



# UNIVERSITY OF SOUTH FLORIDA

## Tampa Campus MS4 Stormwater Procedures

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# Introduction

The Florida Department of Environmental Protection regulates known discharges of contaminants to surface waters in the state of Florida. In an effort to address this type of pollution, stormwater management regulations (F.A.C. 62-624) were established to reduce the impact of contaminated stormwater runoff from certain MS4s. The University of South Florida's Tampa campus is required to comply with these requirements. As a condition of the stormwater regulations, regulated MS4s are required to prohibit illicit discharges. An illicit discharge is any discharge to the USF Tampa campus storm sewer system that is not composed entirely of stormwater with the exceptions of State recognized exclusions or activities covered by a specific discharge permit. As part of USF's commitment to environmental stewardship, USF Policy 6-023 specifically prohibits illicit discharges to the USF Tampa campus stormwater. These procedures assist in implementing that policy. USF Environmental Health and Safety (EH&S) maintains the USF Phase II MS4 Generic Permit (NOI) and is the point of contact for state and federal regulatory agencies related to compliance with the permit.

## Purpose

In accordance with USF Policies [6-006](#) and [6-016](#), the purpose of these MS4 Stormwater Procedures is to establish the responsibilities and general requirements associated with ensuring the USF Phase II MS4 operates properly, as designed, and in compliance with regulatory and permit requirements. These procedures also establish a regulatory mechanism to initiate sanctions against construction contractors for non-compliance with construction site stormwater control requirements.

## Definitions

- ◆ **NPDES** is the National Pollutant Discharge Elimination System, which prohibits discharging "pollutants" through a "point source" into a "water of the United States" without an NPDES permit.
- ◆ **MS4** is a Municipal Separate Storm Sewer System, which is a publicly-owned conveyance or system of conveyances (i.e., ditches, curbs, catch basins, underground pipes, etc.) designed or used for collecting or conveying stormwater and that discharges to surface waters of the state.
- ◆ **NOI** is a Notice of Intent to operate a Phase II MS4 under an NPDES Generic Permit
- ◆ **Illicit Discharge** is any discharge into a storm drain system that is not comprised entirely of stormwater.
- ◆ **Inspections** are observations of MS4 components to insure the components are operating as designed, free of obstructions, not in need of maintenance or repair, and illicit discharges are not occurring.
- ◆ **Maintenance** includes activities such as mowing, debris removal, and adjustment or repair of MS4 structures.
- ◆ **Construction Generic Permit (CGP)** is required for discharges from construction activities that disturb at least one or more acres of land or disturb less than one acre of land but are part of a common plan of development; and discharge stormwater to surface waters of the state or to surface waters of the state through a municipal separate storm sewer system (MS4).
- ◆ **CGP Notice of Intent (NOI)** must be submitted online or by paper copy to the NPDES Stormwater Notices Center to obtain permit coverage.
- ◆ **Stormwater Pollution Prevention Plan (SWPPP)** must be developed and implemented to be in compliance with the permit.

- ◆ **Notice of Termination (NOT)** must be submitted online or by paper copy to the NPDES Stormwater Notices Center to discontinue permit coverage.

## Inspections and Maintenance

### RESPONSIBILITY

### ACTION

#### Utilities

- ◆ Conduct routine MS4 inspection and maintenance according to the USF MS4 Inspection and Maintenance Schedule (Appendix 1).
- ◆ In coordination with EH&S, perform non-routine inspection and maintenance when a report of a possible or confirmed illicit discharge has been received.
- ◆ Perform illicit discharge detection during any inspection or maintenance activities other than responses to a confirmed illicit discharge (see also, Illicit Discharge Reporting and Elimination).
- ◆ Document all inspection and maintenance activities, including illicit discharge detection and elimination activities on the USF Stormwater Structure Inspection and Maintenance Worksheet (Appendix 2).
  - Inspect all outfalls and inlets in the scheduled sector and their associated basin and piping.
  - Record the scheduled quadrant on the Worksheet.
  - Record the Structure type inspected.
  - Record the number of pipes and basins inspected associated with the structure.
  - Record any Maintenance activities performed.
  - Record the quantity of any debris removed.
  - Perform an illicit discharge inspection and record the findings (Y/N).
  - Report any illicit discharges to EH&S immediately.
  - Initial and date the record.

#### Grounds

- ◆ Perform grounds maintenance such as mowing, edging, and weed/invasive species control for all applicable aboveground MS4 components (ditches, swales, ponds, weirs, etc.).
- ◆ Report any illicit discharges discovered to EH&S immediately.

#### Design and Construction (Civil Engineer)

- ◆ Ensures any modifications to the MS4 comply with Environmental Resource Permitting requirements.

