SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM ANNUAL REPORT

New Mexico State University
Las Cruces, NM

SEPTEMBER 2013

Prepared for:

NPDES Tracking No. NMR04L002
July 1, 2012 – June 30, 2013

Prepared by:

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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.

Signed by:

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ACRONYMS

BMP	Best Management Practice
CFR	Code of Federal Regulations
CGP	Construction General Permit
CWA	Clean Water Act
EH&S	Environmental Health & Safety
EPA	United States Environmental Protection Agency
ESSO	Environmental Science Student Organization
F&S	Facilities and Services
HHW	Household Hazardous Waste
IDDE	Illicit Discharge Detection and Elimination
IPM	Integrated Pest Management
LEED	Leadership in Energy and Environmental Design
LID	Low Impact Development
MAP	Monitoring/Assessment Plan
MCM	Minimum Control Measure
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
NC	New Construction
NMED	New Mexico Environment Department
NMSU	New Mexico State University
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
OASIS	Organization of Aggie Students Inspiring Sustainability
PIO	Public Information Office
SEE	Stell Environmental Enterprises, Inc.
SWMP	Storm Water Management Program
SWPPP	Storm Water Pollution Prevention Plan
SWRES	Southwest Region Experiment Station
UA	Urbanized Area
U.S.	United States
USGBC	United States Green Building Council

1.0 INTRODUCTION

New Mexico State University (NMSU) prepared this annual report with the assistance of Stell Environmental Enterprises, Inc. (SEE) for the year of July 01, 2012 through June 30, 2013. The contents of the report are specific to NMSU's small Municipal Separate Storm Sewer System (MS4) operations, under National Pollutant Discharge Elimination System (NPDES) Tracking Number NMR04L002. NMSU is not relying on another government entity to satisfy any of its permit requirements.

1.1 BACKGROUND

As authorized by the Clean Water Act (CWA), the National Pollutant Discharge Elimination System (NPDES) permit program regulates point source pollutant discharges into waters of the United States (U.S). Storm water point source discharges occur where storm water runoff is discharged into waters of the U.S. (i.e., an arroyo) from drainage structures, such as pipes, streets, gutters, flumes, and man-made ditches. The system of drainage structures that conveys and discharges storm water is called a Municipal Separate Storm Sewer System (MS4), when owned or operated by a city, county, state or other public body. The U.S. Environmental Protection Agency (EPA) Region 6, Water Quality Protection Division, administers the NPDES permit program and regulates MS4s within the State of New Mexico.

The CWA NPDES storm water permit program was implemented in phases due to the large number and variety of MS4s throughout the United States. Phase I of the program required NPDES permit authorization for medium and large MS4s, which are MS4s that served a municipal population of 100,000 or more at the time of the 1990 U.S. census. Phase II of the program regulates small MS4s, which are MS4s that served a municipal population of less than 100,000 at the time of the 1990 U.S. census and are currently within a census-defined, urbanized area (UA). Under the NPDES permit program, medium and large MS4s are issued individual permits, while small MS4s receive coverage from a general permit.

New Mexico State University (NMSU) is the operator of a small MS4 within the Las Cruces UA in Doña Ana County, New Mexico. A map of the current Las Cruces UA is available at:

http://www2.census.gov/geo/maps/dc10map/UAUC_RefMap/ua/ua47935_las_cruces_nm/DC10UA47935.pdf

NMSU is therefore authorized to discharge storm water from its MS4 by NPDES General Permit for Discharges from Small MS4s No. NMR040000 (Small MS4 General Permit).

1.2 STATEMENT OF PURPOSE

The purpose of this annual report is to document the status of NMSU's compliance with the conditions of the Small MS4 General Permit. The permit requires the report be submitted to the EPA Region 6 no later than October 01, 2013. A copy of the report must also be sent to the New Mexico Environment Department (NMED), Surface Water Quality Bureau.

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2.0 COMPLIANCE STATUS

The EPA issued the Small MS4 General Permit with an effective date of July 1, 2007. The permit was issued for a period of five years and expired on June 30, 2012. Since EPA has not reissued or replaced the permit, NMSU is operating its MS4 under Part 6.3 of the permit, *Continuation of the Expired General Permit*. In accordance with this standard permit condition, the conditions and requirements of the Small MS4 General Permit remain in effect through an administrative continuance under the Administrative Procedures Act.

The period of time covered by this annual report is the first year of administrative continuance. During the year, NMSU submitted its 2012 Small MS4 Annual Report to the EPA. NMSU received no comments on the report from EPA. NMSU had no discharges during the year that violated the conditions of its authorization under the Small MS4 General Permit.

Under the administrative continuance, NMSU will continue to comply with the conditions of the General Permit for Small MS4 operators. Upon reissuance of the permit, NMSU will revise its Storm Water Management Program (SWMP) accordingly for submission to EPA Region 6 by the deadline specified in the new permit.

2.1 WATER QUALITY MANAGEMENT OBJECTIVE

The NPDES permit program is a federal regulatory program to control discharges of pollutants to surface waters of the U.S. The program has specific water quality management objectives for:

- Surface waters on the EPA-approved list of impaired waters for the State of New Mexico, under Section 303(d) of the CWA
- Outstanding Natural Resource Waters identified as Tier 2, Tier 2.5, or Tier 3 surface waters under Chapter 40, Part 131.12(a) of the Code of Federal Regulations (CFR)

NMSU's MS4 does not discharge to either of the above types of surface water. Therefore, the water quality management objective for NMSU's SWMP is to eliminate the discharge of pollutants to the maximum extent practicable (MEP), by implementing the six minimum control measures (MCMs) in the Small MS4 General Permit.

2.2 POLLUTANT REDUCTION GOALS

NMSU's SWMP contains the following six MCMs to reduce pollutants in its storm water discharges:

- Public Education and Outreach on Storm Water Impacts
- Public Involvement/Participation
- Illicit Discharge Detection and Elimination (IDDE)
- Construction Site Storm Water Runoff Control
- Post-Construction Storm Water Management in New Development and Redevelopment
- Pollution Prevention/Good Housekeeping for Municipal Operations

For each MCM, the SWMP contains a series of Best Management Practices (BMPs) that are specific to the targeted audiences and pollutants of NMSU's MS4. This annual report evaluates the effectiveness of the NMSU SWMP based on the achievement of measurable goals for the BMPs.

Tables 1 through 6 summarize the BMP goals for July 01, 2012 through June 30, 2013, which was the first year of the permit's administrative continuance. The progress NMSU made towards meeting each BMP goal is reported as one the following:

- Completed – The goal was achieved last year. Activities for the BMP were completed as scheduled.
- In-Progress – Activities were initiated to accomplish the goal, but the activities were not completed by the end of the permit year.
- Delayed – Activities to accomplish the goal were delayed until the next permit year.
- Not Applicable – Activities were either not scheduled or not needed for this BMP during the year.

Planned activities for 2013-2014 represent the SWMP's measurable goals for the next permit year, which is the second year of the Small MS4 General Permit's administrative continuance. The planned activities are for the period of July 01, 2013 through June 30, 2014.

Table 1: Public Education and Outreach

BMP No.	BMP Description	Responsible Department	Measurable Goals Permit Continuance Year 1 (2012 - 2013)	Progress On Goals Permit Continuance Year 1 (2012 - 2013)	Planned Activities Permit Continuance Year 2 (2013 - 2014)
1-1	Communications Plan	Environmental Health and Safety	Track methods used and estimate number of contacts made	In-Progress	Update the Communications Plan Implement the updated plan Track methods used and estimate number of contacts made
1-2	Storm Water Webpage	Environmental Health and Safety	Review and update webpage as needed	Completed	Review and update webpage as needed
1-3	@*NMSU* Articles	Environmental Health and Safety	Publish two articles	Delayed	Publish two articles
1-4	Family Housing Information Packet	Housing and Residential Life	Track number of packets distributed that include pollution prevention information	Completed	Track number of packets distributed that include pollution prevention information
1-5	Residential Information via E-Mail	Housing and Residential Life	Distribute pollution prevention information to residents twice via e-mail	Completed	Distribute pollution prevention information to residents twice via e-mail
1-6	Special Event Pollution Prevention	Environmental Health and Safety	Cleanup event grounds before the next storm event, if practical, and in no case later than two working days after each special event	Completed	Cleanup event grounds before the next storm event, if practical, and in no case later than two working days after each special event
1-7	Public Radio and Television	Environmental Health and Safety	Produce program on sources of storm water pollution	Delayed	Produce program on sources of storm water pollution

Table 2: Public Involvement/Participation

BMP No.	BMP Description	Responsible Department	Measurable Goals Permit Continuance Year 1 (2012 - 2013)	Progress On Goals Permit Continuance Year 1 (2012 - 2013)	Planned Activities Permit Continuance Year 2 (2013 - 2014)
2-1	Web Access to the SWMP	Environmental Health and Safety	Add the 2012 and 2011 Annual Reports to the webpage	Completed	Add the 2013 Annual Report to the webpage
2-2	Advertisements in *The Round Up*	Environmental Health and Safety	Publish an advertisement soliciting comments on and involvement in the SWMP by Nov. 15, 2012	Delayed	Publish an advertisement soliciting comments on and involvement in the SWMP by November 15, 2013
2-3	Public Report Phone Number	Environmental Health and Safety	Develop written procedures for tracking the number and types of reports received, and implement tracking	Completed	Track the number and types of reports received and the results of investigations resulting from the reports
2-4	Student Government Activities	Sustainability	Meet with ESSO and OASIS on a regular schedule and support student activities related to pollution prevention	Completed	Meet with ESSO and OASIS on a regular schedule and support student activities related to pollution prevention

Table 3: Illicit Discharge Detection and Elimination

BMP No.	BMP Description	Responsible Department	Measurable Goals Permit Continuance Year 1 (2012 - 2013)	Progress On Goals Permit Continuance Year 1 (2012 - 2013)	Planned Activities Permit Continuance Year 2 (2013 - 2014)
3-1	Outfall Mapping	Environmental Health and Safety	Add new MS4 outfalls to the maps as they are constructed	Completed	Add new MS4 outfalls to the maps as they are constructed
3-2	Outfall Screening	Environmental Health and Safety	Screen 100% of outfalls for evidence of illicit discharges	Completed	Screen 100% of outfalls for evidence of illicit discharges
3-3	Recycling	Facilities Operations	Track the types and amount of material recycled	Completed	Track the types and amount of material recycled
3-4	HHW Information for Residents	Housing and Residential Life	Provide information about proper HHW disposal to family housing residents	Completed	Provide information about proper HHW disposal to family housing residents
3-5	Public Trash Receptacles	Facilities Operations	Track number of receptacles provided	Completed	Track number of receptacles provided
3-6	Inspections for Trash and Debris	Facilities Operations	Inspect for and remove trash and debris from the campus grounds once a week	Completed	Inspect for and remove trash and debris from the campus grounds once a week
3-7	Grounds Maintenance Employee Training	Facilities Operations	Train new employees within 3 months of being hired	Completed	Train employees to identify and report illicit discharges

Table 4: Construction Site Storm Water Runoff Control

BMP No.	BMP Description	Responsible Department	Measurable Goals Permit Continuance Year 1 (2012 - 2013)	Progress On Goals Permit Continuance Year 1 (2012 - 2013)	Planned Activities Permit Continuance Year 2 (2013 - 2014)
4-1	NMSU Employee SWPPP Training	Environmental Health and Safety	Train new SWPPP reviewers and inspectors within 6 months of being hired Train SWPPP reviewers and inspectors on the new CGP requirements	Not Applicable Completed	Train new SWPPP reviewers and inspectors within 6 months of being hired
4-2	SWPPP Review Checklist	Project Development and Engineering	Update SWPPP Review Checklist to include new CGP requirements	Completed	Use checklist to review SWPPPs on 100% of NMSU's construction projects that disturb 1 acre or more or that are part of a common plan
4-3	SWPPP Inspection Report	Project Development and Engineering	Update SWPPP Inspection Report to include new CGP requirements	Completed	Track the number of inspections on NMSU's construction sites Track the inspection results
4-4	Tenant Construction Compliance	Office of Real Estate	Ensure new leases require CGP compliance	Delayed	Ensure new leases require CGP compliance
4-5	Tenant Construction Inspection	Project Development and Engineering	Within legal authority, develop procedures to inspect tenants' compliance with the CGP Track number of tenant construction inspections performed by NMSU and type of enforcement actions	Delayed Delayed	After BMP4-4 is completed, develop and implement schedule for inspecting tenants' construction activity Track number of tenant construction inspections performed by NMSU and the percentage that result in notices

Table 5: Post-Construction Storm Water Management in New Development and Redevelopment

BMP No.	BMP Description	Responsible Department	Measurable Goals Permit Continuance Year 1 (2012 - 2013)	Progress On Goals Permit Continuance Year 1 (2012 - 2013)	Planned Activities Permit Continuance Year 2 (2013 - 2014)
5-1	LEED Silver Standards for Capital Improvement Projects	Project Development and Engineering	Track percentage of capital improvement projects that receive LEED Silver certification	Completed	Track percentage of capital improvement projects that receive LEED Silver certification or higher
5-2	Drainage Design Guidelines	Project Development and Engineering	No activity scheduled	Not Applicable	No activity scheduled
5-3	Tenant Development Requirements	Office of Real Estate	Ensure new leases require compliance with drainage guidelines	Delayed	Ensure new leases require compliance with drainage guidelines
5-4	Plan Review	Project Development and Engineering	Review NMSU and tenant development plans (within legal authority) for compliance with Urban Drainage Criteria	Completed	Review NMSU and tenant development plans (within legal authority) for compliance with Urban Drainage Criteria
5-5	MS4 Inspection and Repair Program	Project Development and Engineering	Update MS4 inventory as new infrastructure is constructed Develop an inspection schedule for the inventoried structures Track amount of material removed from MS4 and types or repairs	Delayed	Update MS4 inventory as new infrastructure is constructed Develop an inspection schedule for the inventoried structures Track amount of material removed from MS4 and types or repairs
5-6	LID Workshop	Project Development and Engineering	No activity scheduled	Not Applicable	No activity scheduled

