/or other pollutant sources. Education materials may include stormwater holiness, brochures, websites, and/or social media pages.	Public education will help increase awareness on stormwater quality and instruct citizens on how to properly report potential illicit discharges.
Bacteria; toxicity in sediment; toxicity in water	<b>Residential Education for Bacterial Sources:</b> Develop media to facilitate public education for bacterial sources including residential sources, proper disposal of fats, oils and greases, and decorative ponds. Educational materials may include flyers/brochures, websites, and/or social media pages.	Public education will help increase awareness on stormwater quality and instruct citizens on how to properly report potential illicit discharges.

6. Describe progress in achieving the benchmark (*Part II.D.4.(a)(6)*): **N/A; only applies to water bodies with an approved TMDL.**

Benchmark Indicator	Description/Comments
<b><u>N/A</u></b>	<b><u>N/A</u></b>

## E. Stormwater Activities (Part IV Section B.2.(d))

Describe any stormwater activities the MS4 operator has planned for the next reporting year. Use the table or attach a summary, as appropriate:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	Flyers and Brochures	Distribute or post at least 2 types of available brochures per year	Distribution or posting of flyers and brochures for the purpose of educating the public on stormwater impacts and ways they can minimize stormwater pollution
1	Develop Materials for Local Schools/Libraries	Ensure at least 1 type of material is distributed annually for local schools and/or public libraries	Development of educational materials for school age children in order to foster an early age respect for water quality
1	Education of Construction Site Personnel	Make available to construction site personnel at least 1 guidance document, brochure, or webpage on construction site runoff issues each year	Development of guidance materials/brochures/webpage for construction site personnel on the proper installation and maintenance of erosion and sediment controls, and other construction site runoff issues
1	Public Service Announcements	Provide at least 1 PSA to be aired by local media, public access channel, or website at least once per permit term	Develop and make available PSAs on the impacts of stormwater pollution and steps that residents can take to improve water quality
1	Storm Drain Marking	Mark new storm drains developed during the permit term and maintain existing markers as needed	Paint or epoxy storm drain markers on permanent stormwater inlets in new developments

<b>MCM(s)</b>	<b>BMP</b>	<b>Stormwater Activity</b>	<b>Description/Comments</b>
1	Stormwater Quality Website	Update website at least once per permit term	Develop and maintain a stormwater quality website. The website will include stormwater education per the TCEQ general permit guidelines and provide specific information regarding the TPDES Phase II program; including links to other local, state and national stormwater websites. In addition, the website will provide viewers with instructions on how to report stormwater quality concerns in their area.
1	Public Notice	Comply with state and local public notice requirements for applicable events	Comply with all state and local public notice requirements regarding permit application/renewal process and public meetings associated with the stormwater quality program
1	SWMP Availability	Make SWMP available to the public annually	Make the SWMP available to the public on the stormwater quality website. Website address will be included on flyers and brochures distributed by the permittee.
1	SWMP Committee	Conduct at least 2 SWMP Committee meeting per year and encourage local groups to participate at least once per permit term	Formation/maintenance of a committee on SWMP program development and implementation
1	Stormwater Hotline	Distribute at least 2 types of materials per year that informs the public about report stormwater quality concerns.	Advertise appropriate phone numbers for citizens to report information regarding illicit discharges, illegal dumping, construction site discharges, etc.

MCM(s)	BMP	Stormwater Activity	Description/Comments
2	MS4 Outfall Inspections	Inspect approximately 20% of the identified outfalls per year	Utilize reports from MS4 field staff, citizens, and a concentrated dry weather screening program to inspect outfalls for illicit discharges
2	Regulatory Mechanisms	<p>Enforce the local illicit discharge regulations as needed</p> <p>Interim Milestone: Review and revise existing regulatory mechanisms within 2 years of permit effective date; if necessary.</p>	Enforce local illicit discharge regulations prohibiting illicit non-storm water discharges from being discharged into the MS4. Within two years from the permit effective date, the permittee will review and revise, if needed, its existing regulatory mechanisms to comply with the current permit requirements.
2	Public Reporting	Distribute at least 2 types of media/materials to help facilitate public reporting of illicit discharges	Develop media to facilitate public reporting of illicit discharges. Options may include stormwater hotlines, websites, and social media pages.
3	Construction Site Plan Review	Review applicable construction site plans for compliance with local regulatory mechanisms	Implement a construction site plan review program that focuses on compliance with the local construction regulations and water quality impacts and develop associated guidance materials
3	Construction Site Inspection/Enforcement	Inspect 50% of applicable construction sites per year, or a minimum of 30 inspections	Conduct inspections of construction sites/associated control measures and enforce local regulatory mechanisms to the MEP. Notify site operators of their requirement to obtain TPDES permit coverage.