## Illicit Discharge Reporting and Elimination

An illicit discharge is any discharge into a storm drain that is not composed entirely of stormwater. This means that anything other than rain that falls from the sky and enters a storm drain is an illicit discharge. Polluted stormwater runoff can enter the storm sewer system through curb inlet drains and grated inlets. Examples of illicit discharges include wastewater from car washing and runoff from pressure washing using chemicals.

### RESPONSIBILITY

### ACTION

- Facilities Management Departments**
  - ◆ Ensure all applicable personnel complete [Stormwater/Illicit Discharge Training](#).
  - ◆ FM personnel report any illicit discharges discovered to EH&S immediately.
    - Contact EH&S at 813-974-4036 or use the [Illicit Discharge Report Form](#).
    - After normal business hours, contact the University Police Department at 813-974-2628.
  
- Environmental Health and Safety**
  - ◆ Provide [Stormwater/Illicit Discharge Training](#) for all applicable personnel.
  - ◆ Report illicit discharges to federal, state, and local authorities as required.
  
- Utilities/EH&S**
  - ◆ Coordinate efforts to investigate and ensure any discovered/confirmed illicit discharges are abated as soon as possible.

## Construction Activities

In order to reduce pollutants in stormwater runoff to the USF Phase II MS4 from construction activities disturbing greater than or equal to one acre, or less than one acre of land that is part of a larger common plan of development that will ultimately disturb more than one acre, USF requires construction contractors to comply with National Pollutant Discharge Elimination System stormwater requirements in accordance with Section 403.0885, Florida Statutes (F.S).

USF personnel will provide monthly oversight of construction contractors to review and confirm conditions noted on erosion and sediment/stormwater pollution prevention inspections are representative of the conditions actually observed on construction sites. This oversight will include documenting SWPP inspections are being conducted as required, inspection records are readily available on site, observations of the site agree with the latest inspection record, and deficiencies are being addressed in a timely fashion. Oversight will be documented using the USF Stormwater Inspection Oversight Record (Appendix 4).

## Enforcement Mechanism

Per USF Policy 6-016 (*Environmental Health & Safety Compliance*), USF reserves the right to restrict or suspend any activity, equipment or area that is determined to pose a danger/negative impact to the environment, life, health, or safety. In order to establish a regulatory mechanism providing for sanctions against construction contractors who do not appropriately address non-compliance with NPDES construction site stormwater control requirements, USF has implemented the following procedures.

### RESPONSIBILITY

### ACTION

- |                                |  |
|--------------------------------|--|
| <b>Design and Construction</b> | <ul style="list-style-type: none"> <li>◆ Shall provide a copy of this procedure to construction contractors at the time of their selections.</li> <li>◆ Ensure that prior to issuing a notice to proceed with the construction project, the construction contractor has received a building permit and thus has complied with CGP requirements.</li> </ul> |
|--------------------------------|--|

- ◆ Project Managers will conduct frequent site visits, and as part of the site visits, will confirm construction site stormwater control requirements are in place and in proper condition as per the construction contractor’s SWPPP.
- ◆ Project Managers will ensure that a copy of the SWPPP is on site and SWPPP inspections occur at least once a week and within 24 hours of the end of a storm event that is 0.50 inches or greater.
- ◆ Project Managers will ensure deficiencies noted in inspection reports are being adequately addressed in a timely manner, but in no case later than 7 calendar days following the inspection or identification of the issue.
- ◆ In coordination with EH&S/Building Code Administration, Project Managers shall issue “Stop Work Orders” when construction contractors have demonstrated repeated failures to comply with construction site stormwater control requirements, or immediately in the event of egregious violations capable of causing harm, or having caused harm, to the USF Phase II MS4.
- ◆ Project Managers shall notify the Building Code Administrator in the event a construction contractor does not resolve a stormwater related “Stop Work Order” within 48 hours.