Table 6: Pollution Prevention/Good Housekeeping for Municipal Operations

BMP No.	BMP Description	Responsible Department	Measurable Goals Permit Continuance Year 1 (2012 - 2013)	Progress On Goals Permit Continuance Year 1 (2012 - 2013)	Planned Activities Permit Continuance Year 2 (2013 - 2014)
6-1	Good Housekeeping Procedures for Shops and Maint. Facilities	Facilities Operations	Train employees to use good housekeeping procedures and implement the procedures Train new employees within three months of being hired	Completed In-Progress	Train employees to utilize good housekeeping and pollution prevention procedures
6-2	Annual Storm Water Pollution Prevention Inspections	Environmental Health and Safety	Track number of shops and facilities inspected and percentage that need corrective measures	In-Progress	Track number of shops and facilities inspected and percentage that need corrective measures
6-3	Integrated Pest Management (IPM) Program	Facilities Operations	No activity scheduled	Not Applicable	No activity scheduled
6-4	Street Sweeping	Facilities Operations	Sweep each major thoroughfare monthly Track the amount of material removed by street sweeping	Completed In-Progress	Sweep each major thoroughfare monthly Track the amount of material removed by street sweeping
6-5	Material Handling Procedures for MS4 Maintenance	Facilities Operations	Develop written material handling procedures and train employees Track disposal of material removed from MS4	Delayed Delayed	Develop written material handling procedures and train employees Track disposal of material removed from MS4
6-6	Composting of Landscaping Waste	Facilities Operations	Track amount of material composted and amount of compost applied to open spaces	Completed	Track amount of material composted and amount of compost applied to open spaces
6-7	Feasibility Study of Controls for Animal Pens	Project Development and Engineering	Complete feasibility study and prepare an implementation plan for any feasible controls	Delayed	Complete feasibility study and prepare an implementation plan for any feasible controls

3.0 ASSESSMENT OF BEST MANAGEMENT PRACTICES

This section of the annual report assesses the status of the BMPs for the six MCMs that NMSU is required by the Small MS4 General Permit to have in its SWMP. The BMPs include specific actions taken by NMSU to reduce pollutant discharges in its storm water runoff.

3.1 PUBLIC EDUCATION AND OUTREACH (MCM #1)

Public education and outreach provides information to increase the campus community's understanding and knowledge of storm water quality issues. The objective of MCM #1 is to encourage faculty, staff, students, and visitors to change their behavior in ways that reduce pollutants in storm water runoff.

The NMSU SWMP implemented the following BMPs for public education and outreach. Appendix A contains the materials and correspondence associated with the BMPs for this MCM.

3.1.1 COMMUNICATIONS PLAN (BMP 1-1)

During permit year three, NMSU's Public Information Office (PIO) developed a *Communications Plan* that identified targeted audiences and the methods for providing storm water quality information to them. The methods employed by the plan and the contacts made using these methods are tracked as part of other BMPs in the SWMP, such as BMP 1-4, the type of information provided to family housing residents and the number of residents receiving the information.

Since the *Communications Plan* was developed, responsibility for implementing the plan has moved from PIO to the engineering office in Facilities and Services (F&S), and then to Environmental Health and Safety (EH&S) in F&S during this past year. SWMP activities are now all managed in EH&S, which has expertise in regulatory compliance and experience in safety training. EH&S is utilizing this ability to improve the *Communications Plan*. The *Communications Plan* will be revised accordingly to reflect the new organizational relationships, roles, and responsibilities. A copy of the draft *Communications Plan* is in Appendix A.

3.1.2 STORM WATER WEBPAGE (BMP 1-2)

NMSU developed a webpage to share information about its SWMP with the general public and its student body. The webpage provides an easily accessible, online source of information to facilitate SWMP understanding and participation. Documents available for review and download on the site include the SWMP, annual reports, information about the Small MS4 General Permit, and guidance on complying with the NPDES Construction General Permit (CGP). The webpage was updated during the past year to include sections called "*Be Storm Water Savvy!"* and "*How Do I Spot an Illicit Discharge?"* A printed view of the webpage is available in Appendix A.

During the permit year, the webpage received approximately 296 visitors. NMSU will continue to maintain the SWMP webpage, which is accessible at:

http://ofs.nmsu.edu/SWMP.html

3.1.3 @NMSU ARTICLES (BMP 1-3)

@NMSU is a bi-monthly electronic newsletter for NMSU faculty and staff members. NMSU plans to publish two articles pertaining to storm water management during the upcoming permit year.

3.1.4 FAMILY HOUSING INFORMATION PACKET (BMP 1-4)

All new family housing residents receive a packet of information during the registration process. The packet contains information on proper handling of household hazardous waste (HHW). A copy of the HHW information is in Appendix A.

The HHW information provides residents with examples of HHW and the location to dispose of HHW. NMSU distributed approximately 241 information packets to new residents of student family housing, during the past permit year.

3.1.5 RESIDENTIAL INFORMATION VIA E-MAIL (BMP1-5)

Twice a year, NMSU residents receive storm water pollution prevention information via e-mail distribution. During the past permit year, an e-mail was sent to approximately 574 residents on May 06, 2013 to provide information about the Phase II Small MS4 General Permit requirements that are applicable to NMSU. On June 11, 2013, approximately 647 residents received information on the safe handling and disposal of HHW via e-mail. The e-mails are documented in Appendix A.

3.1.6 SPECIAL EVENT POLLUTION PREVENTION (BMP 1-6)

Special events generate significant amounts of trash, debris and other pollutants that have the potential to enter the NMSU MS4. University facilities are also leased for these purposes by non-University organizations. The NMSU Athletics Department, a semi-autonomous part of NMSU, manages special event leases.

Examples of outdoor special events that took place on the NMSU campus during the past permit year include the Vans Warped Tour, NMSU baseball and football games, and a tournament of bands. Following the Vans Warped Tour, the NMSU Special Events crew removed an estimated 40 tons of trash from the event grounds, which was subsequently transported for the Las Cruces waste transfer station for disposal. Similar actions were taken by the Special Events crew following the other events noted above.

3.1.7 PUBLIC RADIO AND TELEVISION (BMP 1-7)

The NMSU KRWG television and radio station (90.7 FM) is a public media outlet for southwestern New Mexico and western Texas. It is part of the National Public Radio (NPR) network and therefore provides a non-commercial communications medium for public education. During the next permit year, NMSU plans to organize and participate in a broadcast on KRWG regarding storm water pollutant sources and practical pollution prevention measures.

3.2 PUBLIC INVOLVEMENT AND PARTICIPATION (MCM #2)

Public involvement and participation solicits valuable input from the community regarding storm water management issues and provides the opportunity for interested stakeholders to become actively involved in program implementation. The objective of MCM #2 is to develop community ownership of the SWMP by providing access to SWMP information and opportunities for the public to participate in program development and activities.

The NMSU SWMP implemented the following BMPs for public involvement and participation. Appendix B contains the materials and correspondence associated with the BMPs for this MCM.

3.2.1 WEB ACCESS TO THE SWMP (BMP 2-1)

NMSU provides a link to its SWMP and the most recent SWMP Annual Report via the program webpage (refer to BMP 1-2). During the past permit year, a tracking process was initiated to monitor the number of times these documents were viewed. The

tracking for the annual report started on May 10, 2013. Six visitors accessed the 2012 Annual Report between that date and June 30, 2013. Tracking of webpage visitors who viewed the SWMP was started at the end of June.

NMSU will continue to track the number of individual visitors to the storm water webpage who access the SWMP and the annual report during the next permit year. A link to this annual report for the period of July 01, 2012 through June 30, 2013 will be added to the webpage.

3.2.2 ADVERTISEMENTS IN THE ROUND UP (BMP 2-2)

The Round Up is a print and electronic newspaper that caters to NMSU's student population. NMSU plans to use *The Round Up* to advertise the availability of SWMP for public review and comment by November 15, 2013.

3.2.3 PUBLIC REPORT PHONE NUMBER (BMP 2-3)

NMSU has established a phone number (575-646-3327) for public reporting of illicit discharges, illegal dumping, construction site discharges, and other storm water pollution issues. The number is provided on the SWMP webpage. NMSU conducts investigations of all reported discharges to determine if they are allowable or illicit.

During the past year, NMSU developed two forms for use with public reports. One form, the NMSU EH&S Incident Response Record, is used to record information received from the public. The other form, Storm Water Incident Response Form, is used to record the investigation, findings, and any corrective actions that resulted. Appendix B contains a copy of each form.

3.2.4 STUDENT GOVERNMENT ACTIVITIES (BMP 2-4)

The NMSU student body is a target audience for the SWMP's public involvement, and the student body government provides a convenient means of accessing these stakeholders to increase their awareness of storm water quality issues. During the past permit year, a representative from the Office of Sustainability attended 24 meetings with the Organization of Aggie Students Inspiring Sustainability (OASIS) and six meetings with the Environmental Science Student Organization (ESSO). Both of these student organizations focus on topics related to sustainability, which include storm water pollution prevention. On average, approximately 15 OASIS members and six ESSO members attended each meeting, respectively.

Additionally, in celebration of Earth Day in August 2012, ESSO students developed a booth with an exhibit that promoted awareness of soils and their filtration properties, which improve water quality. The exhibit used a dye to track the flow of water and results of infiltration through the soil medium. Approximately 40 students viewed the exhibit.

3.2.5 OTHER ACTIVITY

NMSU students annually participate in a recycling challenge ("RecycleMania") over an eight week period, which for last year was from February 3 to April 30, 2013. The event raises awareness about the benefits of materials reuse and the associated environmental benefits. NMSU was one of 274 colleges/universities participating in the challenge this past year and won seventh place with an average recycling rate of 74 percent. The focus on materials as valuable materials to be recycled potentially reduces the amount of these materials that are discarded as litter into the MS4. RecycleMania competition results are documented in Appendix B.

3.3 ILLICIT DISCHARGE DETECTION AND ELIMINATION (MCM #3)

The Small MS4 General Permit definition for an "illicit discharge" to an MS4 under the NPDES program is any discharge "that is not composed entirely of storm water," with a few exceptions. Sources of illicit discharges include sanitary sewer overflows, laundry wastewater, automotive maintenance fluids, and household chemicals, among others. The objective of MCM #3 is to prevent, find, and eliminate sources of illicit discharges to the MS4.

The NMSU SWMP implemented the following BMPs for illicit discharge detection and elimination. Appendix C contains the materials and correspondence associated with the BMPs for this MCM.

3.3.1 OUTFALL MAPPING (BMP 3-1)

On May 29, 2013, NMSU conducted a survey of MS4 outfalls to document their condition and location. The survey results were used to update the MS4 outfall map. The new maps and the outfall data are in NMSU in Appendix C.

Also in Appendix C is the Outfall Verification Data Form used to survey the outfalls. NMSU will continue to use this verification form to gather data on and map new outfalls from its MS4.

3.3.2 OUTFALL SCREENING (BMP 3-2)

As part of the MS4 outfall survey, NMSU screened 100 percent of its MS4 outfalls for evidence of illicit discharges. Results of the screening are in Appendix C. One potentially illicit discharge was detected. Upon further investigation, the source was determined to be an uncontaminated, ground water purge that occurs daily at one of NMSU's drinking water wells. Appendix C contains the Outfall Screening Data Form and related records that document NMSU's response to the discharge. NMSU concluded that the discharge was allowable.

As evidenced by the outfall screening data in Appendix C, no other potentially illicit discharges were identified during the screening process. Appendix C also contains the Outfall Screening Data Form used to screen the outfalls. NMSU will continue to use this form to annually screen all of its MS4 outfalls for illicit discharges.

3.3.3 RECYCLING (BMP 3-3)

The NMSU recycling program maintains receptacles on campus to collect scrap metals, white goods, aluminum, plastic, paper, cardboard, and chipboard. The program also provides curbside recycling bins for about 500 family housing units. During a one year period, NMSU recycles approximately 50 tons of scrap metals or white goods, 55 tons of plastic and aluminum, and 250 tons of paper, cardboard, and chipboard. Appendix C contains the most recent copy of NMSU's recyclable materials report, which is for calendar year 2012.

3.3.4 HOUSEHOLD HAZARDOUS WASTE INFORMATION FOR RESIDENTS (BMP 3-4)

NMSU students residing in on-campus, family housing units can generate HHW from the use of cleaning products, pesticides, paint, and automotive fluids such as used motor oil. To increase awareness of these potential sources of storm water pollutants, NMSU included HHW information in the materials provided to new family housing residents (refer to BMP1-4). Approximately 241 residents received the new resident materials during the past permit year. NMSU also distributed similar information to a larger group of on-campus residents via an e-mail that was sent to 574 residents on June 11, 2013 (Refer to BMP 1-7).

3.3.5 PUBLIC TRASH RECEPTACLES (BMP 3-5)

To make proper disposal of waste material easy, NMSU maintains multiple trash receptacles and dumpsters around campus. NMSU uses a contractor to collect trash from the receptacles and dumpsters on a regular schedule. The trash is collected at frequencies varying from once a week to five days a week, as needed based on usage. Appendix C includes a list of NMSU's Solid Waste Collection Points and Schedules. During the upcoming permit year, NMSU will continue to maintain and empty trash receptacles and dumpsters on a regular schedule.

3.3.6 INSPECTIONS FOR TRASH AND DEBRIS (BMP 3-6)

Grounds maintenance crews at NMSU routinely inspect the campus for loose trash and debris during daily operations. These inspections occur once a week, at a minimum. Solid waste materials found during the course of daily maintenance activities are collected for disposal at the nearest collection point. Appendix C contains a copy of the litter and debris maintenance schedule for the permit reporting period.

3.3.7 GROUNDS MAINTENANCE EMPLOYEE TRAINING (BMP 3-7)

All new grounds maintenance employees receive training for the identification and reporting of illicit discharges. The training covers much of the same information available on the NMSU SWMP webpage regarding illicit discharge detection and elimination. Appendix C provides a copy of the sign-in sheet for training conducted during the past permit year.