MCM(s)	BMP	Stormwater Activity	Description/Comments
3	Regulatory Mechanisms	<p>Enforce local construction regulations as needed.</p> <p>Interim Milestone: Review and revise existing regulatory mechanisms within 2 years of permit effective date; if necessary.</p>	<p>Enforce local stormwater runoff control regulations to address stormwater runoff from construction sites which disturb one acre or more or are part of a common plan of development that disturb greater than or equal to one acre. Within two years from the permit effective date, the permittee will review and revise, if needed, its existing regulatory mechanisms to comply with the current permit requirements.</p>
3	Construction Site Notice Posting	<p>Post an appropriate site notice at each permittee owned construction site subject to the TPDES Construction General Permit TXR150000</p>	<p>Post an appropriate site notice or NOI in a publicly accessible location for each permittee owned construction project subject to the TCEQ Construction General Permit</p>
4	Development Project Plan Review	<p>Review construction plans for the inclusion of appropriate post-construction controls</p>	<p>Review development plans to ensure compliance with permittee post-construction runoff guidelines and inclusion of appropriate permanent stormwater quality controls. Ensure that operators design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality.</p>

MCM(s)	BMP	Stormwater Activity	Description/Comments
4	Regulatory Mechanisms	<p>Enforce the local post construction site runoff regulations</p> <p>Interim Milestone: Review and revise existing regulatory mechanisms within 2 years of permit effective date; if necessary.</p>	<p>Enforce local post construction stormwater management regulations to address discharges from new development and redevelopment projects which disturb one acre or more or are part of a common plan of development that disturb greater than or equal to one acre. Document and maintain all associated enforcement actions. Within two years from the permit effective date, the permittee will review and revise, if needed, its existing regulatory mechanisms to comply with the current permit requirements.</p>
5	MS4 Facility Inventory	Develop and maintain MS4 facility inventory list and stormwater controls within the regulated area	Develop and maintain an inventory of the applicable MS4's facilities and stormwater controls within the regulated area
5	Disposal of Waste	Properly dispose of waste materials on a routine basis and maintain documentation regarding disposal procedures	Properly dispose of waste materials that are removed as a result of maintenance activities; such as floatables, dredge spoils, and or accumulated sediments
5	Vehicle and Equipment Maintenance	Conduct routine maintenance and repairs on permittee owned equipment	Conduct routine maintenance of permittee owned vehicles according to manufacturer's specifications
5	Litter/Garbage Collection	Conduct litter/garbage collection at least once per year within the regulated area	Conduct garbage and/or litter collection in order to reduce floatable material discharges to stormwater

MCM(s)	BMP	Stormwater Activity	Description/Comments
5	Maintain Municipally Owned Construction Sites	Inspect and maintain permittee owned construction sites as required by the TCEQ Construction General Permit	Conduct maintenance activities necessary to properly maintain erosion and sediment controls at municipally owned construction sites based on needs identified during construction site inspections
5	Permittee Parking Lots	Inspect/maintain permittee parking areas at least once per year	Inspect and maintain municipal parking lots

## F. SWMP Modifications (Part IV Section B.2.(e))

1. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

\_\_\_ Yes **X** No

If 'Yes', report on changes made to measurable goals and BMPs: **N/A**

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)
<u><b>N/A</b></u>	<u><b>N/A</b></u>	<u><b>N/A</b></u>

**Note:** If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible and why the replacement BMP is expected to achieve the goals of the original BMP.

2. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land etc.): **N/A**

## G. Additional BMPs (Part IV Section B.2.(f))

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans. **N/A**

BMP	Description	Implementation Schedule (Start Date etc.)	Status / Completion Date (completed, in progress, not started)
<u><b>N/A</b></u>	<u><b>N/A</b></u>	<u><b>N/A</b></u>	<u><b>N/A</b></u>

## H. Additional Information (Part IV Section B.2.(g))

1. Is the permittee relying on another entity/ies to satisfy some of its permit obligations?

Yes  No

If 'Yes,' provide the name(s) of other entity/ies and an explanation of their responsibilities (add more spaces or pages if needed):

Name and Explanation: City of Groves; see explanation below

Name and Explanation: City of Nederland; see explanation below

Name and Explanation: City of Port Arthur; see explanation below

Name and Explanation: Jefferson County; see explanation below

Name and Explanation: Jefferson County Drainage District No. 7; see explanation below

The permittee is a participating member in the Jefferson County Stormwater Quality Coalition and is responsible for the implementation of the SWMP in its entirety. However, some of the activities are being conducted as a group, such as the development of public education materials, development of regulatory mechanisms, guidance documents, and procedures.

2.a. Is the named permittee sharing a SWMP with other entities?

Yes  No

2.b. If 'yes,' is this a system-wide annual report including information for all permittees? N/A

Yes  No

If 'Yes,' list all associated permit numbers and permittee names (add additional spaces or pages if needed): N/A

## I. Construction Activities (Part IV Section B.2.(h-i))

1. a. Does the permittee utilize the optional seventh MCM related to construction?

\_\_\_ Yes **X** No

1. b. If 'yes,' then provide the following information for this permit year:

The number of municipal construction activities authorized under this general permit	<u><b>N/A</b></u>
The total number of acres disturbed for municipal construction projects	<u><b>N/A</b></u>
The number of construction projects in the jurisdiction of the MS4 where the permittee was not the construction site operator (as provided in submittals to the MS4 operator via notices of intent or site notices)	<u><b>N/A</b></u>

**Note:** Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.

## J. Certification

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

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

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

**Note:** If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).