**EH&S/Building Code Administration**

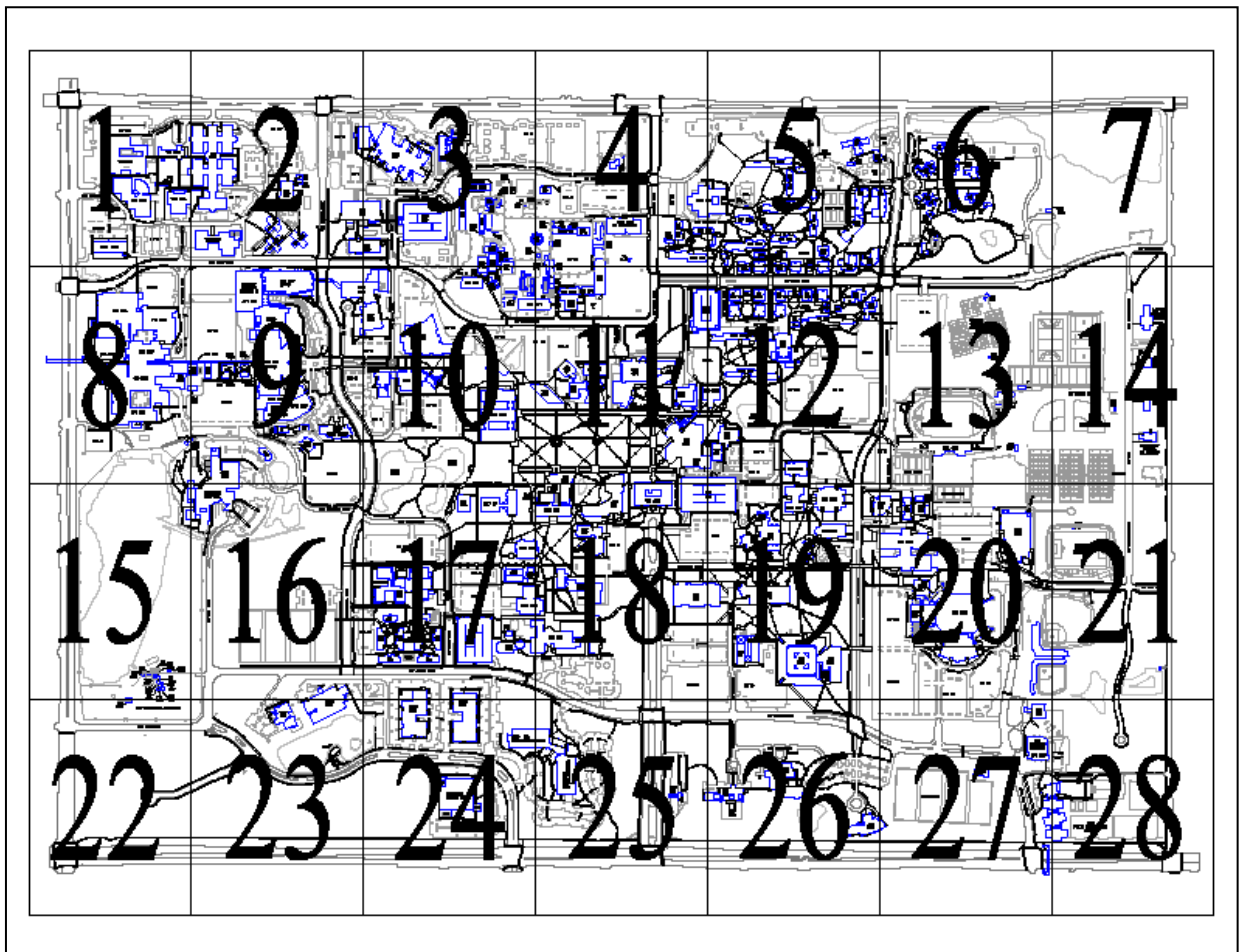
- ◆ Ensure construction contractors have obtained a Construction Generic Permit (CGP), provided it to USF along with the NOI, and the SWPPP prior to issuing a building permit.
- ◆ Issue a USF Notice of Stormwater Violation (Appendix 3) to construction contractors who fail to resolve a stormwater related “Stop Work Order” within 48 hours.
- ◆ If a construction contractor does not resolve the stormwater non-compliance within 48 hours of issuance of a USF Notice of Stormwater Violation, the Building Code Administrator reserves the right to revoke the Building Permit, and provide the construction contractor with the reason for revocation in accordance with Florida Statutes 553.79.
- ◆ Shall not reinstate construction activities, including the restoration of a Building permit, if applicable, until all stormwater violations have been corrected to the University’s satisfaction.

## References

◆ <a href="#">553.79, Florida Statutes</a>	◆ <a href="#">USF Phase II Generic Permit (NOI)</a>
◆ <a href="#">403.0885, Florida Statutes</a>	◆ <a href="#">USF Policy 6-023, Prohibit Illicit Stormwater Discharge</a>
◆ <a href="#">Construction Generic Permit (CGP)</a>	◆ <a href="#">USF PMG-19 Weather Protection and Stormwater Management Plan</a>
◆ <a href="#">CGP Notice of Intent (NOI)</a>	◆ <a href="#">USF Cost Containment Guide</a>
◆ <a href="#">SWPPP Guidance</a>	◆ <a href="#">USF Stormwater/Illicit Discharge Training</a>
◆ <a href="#">Notice of Termination (NOT)</a>	◆ <a href="#">USF Illicit Discharge Report Form</a>
◆ <a href="#">FDEP NPDES Stormwater Construction Activity</a>	