3.4 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL (MCM #4)

Storm water runoff from construction sites is a significant contributor to surface water degradation, both in terms of sedimentation and pollutants. The objective of MCM #4 is to reduce pollutants that flow into the MS4 from construction activities that disturb one acre or more of soil or that are part of a common plan of development that disturbs one acre or more of soil.

The NMSU SWMP implemented the following BMPs for construction site storm water runoff control. Appendix D contains the materials and correspondence associated with the BMPs for this MCM.

3.4.1 NMSU EMPLOYEE SWPPP TRAINING (BMP 4-1)

NMSU provides training to employees who conduct Storm Water Pollution Prevention Plan (SWPPP) reviews and inspections under the NPDES Construction General Permit (CGP). On June 04, 2013, employees were trained on the new requirements of the CGP, which became effective on February 16, 2012 (2012 CGP). A list of employees who participated in the training is in Appendix D. New employees hired to review or inspect SWPPPs in the coming year will be trained in the CGP requirements for SWPPPs within six months of their hire date.

3.4.2 SWPPP REVIEW CHECKLIST (BMP 4-2)

NMSU uses a checklist to review SWPPPs for its capital improvement projects and other construction projects that exceed the soil disturbance applicability threshold of the CGP. The checklist ensures that a SWPPP is completed before submission of the Notice of Intent (NOI) for the project and the start of soil disturbing activities at the construction site. NMSU revises the checklist as needed or in response to new CGP requirements. During the past year, the checklist was revised to be in accordance with the new requirements of the 2012. A copy of the checklist is in Appendix D.

3.4.3 SWPPP INSPECTION REPORT (BMP 4-3)

NMSU uses EPA's template for SWPPP inspection reports. EPA issued the template after the 2012 CGP, and the template is in accordance with the inspection report requirements of the 2012 CGP. The SWPPP inspection report template will be used during the next permit year for NMSU construction site inspections. A copy of the template is in Appendix D.

3.4.4 TENANT CONSTRUCTION COMPLIANCE (BMP 4-4)

NMSU was not able to incorporate CGP requirements into new tenant leases during the past permit year; however, proposed text for the leases was drafted. EH&S will coordinate with NMSU's Office of Real Estate and Office of the General Counsel to determine the feasibility of incorporating the text into tenant leases.

3.4.5 TENANT CONSTRUCTION INSPECTION (BMP 4-5)

As a university operated by the State of New Mexico, NMSU has limited authority to inspect and enforce construction site erosion, sediment, and waste controls on leased lands owned by the university. Within its legal authority, NMSU recently developed a tenant construction site inspection form, based on evaluating erosion, sediment, and waste controls from its rights-of-way, drainage ways, and other university property, without entering the leased land. The inspection form is based on the requirements of the 2012 CGP.

NMSU also developed a letter of findings that it will send to lease holders when inspections find discharges or conditions that may result in pollutants being released to the MS4 or surface water. The letter is designed to inform tenants of the identified issues and to educate them about the requirements of the CGP that are applicable to the tenants' construction activities.

Implementation of inspections using these forms was delayed during the past permit year. Therefore, NMSU will develop an inspection schedule and commence inspections of tenant's construction sites during the upcoming permit year. Appendix D contains a copy of the tenant construction site inspection form and the letter of findings.

3.5 POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT (MCM #5)

Recent research funded by the EPA has shown that the post-construction change in land use is the single most significant contributor to degradation of surface water quality. Low impact site planning and grading and drainage design can be used to reduce the surface water quality impact of development. The objective of MCM #5 is to implement planning and design practices for development and redevelopment that reduce the increase in storm water runoff quantity, rate, and pollutant load under post-construction conditions.

The NMSU SWMP implemented the following BMPs for post-construction storm water management in new development and redevelopment. Appendix E contains the materials and correspondence associated with the BMPs for this MCM.

3.5.1 LEED SILVER STANDARDS FOR CAPITAL IMPROVEMENT PROJECTS (BMP5-1)

NMSU's policy for development requires the use of the U.S. Green Building Council's Leadership in Environmental and Energy Design (LEED) rating system and sets a goal of LEED Silver certification for new buildings. NMSU staff members meet regularly with design and construction firms to review the LEED New Construction (NC) checklist and to prepare for a LEED NC certification during the design process. The checklist allows

the design team to verify design features required to achieve a LEED NC Silver certification are incorporated into the project and to verify that the features are consistent with NMSU's objectives for the building. NMSU then applies for LEED certification post-construction.

During the past year, the following projects within the regulated portion of NMSU's MS4 received LEED NC Gold certification (one level above the Silver certification):

- Health and Social Services Annex
- Addition to the New Mexico Department of Agriculture Building
- Auxiliary Services Building / Barnes and Noble

Appendix D contains a report on the above buildings, as well as other LEED NC certified buildings that were constructed on campuses that are outside of NMSU's regulated MS4 within the Las Cruces UA.

NMSU had two projects in the construction phase last year, the Satellite Chilled Water Plant and the Arts Complex. The LEED certification application will be submitted in the coming year. Storm water runoff for the Satellite Chilled Water Plant is discharged to the surrounding ground surface, where infiltration and evaporation attenuates the volume that reaches adjacent streets. The Arts Complex uses a more sophisticated design with subsurface storage to reduce the post-construction impacts of its storm water runoff. The design results in the quantity of post-construction runoff matching pre-construction conditions. Documentation on the storm water strategies and design methods for the Arts Complex is in Appendix E.

3.5.2 Drainage Design Guidelines (BMP 5-2)

In accordance with the schedule in the SWMP, NMSU developed Urban Drainage Criteria and finished this BMP during the fourth (2010-2011) permit year. No further action is anticipated in relation to BMP 5-2. NMSU will consider replacing the BMP with a new one when updating its SWMP after EPA reissues the Small MS4 General Permit.

3.5.3 Tenant Development Requirements (BMP 5-3)

NMSU was not able to incorporate the Urban Drainage Criteria into new tenant leases during the past permit year; however, proposed text for the leases was drafted. EH&S will coordinate with NMSU's Office of Real Estate and Office of the General Counsel to determine the feasibility of incorporating the text into tenant leases.

3.5.4 Plan Review (BMP 5-4)

NMSU reviews grading and drainage plans during the design phase of its development projects, to verify the design is in accordance with the Urban Drainage Criteria. During the past year, Parking Lot 40 was the only project with a significant drainage component that was reviewed for compliance with the criteria. Other projects reviewed during the year were:

- Institute for Public Policy
- Well 16 to the City of Las Cruces pipeline
- EC-1 Roof Extension
- Computer Center Utility Cart Parking Area
- South Espina Street Parking

- Sam Steele Curb and Gutter
- Southwest Region Experiment Station (SWRES) 4Kv Distribution Upgrade
- SWRES Service Upgrade
- Frenger Street Rehabilitation
- Slab at the Warehouse

During the next permit year, NMSU plans to formalize its Urban Drainage Criteria review process.

3.5.5 MS4 Inspection and Repair Program (BMP 5-5)

NMSU maintains an inventory of its drainage infrastructure that includes retention ponds, channels, inlets, storm drain pipes, swales, and culverts. NMSU plans to update its drainage infrastructure inventory during the upcoming permit year. The updated inventory will be used to establish an infrastructure inspection schedule. Cleaning and repair of the structures will be accomplished as needed based on the results of inspections. NMSU will track the amount of material removed from its MS4 and the infrastructure repairs made as a result of the inspections.

3.5.6 Low Impact Development Workshop (BMP 5-6)

The SWMP scheduled a LID Workshop for permit year five, but the workshop was completed a year earlier on August 26, 2012, during permit year four. This BMP is completed under the current Small MS4 General Permit. NMSU will consider adding LID educational activities to BMP 5-6 after EPA reissues the permit.

3.6 POLLUTION PREVENTION / GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS (MCM # 6)

The amount and types of pollutants discharged into a MS4 are highly variable and often difficult to discern in terms of source. Pollution prevention represents the most cost-effective approach to storm water quality management for MS4 operators who have the responsibility to reduce pollutants in their storm water discharges. The objective of MCM #6 is to reduce discharges of pollutants from campus operations and maintenance by incorporating pollution prevention and good housekeeping practices into operational and maintenance plans, policies, and procedures and through employee education and training.

The NMSU SWMP implemented the following BMPs for pollution prevention / good housekeeping for municipal operations. Appendix F contains the materials and correspondence associated with the BMPs for this MCM.

3.6.1 Good Housekeeping Procedures for Shops and Maintenance Facilities (BMP 6-1)

During permit year five (2011-2012), NMSU surveyed its shops and maintenance facilities and identified nine of which have the potential to contribute pollutants to storm water discharges. The nine craft shops and maintenance facilities are:

- Agricultural Facility (Main Campus)
- Central Utility Plant (CUP)
- Fleet Maintenance Shop
- Grounds Facility

- HVAC Shop
- Plumbing Shop
- Recycling Facility
- Structural Maintenance and Welding Shop
- Warehouse

NMSU developed good housekeeping and pollution prevention procedures for the activities conducted by these nine facilities. The procedures were completed in July 2012 and included in last year's annual report.

During the past permit year, NMSU trained the employees of the shops and maintenance facilities. The training presented an overview of the MS4 permit and pollution prevention, and then discussed the specific good housekeeping and pollution prevention procedures developed for the employees' activities. Copies of the training sign-in sheets are in Appendix F.

3.6.2 Annual Storm Water Pollution Prevention Inspections (BMP 6-2)

NMSU developed annual inspection forms for the nine shops and maintenance facilities that have the potential to contribute pollutants to storm water discharges at same time it developed the good housekeeping and pollution prevention procedures (BMP 6-1). The inspection forms will be used to measure the effectiveness of the procedures. Copies of the forms were included in last year's annual report. Since the training to implement the procedures was completed in September 2012, the first annual inspections are scheduled for September 2013.

During the past year, NMSU EH&S, inspected for potential storm water pollutants during its annual hazardous materials inspections and when responding to incidents reported at the shops and maintenance facilities. Copies of EH&S' inspection checklists and incident response records are in Appendix F.

3.6.3 Integrated Pest Management Program (BMP 6-3)

In 2009 NMSU assumed grounds maintenance responsibilities that were previously performed by a contractor. With respect to pest management, NMSU continued to implement many of the integrated pest management (IPM) methods previously employed by the contractor. During the fourth permit year (2010-2011), NMSU formalized these methods with a written IPM program. Adoption and implementation of the IPM program finished BMP 6-3. No further actions are anticipated in relation to this BMP. NMSU will consider replacing the BMP with a new one when updating its SWMP after EPA reissues the Small MS4 General Permit.

3.6.4 Street Sweeping (BMP 6-4)

The majority of storm water discharged from the NMSU MS4 is conveyed by surface flow through the campus streets. NMSU conducts street sweeping on a regular basis throughout the year. Sweeping reduces the amount of pollutants on the streets, which would be available to be transported by storm water runoff. Approximately two tons of trash, sediment, and other pollutants are removed from streets by sweeping each year, including the year covered by this report. Appendix F provides a copy of the street sweeping schedule for the reporting period. During the next year, NMSU plans to develop and implement a process to track in more detail the amount of material removed from the MS4 by street sweeping.

3.6.5 MATERIAL HANDLING PROCEDURES FOR MS4 MAINTENANCE (BMP 6-5)

MS4 maintenance activities include debris and sediment removal from storm water conveyance and storage infrastructure such as inlets, retention ponds, flumes, and other drainage structures. This BMP addresses the proper disposal of these materials to minimize the potential for their re-introduction into the MS4 or waters of the U. S. During the next permit year, NMSU plans to develop written material handling procedures for this purpose and to provide implementation training for employees who are responsible for MS4 maintenance.

3.6.6 COMPOSTING OF LANDSCAPE WASTE (BMP 6-6)

The majority of turf maintenance activities at NMSU use mulching mowers to redistribute these cut materials on-site to enhance water retention on-campus and provide natural fertilization. Organic wastes generated from vegetation management (e.g., pruning) activities are transported to a composting facility located on-campus, and the resultant compost product is utilized in landscaping activities to reduce chemical fertilizer applications. NMSU composts between 100 and 150 tons of organic waste on an annual basis. During the current reporting period, approximately 75 tons of compost was applied to open space areas on the campus. The 2012 Material and Solid Waste Management Form serves to document these actions, a copy of which is in Appendix F.

3.6.7 FEASIBILITY STUDY OF CONTROLS FOR ANIMAL PENS (BMP 6-7)

NMSU maintains numerous animal enclosures on the western end of the campus. NMSU plans to conduct a study in the upcoming permit year to evaluate management options for reducing pollutant discharges to the MS4 generated from the on-going animal husbandry, use, and research activities. The recommendations of the study will then be used to prepare a more specific implementation plan to better manage storm water pollutants associated with this area of the campus.

4.0 ANALYSIS OF MONITORING DATA

The collection of monitoring data is intended to assist in assessing the success of a SWMP in reducing the discharge of pollutants from the MS4 to the MEP. The Small MS4 General Permit allows for, but does not require, storm water sample collection and laboratory analysis, except for when the MS4 discharges to waters on the state's EPA-approved, CWA 303(d) list of impaired waters. In those cases, analytical data is required. For MS4s that do not discharge to impaired water, the purpose of monitoring is to assess the appropriateness of the SWMP's BMPs and the MS4's progress toward achieving the measurable goals in its SWMP.

4.1 WATER QUALITY MONITORING

As noted in Section 2.1, NMSU's MS4 does not discharge to surface waters on the EPA-approved list of impaired waters for the State of New Mexico, under Section 303(d) of the CWA. Therefore, NMSU does not collect storm water samples for monitoring of its MS4 discharges, nor does the Small MS4 General Permit require NMSU to do so.

4.2 MINIMUM CONTROL MEASURES MONITORING

The Small MS4 General Permit requires NMSU to develop a Monitoring / Assessment Plan that:

- Monitors compliance with the SWMP
- Assesses the appropriateness of BMPs in the SWMP
- Measures progress towards achieving the measurable goals identified in the SWMP

NMSU has developed a Monitoring / Assessment Plan to accomplish the above objectives. The plan is in Appendix G and is being submitted to EPA for review with the annual report, as required by the Small MS4 General Permit. The upcoming permit year, 2013-2014, will be the first year that the majority of the BMPs are fully implemented; therefore, collection of data for monitoring will commence in this year.