# Appendix 1: USF MS4 Inspection and Maintenance Schedule

MS4 Inspection Schedule					
Cycle	Fiscal Year July	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
1	2012-2013	5, 6	7	12	13, 14
1	2013-2014			1, 2	3, 4
1	2014-2015	8	9	10	11
1	2015-2016	15, 16	17	18	19
1	2016-2017	20, 21	22, 23, 24	25, 26	27,28
2	2017-2018	1	2	3, 4	5
2	2018-2019	5	6	8	9
2	2019-2020	10	11	11	12
2	2020-2021	12	17	17	18
2	2021-2022	19	20	7, 13, 14, 21, 27, 28	15, 16, 22, 23, 24, 25 , 26
3	2022-2023	1	2	3, 4	5
3	2023-2024	5	6	8	9
3	2024-2025	10	11	11	12
3	2025-2026	12	17	17	18
3	2026-2027	19	20	7, 13, 14, 21, 27, 28	15, 16, 22, 23, 24, 25 , 26



# Appendix 2: Stormwater Structure Inspection and Maintenance Worksheet

## Stormwater Structure Inspection and Maintenance Worksheet

Quadrant:

Types of Storm Structure		
Inlets	Outfalls	Pollution Box

Storm Structure	Location/Grate #	Pipes Inspected	Basins Inspected	Maintenance Performed	Debris Removed	Illicit discharge	Technician	Date



## Appendix 3: USF Notice of Stormwater Violation

Construction Project Name: \_\_\_\_\_

The construction project named above has failed to resolve a stormwater related "Stop Work Order" issued by the USF Project Manager. The project is in violation of the NPDES Stormwater Pollution Plan requirement(s) indicated below. If the violations are not corrected within 48 hours of the date and time shown below, the USF Building Permit may be revoked.

<input type="checkbox"/> Silt Fence	<input type="checkbox"/> Permanent seed / sod
<input type="checkbox"/> Storm drain inlet protection	<input type="checkbox"/> Dam
<input type="checkbox"/> Reinforced soil retaining system	<input type="checkbox"/> Check dam
<input type="checkbox"/> Tree protection	<input type="checkbox"/> Perimeter ditch
<input type="checkbox"/> Earth dikes	<input type="checkbox"/> Mulch
<input type="checkbox"/> Vegetative buffer strip	<input type="checkbox"/> Sand Bag
<input type="checkbox"/> Detention pond	<input type="checkbox"/> Subsurface drain
<input type="checkbox"/> Structural diversion	<input type="checkbox"/> Curb and gutter
<input type="checkbox"/> Vegetative preservation area	<input type="checkbox"/> Hay Bales
<input type="checkbox"/> Sediment Basin	<input type="checkbox"/> Pipe slope drain
<input type="checkbox"/> Retention pond Swale	<input type="checkbox"/> Paved road surface
<input type="checkbox"/> Retention Pond	<input type="checkbox"/> Geotextile
<input type="checkbox"/> Temporary seed / sod	<input type="checkbox"/> Level spreaders
<input type="checkbox"/> Waste disposal /housekeeping	<input type="checkbox"/> Rock outlet protection
<input type="checkbox"/> Sediment Trap	<input type="checkbox"/> Rip-rap
<input type="checkbox"/> Construction entrance stabilization	<input type="checkbox"/> Other _____
	Specify

\_\_\_\_\_  
Building Code Administrator Name

\_\_\_\_\_  
Building Code Administrator Signature

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

\_\_\_\_\_ am / pm  
Time Issued:

My signature below acknowledges receipt of this USF Notice of Stormwater Violation.

\_\_\_\_\_  
Contractor's Representative Name

\_\_\_\_\_  
Contractor's Representative Signature

# Appendix 4: USF Stormwater Inspection Oversight Record

\_\_\_\_\_  
Construction Project Name:

(Select one\*)

SWPP inspections are being conducted as required. Yes \_\_\_ No \_\_\_

Inspection records are readily available on site. Yes \_\_\_ No \_\_\_

Observations of the site agree with the latest inspection record. Yes \_\_\_ No \_\_\_

Deficiencies are being addressed in a timely fashion. Yes \_\_\_ No \_\_\_

**\* Any "No" answer requires initiation of corrective actions.**

My signature below certifies the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

\_\_\_\_\_  
USF Representative's Name

\_\_\_\_\_  
USF Representative's Signature

\_\_\_\_\_  
Date