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5.0 INSPECTION AND ENFORCEMENT ACTIONS

The Small MS4 General Permit requires inspection and enforcement for illicit discharges and construction site storm water runoff. The NMSU Police Department has enforcement authority under the New Mexico Administrative Code to respond to illicit discharges that violate the NPDES permit conditions. The NMSU Police Department did not report, nor did it receive any reports, of illicit discharges or illegal dumping within or around the MS4 for the current reporting period.

NMSU is the owner and operator of all land within its MS4 jurisdiction, except for areas leased to tenant operations. NMSU's opportunities to inspect and enforce construction requirements are limited to its tenant's construction projects. Legal authority and procedures to inspect tenant construction sites are in progress (BMPs 4-4 and 4-5). Inspections and enforcement will commence after full implementation of these BMPs.

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6.0 PROPOSED SWMP CHANGES

The Small MS4 General Permit allows for changes to the SWMP under certain conditions. Since EPA reviewed and approved the SWMP, changes proposed by the MS4 operator must be presented to the EPA in writing for review and concurrence before they are implemented. Changes may be allowed by EPA if the operator wants to:

- Add components, controls, or requirements to the SWMP
- Replace an ineffective or infeasible management practice with an alternate management practice

In accordance with Part 5.5.2 of the Small MS4 General Permit, NMSU is submitting the following proposed changes in writing and under the signature on page i. NMSU will consider the changes as accepted and will begin implementing the changes 60 days after submission of this annual report to EPA for review, as allowed by the permit, unless the proposed changes are denied in writing by the EPA.

6.1 BMP 3-7 GROUNDS MAINTENANCE EMPLOYEE TRAINING

The purpose of this BMP is to enable the Grounds Maintenance employees to identify and report illicit discharges while performing their routine duties. The measurable goals for the BMP were established in the SWMP as:

- Provide illicit discharge detection and reporting training to all Grounds Maintenance employees by March 30, 2010 (permit year 3 goal)
- Provide the same training to all new Grounds Maintenance employees within three months of their hiring date (annual goal)

Since the initial training in 2010, Grounds Maintenance employees have reported no suspected discharges. Although possible, this result does not seem probable, which raises questions about the effectiveness of the BMP.

NMSU believes the Grounds Maintenance employees may be more effective in identifying illicit discharges if the training was held regularly. NMSU proposes to change the measurable goal of BMP 3-7 to: Annually train Grounds Maintenance employees to identify and report illicit discharges.

6.2 BMP 6-1 GOOD HOUSEKEEPING PROCEDURES FOR SHOPS AND MAINTENANCE FACILITIES

During the past year, employees of NMSU's shops and maintenance facilities were trained to implement good housekeeping and pollution prevention procedures. Starting with next year, the measurable goal is planned to be: Provide good housekeeping procedures training to new employees within three months of their hiring date. Based on lessons learned with the Grounds Maintenance employees, NMSU believes annual training will be more effective. NMSU proposes to change the measurable goal of BMP 6-1 to: Annually train employees in the shops and maintenance facilities to utilize the good housekeeping procedures and pollution prevention procedures.

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7.0 PUBLIC REVIEW AND COMMENT

On August 11, 2013 and August 18, 2013, NMSU published a public notice in the *Las Cruces Sun-News* announcing the availability of the draft annual report for public review. A copy of the public notice is in Appendix F. No public comments were received for this report during the 30 day comment period.

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APPENDIX A

Public Education and Outreach

Best Management Practices (BMPs)

Contents

Appendix A-1

2014 Storm Water Management Program (SWMP)
Communications Plan

(BMP 1-1)

SUMMARY SHEET - General Awareness

Driving Force: The greater NMSU Las Cruces campus community is likely not aware of the Storm Water Management Program, nor their role.

Goal: To raise general awareness of, and educate, the NMSU community (students, faculty, staff, and visitors) relative to NMSU's Storm Water Management Program. We all have a role, and our community needs to understand their respective part(s).

Objective: Map out a multi-pronged Communications Plan of general storm water information and deliver it to the NMSU community.

Objective	Target Audience	Message	Format & Distribution Method	Frequency and Anticipated Number of Contacts	Evaluation
1. Make community aware of EPA storm water management requirements, the NMSU program, and our storm water web page.	In order of high-to-low priority: STAFF, FACULTY, STUDENTS, VISITORS	1. Did you know that NMSU has a Storm Water Management Program? Check it out at http://ofs.nmsu.edu/SWMP.html	**SUMMARY**: Make a single announcement covering all components of the message; it can be printed poster size, or shown as a slide presentation. Also make an abriged version (~3" x 5" index card, or bookmark, size).		Prepare a brief questionnaire asking about the respondents awareness or knowledge of the NMSU SWMP. Hand this questionnaire out at all events, and tally results at year end (respective to dates). Ideally we would see an increase in awareness of the program.
			SPECIFICS:		
2. Erase the stigma of "why? - this is the desert!"		2. Water is precious in the desert - let's preserve it! Believe it or not, storm water runoff volumes are substantial...and it can contaminate our river and underground aquifers if not properly managed.	1. Present poster at tabling events (Move-in Day, Aggie Welcome Day, Housing Fair, and Sustainability Day).	1. Four per year; 500 at each event will view the poster (estimated)	
			2. Present slides at Sustainability Council meetings	2. Once per year; 20 people	
			3. Email a pdf of the slide(s) to all Facilities & Services staff.	3. Once per year; 280 people	
3. Raise awareness - specifically of the fact that runoff quality can be affected by all of us, and we each have a role in improving.		3. BE STORM WATER SAVVY! NMSU is actively working to protect and preserve this precious resource - we need your help! Whether it is not littering, driving a car with no leaks, picking up after your pets, or reporting contamination - you can help!	4. Hand out cards at tabling events (Aggie Welcome Week and Earth Day).	4. Twice per year; 150 at each event	
			5. Hand out cards at student organization meetings (ESSO, OASIS).	5. Twice per year; 30 people	
			6. Other opportunities as they become available	6. To be determined	

SUMMARY SHEET - Debris

Driving Force: When NMSU experiences stormwater runoff, flotables and organic debris are commonly present

Goal: Raise awareness of the connection between litter and storm water

Objective: Reduce our measured quantity of flotables and organic debris

Objective	Target Audience	Message	Format & Distribution Method	Frequency and Anticipated Number of Contacts	Evaluation
Increase the number of trash cans and recycling containers on campus.	Facilities and Services Operations; specifically the Grounds and Recycling Groups.	BMP's 3-3 and 3-5 pertain to number of trash and solid waste receptacles on campus; increasing this number should improve NMSU's performance on these BMPs.	Request for more receptacles will be made in face-to-face meeting with Operations management (scheduled for August 1, 2013).	Twice per year, with 4 persons (management of the appropriate Operations groups).	Compare June 30, 2014 volume recycled and number of trash receptacles (from 2014 SWMP Annual Report) with June 30, 2013 numbers (reported in the 2013 SWMP Annual Report).
Experience an increase in the amount of material removed from the MS4.	Facilities and Services Grounds Maintenance Group.	MS4 outfalls and structures shall be inspected and cleaned regularly; amount of material removed shall be tracked.	Training presentations to the Grounds staff.	Twice per year; ~20 staff at each meeting.	Improved performance in BMP 5-5.

SUMMARY SHEET - Illicit Discharges

Driving Force: Illicit Discharges can degrade NMSU stormwater quality

Goal: Ensure the NMSU community is aware of the connection between chemical dumping and storm water

Objective: Improved performance on BMP 3-7

Objective	Target Audience	Message	Format & Distribution Method	Frequency and Anticipated Number of Contacts	Evaluation
Continue to monitor, via Grounds Shop staff, NMSU's MS4 structures for signs of illicit discharge.	NMSU Grounds staff	Define illicit discharge, and give NMSU photographic examples (if any).	Training presentations to the Grounds staff.	Twice per year; ~20 staff at each meeting.	Improved performance on BMP's 3-6 and 3-7 (as reported in the SWMP Annual Reports).
Ensure the transient population of NMSU student housing is aware of illicit discharges and practices best management methods.	Tenants of NMSU Student Housing	Define illicit discharge, and give options for disposal of household chemicals (i.e., the city oil recycling and chemical disposal facility).	Email to Housing tenents	Once per year; 600 contacts (estimated)	Improved performance on BMP's 1-4 and 1-5 (as reported in the SWMP Annual Reports).
			Information flyer in "new resident packets" given to tenants upon move-in.	Twice per year; 200 contacts (estimated)	

SUMMARY SHEET - Organic Debris

Driving Force: Organic debris can clog MS4 structures and impede drainage

Goal: Stormwater runoff and retention unimpeded by organic debris

Objective: Train the Grounds staff to maintain drainage paths, and document the quantity removed

Objective	Target Audience	Message	Format & Distribution Method	Frequency and Anticipated Number of Contacts	Evaluation
Continue to monitor, via Grounds Shop staff, NMSU's MS4 structures for signs of illicit discharge.	NMSU Grounds staff	Define illicit discharge, and give NMSU photographic examples (if any).	Training presentations to the Grounds staff.	Twice per year; ~20 staff at each meeting.	Improved performance on BMP's 3-6 and 3-7 (as reported in the SWMP Annual Reports).

Appendix A-2

SWMP Webpage on June 10, 2013

(BMP 1-2)

New Mexico State University

Home
University Architect
Sustainability
Facilities Operations
Environmental Health and Safety
Project Development and Engineering
Facilities Administration

Search
NMSU Home

Storm Water Management Program

NMSU operates a Municipal Separate Storm Sewer System (MS4) that is permitted by the Environmental Protection Agency. The MS4 consists of the streets, drainage ditches, and storm drain pipes that convey stormwater runoff through the campus. The permit requires NMSU to implement a program to reduce pollutants in stormwater runoff to the maximum extent practicable. You can help!

- NMSU's Storm Water Management Program
- MS4 Report to EPA
  - 2012 SWMP Annual Report
  - 2011 SWMP Annual Report
  - 2010 SWMP Annual Report
- Information about the MS4 Permit

Be Storm Water Savvy!

One of the most significant, yet unrecognized groups of water contaminants is storm water pollutants. When it rains, storm water flows over yards, streets, roads, highways, parking lots, parks, and playgrounds, carrying with it everything in its path, including trash and pollutants. Unlike sanitary sewers that divert water to a treatment plant directly from NMSU, storm drains lead directly to open water bodies – such as the NMSU retention pond at Sam Steele Way and Union Avenue – without any type of treatment. All the trash and pollutants that were picked up by storm water runoff, ultimately may end up in the Rio Grande via a series of ditches.

New Mexico State University's Storm Water Management Program for the Las Cruces campus includes six minimum control measures to protect water quality, as required by the Environmental Protection Agency. One of the measures, Illicit Discharge Detection and Elimination, differentiates between allowable discharges and illicit discharges into the storm drain system.

Allowable non-storm water discharges include such activities as potable waterline flushing; landscape irrigation; discharges from potable water sources; air conditioning condensate; irrigation water; lawn watering; individual residential car washing; de-chlorinated swimming pool discharges; and discharges from emergency firefighting activities.

An unallowable, or illicit discharge, is any discharge to the storm drain system that is not composed entirely of rain water or groundwater. Examples include dumping of motor vehicle fluids, household hazardous wastes, grass clippings, leaf litter, industrial waste, restaurant wastes, or any other non-storm water waste into a storm water system.

How Do I Spot an Illicit Discharge?

Watch for stains, unusual odors, out-of-place containers, water flow when no rain has fallen, and abnormal vegetative growth.

If you see an illicit discharge; REPORT IT to NMSU Environmental Health & Safety at 575-646-3327 OR Contact us!

The program is especially important as the campus goes into the summer season, when thunderstorms can wash trash and other materials into the drainage system. Also, the EPA requires NMSU to keep pollutants out of the system of curbs, gutters, ditches and other structures it uses to channel storm water runoff on the Las Cruces campus.

Construction

Operators of construction activities on the NMSU main campus, including tenants, are required to comply with the NPDES General Permit for Stormwater Discharges from Construction Activities.

If the entire disturbed area is less than five (5) acres, including utility connections and the staging area, and the project will be of relatively short duration, the construction activity may qualify for a permit waiver.

EPA's Low Erosivity Waiver Calculator can be used to determine if the waiver is applicable to the project.

All other projects that disturb one (1) acre of more must prepare a Stormwater Pollution Prevention Plan (SWPPP) and file a Notice of Intent (NOI) to authorize the discharge of stormwater.

Helpful Links:

- Guidance on preparing a SWPPP
- NMSU's SWPPP review checklist
- How to file an electronic NOI
- Obtain information on the permit

Household Hazardous Waste (HHW)

Residents of Family Housing can take HHW to the Amador Avenue Recycling Center at 2825 W. Amador Avenue. The Center is open 7 am to 5 pm on Monday through Friday and 8 am to 4 pm on Saturday and Sunday.

The Center accepts:

Paints and Paint thinners
Oil and Gasoline
Kerosene
Aerosols
Fertilizers
Batteries
Pesticides
Pool Chemicals
Developing Chemicals
Cleaning Chemicals
Acids
Mercury

Materials NOT Accepted:

No Asbestos
No Biomedical Waste
No Fire Extiguishers
No Radioactive Waste
No Explosives
No Cylinders
No Ammunition
No Electronic Waste

For more information on HHW dispsoal, contact (575) 528-3800, or go to www.thescrappypages.com/recycling.php

Appendix A-3

E-mail with Household Hazardous Materials (HHW) Information Given to New Family Housing Residents

(BMP 1-4)

From: Gregory Block
Sent: Monday, May 06, 2013 1:57 PM
To: Jack Kirby
Subject: FW: follow up to household hazardous waste

Jack

This is what students get in their check in packet.
We had check 241 in to SFH so far this year (7/1/2012) to date.

On occasion you will find that you have household hazardous waste needing disposal from your house. Our
department has coordinated with the South Central Solid Waste Authority to provide services for
household hazardous waste materials. The site for you to access these services is located on 2855 W. Amador Ave., and
they accept the following recyclables: household cleaners, pesticides, herbicides, motor oil, cooking oil, antifreeze,
rechargeable and vehicle batteries, paints, stains, or any item considered ignitable, poisonous or corrosive.
Ammunition is not accepted but may be dropped off at the City of Las Cruces Fire Department.

Appendix A-4

Storm Water Information Sent to All Residents via E-mail

(BMP 1-5)

From: studenthousing-bounces@mailman.nmsu.edu [mailto:studenthousing-bounces@mailman.nmsu.edu] **On Behalf Of** Kierstin Stickney
Sent: Monday, May 06, 2013 3:12 PM
To: studenthousing@nmsu.edu
Subject: [Studenthousing] EPA Stormwater Newsletter

Per the United States Enviornmental Protection Agency, we are required to inform you about the Stormwater Program. Please see the attached newsletter describing the program and make sure to discard of pollutants such as oil, grease, trash and platic bottles, carefully and appropriately.

NM STATE Housing and Residential Life

United States Environmental Protection Agency
Office of Water (4203)
EPA 833-F-00-002
January 2000 (revised December 2005)
Fact Sheet 2.0

Stormwater Phase II Final Rule

Small MS4 Stormwater Program Overview

Polluted storm water runoff is often transported to municipal separate storm sewer systems (MS4s) and ultimately discharged into local rivers and streams without treatment. EPA's Stormwater Phase II Rule establishes an MS4 stormwater management program that is intended to improve the Nation's waterways by reducing the quantity of pollutants that stormwater picks up and carries into storm sewer systems during storm events. Common pollutants include oil and grease from roadways, pesticides from lawns, sediment from construction sites, and carelessly discarded trash, such as cigarette butts, paper wrappers, and plastic bottles. When deposited into nearby waterways through MS4 discharges, these pollutants can impair the waterways, thereby discouraging recreational use of the resource, contaminating drinking water supplies, and interfering with the habitat for fish, other aquatic organisms, and wildlife.

In 1990, EPA promulgated rules establishing Phase I of the National Pollutant Discharge Elimination System (NPDES) stormwater program. The Phase I program for MS4s requires operators of "medium" and "large" MS4s, that is, those that generally serve populations of 100,000 or greater, to implement a stormwater management program as a means to control polluted discharges from these MS4s. The Stormwater Phase II Rule extends coverage of the NPDES stormwater program to certain "small" MS4s but takes a slightly different approach to how the stormwater management program is developed and implemented.

What Is a Phase II Small MS4?

A small MS4 is any MS4 not already covered by the Phase I program as a medium or large MS4. The Phase II Rule automatically covers on a nationwide basis all small MS4s located in "urbanized areas" (UAs) as defined by the Bureau of the Census (unless waived by the NPDES permitting authority), and on a case-by-case basis those small MS4s located outside of UAs that the NPDES permitting authority designates. For more information on Phase II small MS4 coverage, see Fact Sheets 2.1 and 2.2.

What Are the Phase II Small MS4 Program Requirements?

Operators of regulated small MS4s are required to design their programs to:

- ❑ Reduce the discharge of pollutants to the "maximum extent practicable" (MEP);
- ❑ Protect water quality; and
- ❑ Satisfy the appropriate water quality requirements of the Clean Water Act.

Implementation of the MEP standard will typically require the development and implementation of BMPs and the achievement of measurable goals to satisfy each of the six minimum control measures.

The Phase II Rule defines a small MS4 stormwater management program as a program comprising six elements that, when implemented in concert, are expected to result in significant reductions of pollutants discharged into receiving waterbodies.

The six MS4 program elements, termed "minimum control measures," are outlined below. For more information on each of these required control measures, see Fact Sheets 2.3 – 2.8.

❶ ***Public Education and Outreach***
Distributing educational materials and performing outreach to inform citizens about the impacts polluted stormwater runoff discharges can have on water quality.

❷ ***Public Participation/Involvement***
Providing opportunities for citizens to participate in program development and implementation, including effectively publicizing public hearings and/or encouraging citizen representatives on a stormwater management panel.

❸ ***Illicit Discharge Detection and Elimination***
Developing and implementing a plan to detect and eliminate illicit discharges to the storm sewer system (includes developing a system map and informing the community about hazards associated with illegal discharges and improper disposal of waste).

❹ ***Construction Site Runoff Control***
Developing, implementing, and enforcing an erosion and sediment control program for construction activities that disturb 1 or more acres of land (controls could include silt fences and temporary stormwater detention ponds).

❺ ***Post-Construction Runoff Control***
Developing, implementing, and enforcing a program to address discharges of post-construction stormwater runoff from new development and redevelopment areas. Applicable controls could include preventative actions such as protecting sensitive areas (e.g., wetlands) or the use of structural BMPs such as grassed swales or porous pavement.

❻ ***Pollution Prevention/Good Housekeeping***
Developing and implementing a program with the goal of preventing or reducing pollutant runoff from municipal operations. The program must include municipal staff training on pollution prevention measures and techniques (e.g., regular street sweeping, reduction in the use of pesticides or street salt, or frequent catch-basin cleaning).

What Information Must the NPDES Permit Application Include?

The Phase II program for MS4s is designed to accommodate a general permit approach using a Notice of Intent (NOI) as the permit application. The operator of a regulated small MS4 must include in its permit application, or NOI, its chosen BMPs and measurable goals for each minimum control measure. To help permittees identify the most appropriate BMPs for their programs, EPA issued a Menu of BMPs to serve as guidance. NPDES permitting authorities can modify the EPA menu or develop their own list. For more information on application requirements, see Fact Sheet 2.9.

What Are the Implementation Options?

The rule identifies a number of implementation options for regulated small MS4 operators. These include sharing responsibility for program development with a nearby regulated small MS4, taking advantage of existing local or State programs, or participating in the implementation of an existing Phase I MS4's stormwater program as a co-permittee. These options are intended to promote a regional approach to stormwater management coordinated on a watershed basis.

What Kind of Program Evaluation/Assessment Is Required?

Permittees need to evaluate the effectiveness of their chosen BMPs to determine whether the BMPs are reducing the discharge of pollutants from their systems to the "maximum extent practicable" and to determine if the BMP mix is satisfying the water quality requirements of the Clean Water Act. Permittees also are required to assess their progress in achieving their program's measurable goals. While monitoring is not required under the rule, the NPDES permitting authority has the discretion to require monitoring if deemed necessary. If there is an indication of a need for improved controls, permittees can revise their mix of BMPs to create a more effective program. For more information on program evaluation/assessment, see Fact Sheet 2.9.

For Additional Information

Contacts

☞ U.S. EPA Office of Wastewater Management
http://www.epa.gov/npdes/stormwater
Phone: 202-564-9545

☞ Your NPDES Permitting Authority. Most States and Territories are authorized to administer the NPDES Program, except the following, for which EPA is the permitting authority:

Alaska	Guam
District of Columbia	Johnston Atoll
Idaho	Midway and Wake Islands
Massachusetts	Northern Mariana Islands
New Hampshire	Puerto Rico
New Mexico	Trust Territories
American Samoa	

☞ A list of names and telephone numbers for each EPA Region and State is located at http://www.epa.gov/npdes/stormwater (click on "Contacts").

Reference Documents

☞ EPA's Stormwater Web Site
http://www.epa.gov/npdes/stormwater
- Stormwater Phase II Final Rule Fact Sheet Series
- Stormwater Phase II Final Rule (64 *FR* 68722)
- National Menu of Best Management Practices for Stormwater Phase II
- Measurable Goals Guidance for Phase II Small MS4s
- Stormwater Case Studies
- And many others

TJ Anand

From: Gregory Block [gblock@ad.nmsu.edu]
Sent: Tuesday, June 11, 2013 3:10 PM
To: Jack Kirby
Subject: FW: [Studenthousing] Sure your home is clean... but is it safe for your family?
Attachments: EPA HHW English.pdf

This went out to 647 students in SFH, VDM, Cervantes and Chamisa this am.

From: studenthousing-bounces@mailman.nmsu.edu [mailto:studenthousing-bounces@mailman.nmsu.edu]
Sent: Tuesday, June 11, 2013 9:28 AM
To: studenthousing@nmsu.edu
Subject: [Studenthousing] Sure your home is clean... but is it safe for your family?

NMSU Current Resident:

Did you know that many commonly available household products that we use almost every day may require special care for disposal? These can include deodorizers, cleaning compounds, garden products, and automotive oils and additives. A little extra care will help to preserve NMSU's water supply and maintain the high quality of our water. Please see the attached file, or go to the NMSU storm water management page to learn more about household hazardous waste. Safeguarding our homes, apartments, and residence halls is good for you, family, friends, and the community!

Go Aggies!!

NM STATE Housing and Residential Life

Be smart when you use, store, and dispose of household products.

Did you know that the products you use for cleaning, carpentry, auto repair and gardening can contain ingredients that can harm you, your family and your environment?

These products may harm your children and pets, cause physical injury to sanitation workers if put out for regular trash pick-up, and contaminate septic tanks or pollute the ground water if poured down drains and toilets.

Here's what you can do to safeguard your family, your home and your community...

The average home can have as much as 100 pounds of environmentally harmful products in the basement, garage and other storage areas. Make sure yours is safe..

Printed with Vegetable Oil Based Inks on 100% Postconsumer, Process Chlorine Free Recycled Paper

EPA

United States
Environmental Protection Agency (5305P)
Washington, DC 20460

Official Business
Penalty for Private Use $300

EPA530-F-06-013
October 2006
www.epa.gov/osw

Sure, your home is clean...

but is it safe for your family?

Be smart about using household products!

UNITED STATES • ENVIRONMENTAL PROTECTION AGENCY

Always...

✓READ the Label

Before you buy, always check the product labels. Look for labeling that reads "DANGER," "WARNING," "CAUTION," "TOXIC," "CORROSIVE," "FLAMMABLE," or "POISON." These warnings tell you if the product is harmful to you, your family and the environment, and how to use, store and dispose of it safely.

Pay close attention to the labels on:

- Drain Openers
- Oven Cleaners
- Automotive Oil and Fuel Additives
- Paint Thinners, Strippers and Removers
- Grease and Rust Removers
- Glues
- Bug and Weed Killers
- Mold and Mildew Removers

✓KEEP products in their original containers and store them safely away from children and pets

DISPOSE of household products safely...

Residents of Family Housing can take household hazardous waste to the Amador Avenue Recycling Center at 2825 W. Amador Avenue. The Center is open 7 am to 5 pm on Monday through Friday and 8 am to 4 pm on Saturday and Sunday. For more information on proper disposal, contact (575) 528-3800, or go to www.thescrappypages.com

✓TRY alternative products when available

For everyday tasks, try household products that are less harmful. Remember to follow the same rules about storing these products and never mix these products together.

- Glass Cleaner: Mix 1 tablespoon of vinegar or lemon juice in 1 quart of water.
- Toilet Bowl Cleaner: Use a toilet brush and baking soda or vinegar.
- Furniture Polish: Mix 1 teaspoon of lemon juice in 1 pint of vegetable oil.
- Rug Deodorizer: Sprinkle liberally with baking soda and vacuum after 15 minutes.
- Plant Spray: Wipe leaves with mild soap and water and rinse.
- Mothballs: Use cedar chips, lavender flowers, rosemary, mint, or white peppercorns.

Never...

✗ Pour harmful household products down a sink, toilet or bathtub drain unless the products are made for that purpose

✗ Pour products like used oil or bug killer on the ground or into storm drains

✗ Store leftover products in food or beverage containers

APPENDIX B

Public Involvement / Participation

Best Management Practices (BMPs)

Contents

Appendix B-1

Storm Water Management Program (SWMP) Webpage with SWMP and Annual Report Links

(BMP 2-1)

New Mexico State University

Home
University Architect
Sustainability
Facilities Operations
Environmental Health and Safety
Project Development and Engineering
Facilities Administration

Search
NMSU Home

Storm Water Management Program

NMSU operates a Municipal Separate Storm Sewer System (MS4) that is permitted by the Environmental Protection Agency. The MS4 consists of the streets, drainage ditches, and storm drain pipes that convey stormwater runoff through the campus. The permit requires NMSU to implement a program to reduce pollutants in stormwater runoff to the maximum extent practicable. You can help!

- NMSU's Storm Water Management Program
- MS4 Report to EPA
  - 2012 SWMP Annual Report
  - 2011 SWMP Annual Report
  - 2010 SWMP Annual Report
- Information about the MS4 Permit

Be Storm Water Savvy!

One of the most significant, yet unrecognized groups of water contaminants is storm water pollutants. When it rains, storm water flows over yards, streets, roads, highways, parking lots, parks, and playgrounds, carrying with it everything in its path, including trash and pollutants. Unlike sanitary sewers that divert water to a treatment plant directly from NMSU, storm drains lead directly to open water bodies – such as the NMSU retention pond at Sam Steele Way and Union Avenue – without any type of treatment. All the trash and pollutants that were picked up by storm water runoff, ultimately may end up in the Rio Grande via a series of ditches.

New Mexico State University's Storm Water Management Program for the Las Cruces campus includes six minimum control measures to protect water quality, as required by the Environmental Protection Agency. One of the measures, Illicit Discharge Detection and Elimination, differentiates between allowable discharges and illicit discharges into the storm drain system.

Allowable non-storm water discharges include such activities as potable waterline flushing; landscape irrigation; discharges from potable water sources; air conditioning condensate; irrigation water; lawn watering; individual residential car washing; de-chlorinated swimming pool discharges; and discharges from emergency firefighting activities.

An unallowable, or illicit discharge, is any discharge to the storm drain system that is not composed entirely of rain water or groundwater. Examples include dumping of motor vehicle fluids, household hazardous wastes, grass clippings, leaf litter, industrial waste, restaurant wastes, or any other non-storm water waste into a storm water system.

Appendix B-2

Incident Response Record and Storm Water Incident Form

(BMP 2-3)

Call Received by:_____ Date:_____ Time:_____ Responder(s):_____

NMSU EH&S INCIDENT RESPONSE RECORD

QUESTIONS TO ASK:

1. Who is reporting this incident? What is your phone #?	Name: Phone #:
2. Was anyone injured? Has 911 been called? How many? Are there any symptoms of exposure? Describe…	
3. Where is the incident located?	
4. What is the nature of the incident? Person injured, feeling ill Spill or Abandoned Chemicals Odor, Smell Mold, asbestos, lead concerns	
5. Outdoor Spill– can it get into soil or a stormwater drain?	
6. Has anyone else been called to respond to the incident?	
7. Who will be there to meet safety personnel?	
8. Have you notified your supervisor? Who is your supervisor?	
9. When was the incident discovered? Who discovered it?	

What actions were taken to bring the incident to closure?

Storm Water Incident Response

Use this form document New Mexico State University's response to reports of discharges to the storm water system

Report Received (date/time): _____

Initial Response(date/time): _____

Resolution (date/time): _____

ENVIRONMENTAL, HEALTH & SAFETY

Type of discharge (e.g. irrigation, motor vehicle fluids, solid waste, etc.)

Source of the discharge

Is this discharge: ☐ **ALLOWABLE** [1] **or** ☐ **ILLICIT** [2] **?**

(1) Per section 3.3.1 of the SWMP

(2) Any discharge to the MS4 not composed entirely of storm water

Was the discharge stopped and remediated (if necessary)? Provide details.

Enforcement action (e.g. verbal or written warning, violation notice, citation)

Attach photos of the discharge to this response form (can be either hard copy or digital).

Appendix B-3

2013 RecycleMania Results

(Other Activity)

PARTICIPATING SCHOOLS
2013 RESULTS
PAST RESULTS

Competition Division

Final 2013 RecycleMania results

RecycleMania Reports - Competition Division Results

The Competition Division Results to date are shown below. For a description of the Competition Division and the Competition Categories below, Click Here.

Competition Ranking

Competition Category: Grand Champion

Grouped By / Ordered: Rank

Pounds/Kilograms: Pounds

Generate Results

Grand Champion, Organized by Rank

School	Rank	Recycling Rate (%)
ORDERED BY RANK		
University of Missouri-Kansas City	1	86.016
Kendall College of Art and Design	2	83.461
California State University-San Marcos	3	82.614
Baylor College of Medicine	4	81.606
Saint Louis Community College-Wildwood	5	80.332
Loyola Marymount University	6	77.110
New Mexico State University-Main Campus	7	76.470
Richland College	8	76.321
Antioch University Seattle	9	75.464
University of California-Irvine	10	74.652
Barton College	11	72.482
Massachusetts Maritime Academy	12	71.765
Pacific Lutheran University	13	71.062
Bucks County Community College	14	70.908
Harris-Stowe State University	15	70.458
Stark State College of Technology	16	67.154
Jefferson Community and Technical College	17	64.534
Stetson University	18	63.999
Naropa University	19	63.959
Franklin W. Olin College of Engineering	20	63.195
CUNY College of Staten Island	21	60.732

VISIT OUR STORE

DONATE

PARTICIPATING SCHOOLS
List
Map
2013 RESULTS
PAST RESULTS

Participating Schools

Custom Results | Current Ranking | School Profile | Participating Schools

Participating schools are listed as they register for 2013 RecycleMania.

View Custom School Rankings

General Information

View Schools

School Name:	New Mexico State University-Main Campus
Location:	Las Cruces, NM
Athletic Conference:	Western Athletic (WAC)
Public or Private School:	Public
Web Site:	---
Commuter vs. Residential Profile:	Predominantly Commuter

Scope of Participation Information

Division: What is this?	Competition Division
Reported Paper Data Based On:	Actual Weights
Reported Cardboard Data Based On:	Actual Weights
Reported Cans & Bottles Data Based On:	Actual Weights
Reported Trash Data Based On:	Mostly Weights, Some Estimates
Measurement Comments:	Click here for details:

Population

Portion of Campus Participating:	Whole Campus
Number of FTE Students:	15,112
Number of FTE Staff and Faculty:	3,595
Total FTE Campus Population:	18,707

Weekly Results

		Preseason Week (Not Cumulative)		Regular Season Week (Cumulative)							
	Year	1	2	1	2	3	4	5	6	7	8
Grand Champion *weekly recycling rate (%)*	2013			73.03%	73.79%	73.35%	73.95%	74.41%	74.63%	75.31%	76.47%
Per Capita Classic *lbs/person*	2013			2.69	5.52	8.53	12.01	15.76	19.76	23.83	27.86
Gorilla *lbs*	2013			50,300	103,335	159,585	224,650	294,870	369,660	445,710	521,105
Paper *lbs/person*	2013			2.10	4.29	6.55	9.16	12.19	15.31	18.58	21.92
Corrugated Cardboard *lbs/person*	2013			0.53	1.09	1.77	2.54	3.18	3.99	4.71	5.34

Bottles & Cans *lbs/person*	2013			0.07	0.14	0.21	0.31	0.39	0.47	0.54	0.60

Cumulative GHG Reductions

906 Metric Tons of CO2 Equivalent, or

178 cars off the road, or

the energy consumption of 78 households

Numbers derived from the US EPA's Waste Reduction Model (WARM). Click Here for details.

APPENDIX C

Illicit Discharge Detection and Elimination

Best Management Practices (BMPs)

Contents

Appendix C-1

Municipal Separate Storm Sewer System (MS4) Outfall Maps

(BMP 3-1)

TABLE 1. STORM WATER OUTFALLS

OUTFALL NUMBER	OUTFALL TYPE	LATITUDE	LONGITUDE
NM004	PIPE	32.27763	-106.76260
NM006	FLUME	32.27798	-106.75971
NM007	PIPE	32.28084	-106.76118
NM026	PIPE	32.27619	-106.74360
NM027	PIPE	32.27088	-106.74402
NM028	PIPE	32.27083	-106.74408
NM029	PIPE	32.27124	-106.74376
NM030	PIPE	32.27792	-106.73903
NM031	FLUME	32.27855	-106.73847
NM032	FLUME	32.28539	-106.74337

TABLE 2. NON-STORM WATER OUTFALLS

OUTFALL NUMBER	OUTFALL TYPE	LATITUDE	LONGITUDE	ALLOWABLE DISCHARGES
NM008	PIPE	32.27696	-106.75957	GROUNDWATER

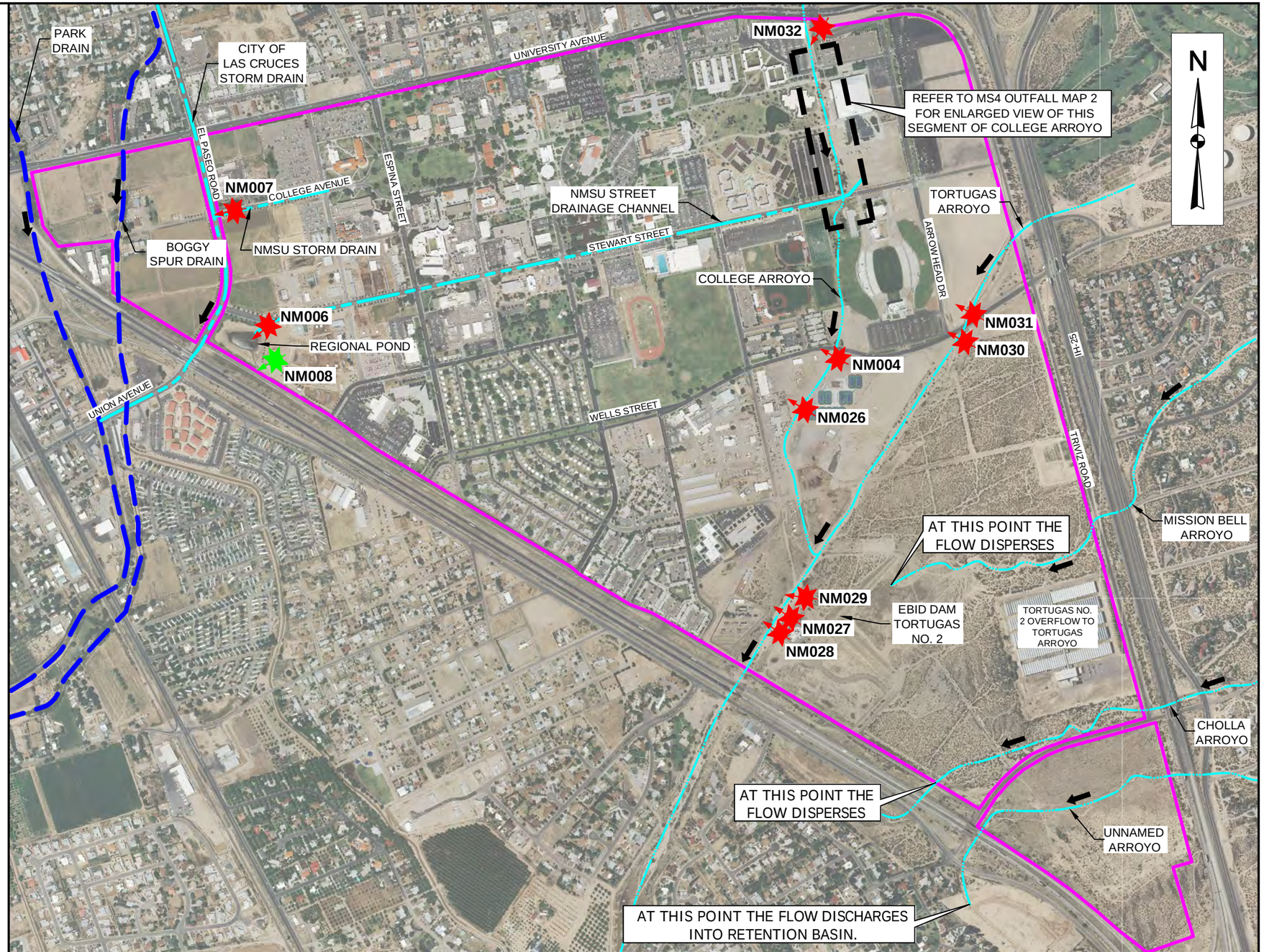
NOTES:

1. THE GLOBAL POSITIONING SYSTEM USED TO OBTAIN FIELD LATITUDES AND LONGITUDES HAD AN ERROR MARGIN OF ± 10 FEET.
2. THE OUTFALL LOCATIONS WERE VISUALLY ADJUSTED TO COINCIDE WITH THE AERIAL IMAGE OF THE OUTFALLS.

LEGEND

- NMSU PERMITTED MS4 BOUNDARY
- ELEPHANT BUTTE IRRIGATION DISTRICT DRAIN
- MS4 STORM DRAINAGE WAY
- WATERS OF THE UNITED STATES
- STORM WATER OUTFALL
- NON-STORM WATER OUTFALL
- STORM WATER FLOW DIRECTION

DATE: 6/7/2013



0 500 1000 2000

SCALE IN FEET
1 INCH = 1000 FEET

MS4 OUTFALL MAP 1
New Mexico State University
Storm Water Management Program
June 2013
LAS CRUCES, NEW MEXICO

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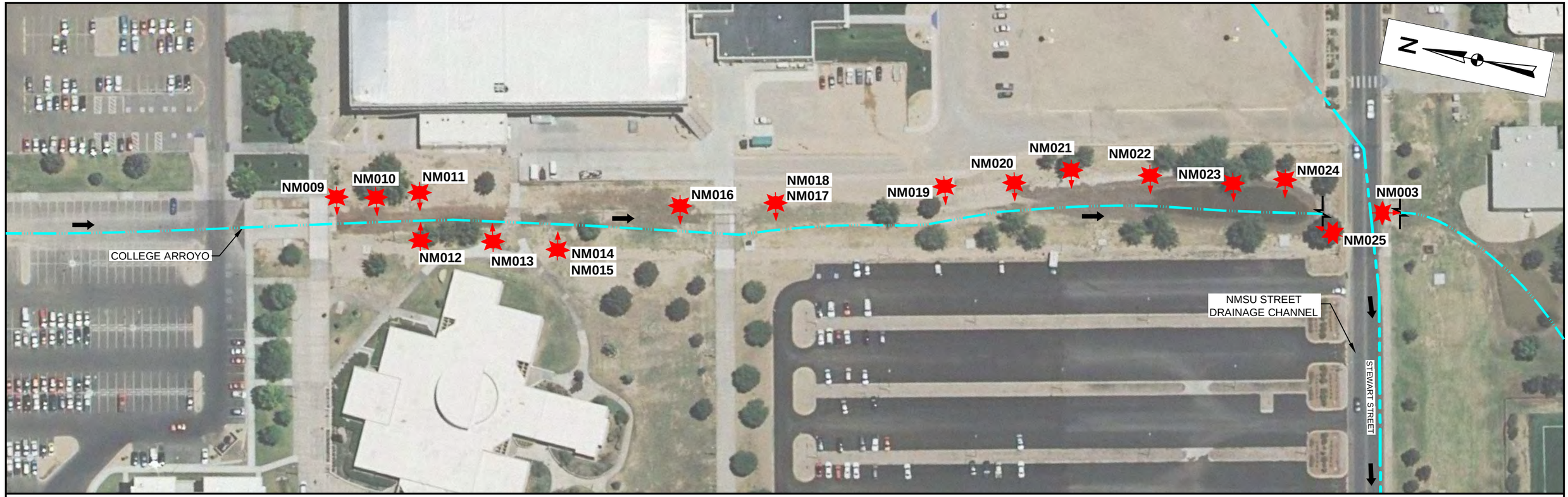
El Paso, TX 79902
(915) 433-9254
www.stellee.com



OUTFALL NUMBER	OUTFALL TYPE	LATITUDE	LONGITUDE
NM003	FLUME	32.28155	-106.74256
NM009	PIPE	32.28438	-106.72315
NM010	PIPE	32.28431	-10672324
NM011	PIPE	32.28421	-106.74309
NM012	PIPE	32.28416	-106.74315
NM013	PIPE	32.28393	-10674312
NM014	PIPE	32.28375	-106.74310
NM015	PIPE	32.28375	-106.74310
NM016	PIPE	32.28345	-106.74291
NM017	PIPE	32.28307	-106.74279
NM018	PIPE	32.28307	-106.74279
NM019	PIPE	32.28266	-106.76287
NM020	PIPE	32.28242	-106.74263
NM021	CURB OPENING	32.28229	-106.76257
NM022	CURB OPENING	32.28211	-106.76249
NM023	CURB OPENING	32.28189	-106.74244
NM024	CURB OPENING	32.28168	-106.74240
NM025	FLUME	32.28158	-106.74251

DATE: 6/7/2013

NOTES:

1. THE GLOBAL POSITIONING SYSTEM USED TO OBTAIN FIELD LATITUDES AND LONGITUDES HAD AN ERROR MARGIN OF ± 10 FEET.
2. THE OUTFALL LOCATIONS WERE VISUALLY ADJUSTED TO COINCIDE WITH THE AERIAL IMAGE OF THE OUTFALLS.

LEGEND

- NMSU PERMITTED MS4 BOUNDARY
- ELEPHANT BUTTE IRRIGATION DISTRICT DRAIN
- MS4 STORM DRAINAGE WAY
- WATERS OF THE UNITED STATES
- STORM WATER OUTFALL
- NON-STORM WATER OUTFALL
- STORM WATER FLOW DIRECTION

0 50 100 200

SCALE IN FEET
1 INCH = 100 FEET

MS4 OUTFALL MAP 2

New Mexico State University
Storm Water Management Program
June 2013
LAS CRUCES, NEW MEXICO

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El Paso, TX 79902
(915) 433-9254
www.stellee.com

Appendix C-2

Outfall Verification Data

(BMP 3-1)

Outfall Verification Data

Outfall Number	Inspection Date	Inspector Name(s)	Location	Latitude (N)	Longitude (W)	Type	Shape	Dimensions	Material	Number of Conveyances	Accessible (Yes or No)	Name of Receiving Water or MS4	Comments
NM003	5/29/2013	M. Robertson / T. Anand	South of Stewart Street at storm water conveyance that passes underneath Stewart Street	32.28155	106.74254	Curb Opening	Rectangular/ Square	Top width-28 ft, Height-6 in	Concrete	1	Yes	College Arroyo	
NM004	5/29/2013	M. Robertson / T. Anand	South of Wells Street and south of parking lot #3	32.27743	106.7426	Pipe	Circular	Diameter-12 in	PVC-Polyvinyl Chloride	2	Yes	College Arroyo	
NM006	5/29/2013	M. Robertson / T. Anand	South of Stewart Street near intersection of Stewart Street and Union Avenue	32.27798	106.75971	Flume	Trapezoidal	Bottom width-13 ft, Top width-22 ft, Height-3 ft	Concrete Rip-Rap	1	Yes	Regional Pond	
NM007	5/29/2013	M. Robertson / T. Anand	Intersection of El Paseo Road and College Avenue	32.28084	106.76118	Pipe	Circular	Diameter-48 in	Concrete	See Cmt	No	Las Cruces MS4	Could not determine in field. Discharges underground into Las Cruces MS4
NM008	5/29/2013	M. Robertson / T. Anand	North of I-10 west bound, right of Sam Steel Way	32.27696	106.75957	Pipe	Circular	Diameter-6 in	Steel	1	Yes	Regional Pond	
NM009	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street on College Arroyo	32.28438	106.74315	Pipe	Circular	Diameter-10 in	PVC-Polyvinyl Chloride	1	Yes	College Arroyo	
NM010	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street on College Arroyo - adjacent to Pan America Center	32.28431	106.74324	Pipe	Circular	Diameter-8 in	PVC-Polyvinyl Chloride	1	Yes	College Arroyo	
NM011	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street on College Arroyo - adjacent to Pan America Center	32.28421	106.74309	Pipe	Circular	Diameter-8 in	PVC-Polyvinyl Chloride	1	Yes	College Arroyo	
NM012	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street, adjacent to Environmental Service Building	32.28416	106.74315	Pipe	Circular	Diameter-4 in	PVC-Polyvinyl Chloride	1	Yes	College Arroyo	
NM013	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street, adjacent to Environmental Service Building	32.28393	106.74312	Pipe	Circular	Diameter-4 in	PVC-Polyvinyl Chloride	1	Yes	College Arroyo	
NM014	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street, adjacent to Environmental Service Building	32.28375	106.74310	Pipe	Circular	Diameter-8 in	PVC-Polyvinyl Chloride	1	Yes	College Arroyo	
NM015	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street, adjacent to Environmental Service Building	32.28375	106.74310	Pipe	Circular	Diameter-4 in	PVC-Polyvinyl Chloride	1	Yes	College Arroyo	
NM016	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street, adjacent to Pan America Building	32.28345	106.74291	Pipe	Circular	Diameter-8 in	PVC-Polyvinyl Chloride	1	Yes	College Arroyo	
NM017	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street, adjacent to Pan America Building	32.28307	106.74279	Pipe	Circular	Diameter-8 in	PVC-Polyvinyl Chloride	2	Yes	College Arroyo	
NM018	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street, adjacent to Pan America Building	32.28307	106.74279	Pipe	Circular	Diameter-6 in	PVC-Polyvinyl Chloride	2	Yes	College Arroyo	
NM019	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street, adjacent to Pan America Parking Lot	32.28266	106.74267	Pipe	Circular	Diameter-4 in	PVC-Polyvinyl Chloride	2	Yes	College Arroyo	
NM020	5/29/2013	M. Robertson / T. Anand	South of East University Avenue and north of Stewart Street, adjacent to Pan America Parking Lot	32.28242	106.74263	Pipe	Circular	Diameter-18 in	Corrugated HDPE-High Density Polyethylene	1	Yes	College Arroyo	
NM021	5/29/2013	M. Robertson / T. Anand	South of University Avenue and north of Stewart Street, adjacent to Pan America Parking Lot	32.28229	106.74257	Flow Spreader	Trapezoidal	Top width-12 in, Bottom width-6 in, Height-6 in	Concrete	9	Yes	College Arroyo	
NM022	5/29/2013	M. Robertson / T. Anand	South of University Avenue and north of Stewart Street, adjacent to Pan America Parking Lot	32.28211	106.74249	Flow Spreader	Trapezoidal	Top width-12 in, Bottom width-6 in, Height-6 in	Concrete	9	Yes	College Arroyo	

Outfall Verification Data

Outfall Number	Inspection Date	Inspector Name(s)	Location	Latitude (N)	Longitude (W)	Type	Shape	Dimensions	Material	Number of Conveyances	Accessible (Yes or No)	Name of Receiving Water or MS4	Comments
NM023	5/29/2013	M. Robertson / T. Anand	South of University Avenue and north of Stewart Street, adjacent to Pan America Parking Lot	32.28189	106.74244	Flow Spreader	Trapezoidal	Top width-12 in, Bottom width-6 in, Height-6 in	Concrete	9	Yes	College Arroyo	
NM024	5/29/2013	M. Robertson / T. Anand	South of University Avenue and north of Stewart Street, adjacent to Pan America Parking Lot	32.28168	106.74244	Flow Spreader	Trapezoidal	Top width-12 in, Bottom width-6 in, Height-6 in	Concrete	9	Yes	College Arroyo	
NM025	5/29/2013	M. Robertson / T. Anand	North of Stewart Street adjacent to College Arroyo storm water conveyance under Stewart Street	32.28158	106.74251	Flume	V-Shaped	Top width-6.5 ft, Height-3 in	Concrete	1	Yes	College Arroyo	
NM026	5/29/2013	M. Robertson / T. Anand	South of Well Street and west of tennis court	32.27619	106.7436	Pipe	Circular	Diameter-12 in	Corrugated HDPE-High Density Polyethylene	1	Yes	College Arroyo	
NM027	5/29/2013	M. Robertson / T. Anand	West of General Dynamics building #4600 along Tortugas arroyo	32.27088	106.74402	Pipe	Circular	Diameter-3 in	PVC-Polyvinyl Chloride	1	Yes	Tortugas Arroyo	
NM028	5/29/2013	M. Robertson / T. Anand	West of General Dynamics building #4600 along Tortugas arroyo	32.27083	106.74408	Pipe	Circular	Diameter-6 in	PVC-Polyvinyl Chloride	1	Yes	Tortugas Arroyo	
NM029	5/29/2013	M. Robertson / T. Anand	Northwest of Generral Dynamics building #4600 and north of I-10 West bound	32.27124	106.74376	Pipe	Circular	Diameter-22 in	Corrugated HDPE-High Density Polyethylene	1	Yes	Tortugas Arroyo	
NM030	5/29/2013	M. Robertson / T. Anand	Southeast of Arrowhead drive and Wells Street intersection, inside a circular culvert	32.27792	106.73903	Pipe	Circular	Diameter-22 in	Concrete	1	No	Tortugas Arroyo	Inside circular culvert
NM031	5/29/2013	M. Robertson / T. Anand	Northeast of Wells Street and east of Arrowhead drive intersection	32.27855	106.73847	Flume	V-Shaped	Top width-6.5 ft, Height-1 ft	Gabion Rip-Rap	1	Yes	Tortugas Arroyo	
NM032	5/29/2013	M. Robertson / T. Anand	Southwest of University Avenue and Traviz Street intersection	32.28539	106.74337	Flume	Trapezoidal	Top width-10.5 ft, Bottom width-7.5 ft, Height-1 ft	Concrete	1	Yes	College Arroyo	

Appendix C-3

Outfall Verification Data Form

(BMP 3-1)

Outfall Verification Data

Name: _____ **Date:** _____

Outfall Number: _____

Outfall Location: Nearest Street Address: _____

Northing/Latitude: _____ Easting/Longitude: _____

Outfall Discharges into: Arroyo NMDOT MS4 Las Cruces MS4 Regional Pond

Other: _____

Name of Arroyo/Structure Receiving Discharge: _____

Outfall Description (Circle or Complete Blank Field)

Outfall Type: Pipe Flume Box Curb Opening Ditch/Swale

Other: _____

Shape: Circular Elliptical U-Shaped V-Shaped Rectangular/Square

Trapezoidal Other: _____

Dimensions: Diameter: Width (Top/Bottom):

Height: Other Dimensions:

Material: Steel Concrete Earthen Rip-Rap HDPE-High Density Polyethylene

CM-Corrugated Metal PVC-Polyvinyl Chloride RC-Reinforced Concrete

Other: _____

Number of Conveyances: _____

Accessible: Yes No

If no, explain location and why: _____

_____

Comments: _____

_____

_____

_____

_____

_____

_____

Appendix C-4

Outfall Screening Data

(BMP 3-2)

Outfall Screening Data

Outfall Number	Date	Time	Inspector Name(s)	Last Rain Occurred	Flow	Sheen	Foam	Color	Floating Solids	Odor	Susp'd Solids	Flow Direction	Origin of Flow	Illicit Discharge (Yes or No)	Type of Illicit Discharge	Allowable Discharge (Yes or No)	Type of Allowable Discharge	Repair Required (Yes or No)	Cleaning Needed (Yes or No)	Illegal Dumping (Yes or No)	Comments
NM003	5/29/2013	14:36	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM004	5/29/2013	16:11	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	Yes	No	Outfall is filled with sediment
NM006	5/29/2013	11:45	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM007	5/29/2013	10:31	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	See Cmt	See Cmt	No	Could not determine, outfall underground
NM008	5/29/2013	11:29	M. Robertson / T. Anand	More than 3 Days	Full Capacity	No	No	No	No	No	No	West	Well #17 on NMSU property	No	N/A	Yes	Groundwater	No	No	No	
NM009	5/29/2013	13:28	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	Yes	No	Dry vegetation
NM010	5/29/2013	13:21	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM011	5/29/2013	13:40	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM012	5/29/2013	13:43	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM013	5/29/2013	13:52	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM014	5/29/2013	14:01	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM015	5/29/2013	14:01	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM016	5/29/2013	14:05	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	Yes	No	Dry vegetation
NM017	5/29/2013	14:07	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM018	5/29/2013	14:07	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM019	5/29/2013	14:20	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	Yes	No	Slight sedimentation
NM020	5/29/2013	14:22	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	Yes	No	Sediment and dry vegetation accumulated
NM021	5/29/2013	14:04	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM022	5/29/2013	14:26	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM023	5/29/2013	14:29	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM024	5/29/2013	14:30	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM025	5/29/2013	14:31	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM026	5/29/2013	16:21	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM027	5/29/2013	16:35	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM028	5/29/2013	16:49	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM029	5/29/2013	16:58	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	No	Yes	No	Sediment deposited at outfall

Outfall Screening Data

Outfall Number	Date	Time	Inspector Name(s)	Last Rain Occurred	Flow	Sheen	Foam	Color	Floating Solids	Odor	Susp'd Solids	Flow Direction	Origin of Flow	Illicit Discharge (Yes or No)	Type of Illicit Discharge	Allowable Discharge (Yes or No)	Type of Allowable Discharge	Repair Required (Yes or No)	Cleaning Needed (Yes or No)	Illegal Dumping (Yes or No)	Comments
NM030	5/29/2013	17:23	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	
NM031	5/29/2013	17:45	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	Yes	No	Vegetative growth
NM032	5/29/2013	19:15	M. Robertson / T. Anand	More than 3 Days	None	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No	No	

Appendix C-5

Outfall Screening Data Form, Incident Response Record, and Storm Water Incident Response for the Allowable Discharge Found by Outfall Screening

(BMP 3-2)

Outfall Screening Data

Name: TJ Anand Michael Robertson **Date:** 05/29/13

Time: 11:29 **Outfall Number:** NM008

Outfall Location: North of I10 west bound right of sam steel way

Last Rain Occurred: <24 Hours <3 Days (More than 3 Days)

Flow: None Trickle <Half Capacity Half Capacity >Half Capacity (Full Capacity)

Sheen: No Foam: No Color: No

Floating Solids: No Odor: No Suspended Solids: No

Flow Direction: west Suspected Origin of Flow: well #17 on NMSU Property

Illicit Discharges (Check Applicable Discharge Type):

☐ Motor Vehicle Fluids	☐ Wastewater from Pavement/Exterior Building Washing with Soap, Detergent, Solvent, or Degreaser	☐ Concrete Washout
☐ Household Hazardous Waste	☐ Material that will Damage, Block, or Clog the MS4	☐ Wastewater from Animal Pen or Kennel
☐ Domestic Sewage or Septic Tank Waste, Grease Trap Waste	☐ Rubble, Debris, Tile, Concrete, Brick, Asphalt or Other Building Material	☐ Wastewater from Commercial Vehicle Washing, Cleaning, or Maintenance
☐ Wastewater from Commercial Mobile Power Washer	☐ Wastewater from Commercial Floor, Rug, or Carpet Cleaning	☐ Other:_____

Allowable Discharges (Check Applicable Discharge Type):

☐ Water from Line Flushing (but not Allowed if Hyper-Chlorinated)	☐ Run-off from Landscape Irrigation and Lawn Watering	☐ Dechlorinated Swimming Pool Water
☐ Discharges from Emergency Fire Fighting Activities	☐ Water from Foundation or Footing Drains	☐ Air Conditioning Condensation
☐ Uncontaminated Groundwater	☐ Discharges from Potable Water Sources	☐ Water from Crawl Space Pumps
☐ Individual Residential Car Washing	☐ Flows from Riperian Habitats, Springs, or Wetlands	☐ Other:_____

Does the Outfall Require Maintenance/Repair? Yes (No)

If yes, explain:_____

Does the Outfall Need Cleaning? Yes (No)

Sediment:_____ Debris:_____ Trash:_____

If yes, explain:_____

Is Illegal Dumping Occurring? Yes (No)

If yes, explain:_____

Comments: Need clarification of flow origin

The flow characteristics was observed when the flow was in mid air.

Call Received by: Jack Kirby **Date:** June 3, 2013 **Time:** 12:13 (email) **Responder(s):** Jack Kirby

NMSU EH&S INCIDENT RESPONSE RECORD

QUESTIONS TO ASK:

1. Who is reporting this incident? What is your phone #?	Name: Katrina Martich, Stell Environmental Enterprises. The "call" came in as an email (attached). Phone #: kmartich@stellee.com
2. Was anyone injured? Has 911 been called? How many? Are there any symptoms of exposure? Describe…	No injuries; no 911 call. This was an observation of water being discharged into the NMSU storm water system from a standpipe.
3. Where is the incident located?	South flume into the NMSU regional pond located at Sam Steele Way and Union Avenue.
4. What is the nature of the incident? Person injured, feeling ill Spill or Abandoned Chemicals Odor, Smell Mold, asbestos, lead concerns	Discharge from a pipe. Appears to be water.
5. Outdoor Spill– can it get into a street, soil, or a stormwater drain?	Yes – the observed discharge was directly into a storm water drainage path.
6. Has anyone else been called to respond to the incident?	No
7. Who will be there to meet safety personnel?	Nobody (no safety hazard).
8. Have you notified your supervisor? Who is your supervisor?	NA. Non-NMSU employee.
9. When was the incident discovered? Who discovered it?	The week of May 27, 2013. Staff of Stell Environmental Enterprises (TJ Anand and Michael Robertson).

What actions were taken to bring the incident to closure?

1.) I contacted the Plumbing Supervisor (via email) to get an explanation of the Well 17 plumbing configuration. We followed up with a phone discussion on June 6, 2013.
2.) I put in a request (work order 13-041986) for a drawing of the Well 17 plumbing configuration. I was notified on June 19 that no as-built drawings exist for the Well 17 piping.

The NMSU Facilities Plumbing Shop Supervisor has confirmed that the water discharged is non-chlorinated potable water. Per the NMSU 2009 SWMP (3.3.1), this is an allowable non-storm water discharge.

No further action required; not an illicit discharge.

Jack Kirby

From: Katrina Martich <KMartich@stellee.com>
Sent: Monday, June 03, 2013 12:13 PM
To: Jack Kirby
Cc: TJ Anand; Michael Robertson
Subject: NMSU's Outfalls
Attachments: NM008.PDF

Hello Jack,

The mapping went well last week, but the field crew had a couple of interesting findings.

1) NMSU has a lot more outfalls than anticipated. The outfall map in the 2010 annual report was based on a list of outfalls provided to us by NMSU. At that time, all we did was create the exhibit. The field work last week revealed that the majority of the outfalls in the 2010 exhibit are culverts, not outfalls. NMSU has 27-28 actual MS4 outfalls.

2) There is another outfall, which we believe is a non-MS4 outfall, that requires your attention as soon as possible this week. I've attached its data sheets for your reference. The pipe was discharging into the Regional Pond and is suspected of being from Well #17. I talked with James Nunez about the outfall, and he obtained additional information from Ralph Lucero. Ralph said well #17 runs from 6pm every evening until about noon the next day. The well does a purge upon start-up and shut-down. We believe this is the discharge the field crew observed. However, it was out of scope for us to track the discharge. I recommend you follow-up with an investigation of the plumbing at Well #17 and verify that only ground water is being discharged (allowable) and not a floor drain, treatment chemical drain line, or other prohibited flow.

Please call me at 915-433-9254 if you have any questions, are we can discuss the outfalls after the training session tomorrow afternoon.

Regards,
Katrina

Katrina M. Martich, PE, CPESC
Senior Project Manager

Stell Environmental Enterprises, Inc.
414 Executive Center Blvd, Suite 200-C • El Paso, TX 79902-1015
Phone 915-433-9254 • **Fax** 915-532-7373
Email kmartich@stellee.com • **Web** www.stellee.com

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Storm Water Incident Response

Use this form document New Mexico State University's response to reports of discharges to the storm water system

Report Received (date/time): June 3, 2013; 12:13 PM

Initial Response(date/time): June 3, 2013; 12:30 PM

Resolution (date/time): June 19, 2013; 7:04 AM

ENVIRONMENTAL, HEALTH & SAFETY

Type of discharge (e.g. irrigation, motor vehicle fluids, solid waste, etc.)

Water. What appears to be some type of process water is being discharged into a stormwater flow path. Upon investigation, it is groundwater from Well #17, which is temporarily discharged upon well pump start-up and shut down. No chemical are added to this extracted groundwater prior to discharge.

Source of the discharge

Steel stand pipe that discharges into the south flume leading into the NMSU regional pond located at Sam Steele Way and Union Avenue.

Is this discharge: ☑ **ALLOWABLE** [(1)] **or** ☐ **ILLICIT** [(2)] **?**

(1) Per section 3.3.1 of the SWMP ***(2) Any discharge to the MS4 not composed entirely of storm water***

Was the discharge stopped and remediated (if necessary)? Provide details.

Not stopped. It is an automated process that shuts off after several minutes.

Enforcement action (e.g. verbal or written warning, violation notice, citation)

None

Attach photos of the discharge to this response form (can be either hard copy or digital).

Appendix C-6

Outfall Screening Data Form

(BMP 3-2)

Outfall Screening Data

Name:_____ **Date:**_____

Time:_____ **Outfall Number:**_____

Outfall Location:_____

Last Rain Occurred: <24 Hours <3 Days More than 3 Days

Flow: None Trickle <Half Capacity Half Capacity >Half Capacity Full Capacity

If flow is present, collect a sample in a clean, glass jar and complete the following evaluation:

Sheen:_____ Foam:_____ Color:_____

Floating Solids:_____ Odor:_____ Suspended Solids:_____

Flow Direction:_____ Suspected Origin of Flow:_____

Illicit Discharges (Check Applicable Discharge Type):

☐ Motor Vehicle Fluids	☐ Wastewater from Pavement/Exterior Building Washing with Soap, Detergent, Solvent, or Degreaser	☐ Concrete Washout
☐ Household Hazardous Waste	☐ Material that will Damage, Block, or Clog the MS4	☐ Wastewater from Animal Pen or Kennel
☐ Domestic Sewage or Septic Tank Waste, Grease Trap Waste	☐ Rubble, Debris, Tile, Concrete, Brick, Asphalt or Other Building Material	☐ Wastewater from Commercial Vehicle Washing, Cleaning, or Maintenance
☐ Wastewater from Commercial Mobile Power Washer	☐ Wastewater from Commercial Floor, Rug, or Carpet Cleaning	☐ Other:_____

Allowable Discharges (Check Applicable Discharge Type):

☐ Water from Line Flushing (but not Allowed if Hyper-Chlorinated)	☐ Run-off from Landscape Irrigation and Lawn Watering	☐ Dechlorinated Swimming Pool Water
☐ Discharges from Emergency Fire Fighting Activities	☐ Water from Foundation or Footing Drains	☐ Air Conditioning Condensation
☐ Uncontaminated Groundwater	☐ Discharges from Potable Water Sources	☐ Water from Crawl Space Pumps
☐ Individual Residential Car Washing	☐ Flows from Riperian Habitats, Springs, or Wetlands	☐ Other:_____

Does the Outfall Require Maintenance/Repair? Yes No

If yes, explain:_____

Does the Outfall Need Cleaning? Yes No

Sediment:_____ Debris:_____ Trash:_____

If yes, explain:_____

_____

Is Illegal Dumping Occurring? Yes No

If yes, explain:_____

Comments:_____

_____

_____

Appendix C-7

2012 Recylable Materials Form

(BMP 3-3)

III. 2012 Recyclable Materials Form

Facility Name: New Mexico State University/Aggie Recycling		**PRINT** Name, Title & Telephone # of Person Completing Form: Art Lucero Solid Waste/Recycling Manager
County: Dona Ana	Permit or Registration # N/A	Facility Type: ☐ Landfill ☑ Recycling ☐ Composting ☐ Transfer/Convenience Center

	Type of Recyclable	Method ☒ Mark One: Weighed	Method ☒ Mark One: Estimated	Material Origin: Amount of In-State Materials Received in **Tons** (a)	Material Origin: Amount of Out-of-State Materials Received in **Tons** (b)	Managed On-Site: Beneficially Used or Re-used (c)	Sent Off-Site to be: Recycled or Processed (d)	Sent Off-Site to be: Beneficially Used (e)	Facility sent to: Provide Facility Name and City/State (f)
Paper:									
1	Mixed Paper		x	77.00			x		Master Fibers, El Paso Tx
2	Cardboard (OCC)		x	105.00			x		Master Fibers, El Paso Tx
3	Newspaper (ONP)		x	50.00			x		Master Fibers, El Paso Tx
4	Office Paper		x	62.00			x		Master Fibers, El Paso Tx
5	Phone Books		x	10.00			x		Master Fibers, El Paso Tx
6	Chip Board		x	2.50			x		Master Fibers, El Paso Tx
Containers:									
7	Plastics		x	45.00			x		Master Fibers, El Paso Tx
8	Aluminum		x	10.00			x		USA Can Recycling, Las Cruces NM
9	Steel Cans								
10	Glass								
11	Mixed Containers								
Other Materials:									
12	Scrap Metals/ White Goods			51.00			x		Las Cruces Recycling, West Side Recycling Las Cruces NM
13	Carpet Padding								
14	Pallets								
15	Electronic Scrap								
16	Plastic Films								
17	Other Plastics								
18	Household Items								
19	Textiles/Clothing								
20	Other								
21	**TOTAL**			412.50					

Please refer to the enclosed tables *Volume to Weight Conversion Factors* to convert cubic yards and gallons to TONS.

Questions?
Call 505-771-5982

Appendix C-8

Solid Waste Collection Sites and Schedules

(BMP 3-5)

Schedule 1: NMSU Auxiliary Services Collection Points

Point #	C/Y	Location	# P/U	Mon	Tue	Wed	Thu	Fri
101	4	Aggie Express Store	3	X		X		X
102	4	Vista Del Monte	2	X			X	
103	4	Vista Del Monte	2	X			X	
104	4	Vista Del Monte	2	X			X	
105	4	Vista Del Monte	2	X			X	
106	4	Cervantes Village A	2	X			X	
107	4	Cervantes Village B	2	X			X	
108	4	Cervantes Village C	2	X			X	
109	4	Cervantes Village D	2	X			X	
110	6	Cervantes Village E	2	X			X	
111	4	Cervantes Village F	2	X			X	
112	4	Cervantes Village G	2	X			X	
113	4	Cervantes Village H	2	X			X	
114	4	Cervantes Village J	2	X			X	
115	4	Greek Complex I	3	X		X		X
116	4	Greek Complex I	3	X		X		X
117	4	Greek Complex II	3	X		X		X
118	6	Chamisa	3	X		X		X
119	6	Chamisa	3	X		X		X
120	6	Chamisa	3	X		X		X
121	6	Chamisa	3	X		X		X
122	6	Chamisa	3	X		X		X
123	6	Chamisa	3	X		X		X
124	6	Garcia Hall	3	X		X		X
125	6	Garcia Hall	3	X		X		X
126	6	Garcia Hall	3	X		X		X
127	6	Garcia Hall	3	X		X		X
128	6	Monagle Hall	3	X		X		X
129	6	Monagle Hall	3	X		X		X
130	6	Rhodes Garrett Hamiel	3	X		X		X
131	6	Cole Village	2		X			X
132	6	Cole Village	2		X			X
133	6	Cole Village	2		X			X
134	6	Cole Village	2		X			X
135	6	Cole Village	2		X			X
136	6	Cole Village	2		X			X
137	6	Cole Village	2		X			X
138	6	Cole Village	2		X			X
139	6	Cole Village	2		X			X
140	6	Pinon Hall	2				X	
141	6	Pinon Hall	2				X	
142	6	Pinon Hall	2				X	
143	6	Pinon Hall	2				X	
144	6	Baseball Complex	2		X		X	
145	6	Aggie Memorial Stadium	3	X		X		X
146	6	Aggie Memorial Stadium	3	X		X		X
147	4	Departmental Charges	2	X			X	
148	4	Golf Course Maintenance Shop	2	X			X	

Point #	C/Y	Location	# P/U	Mon	Tue	Wed	Thu	Fri
149	8	Dona Ana Community College	5	X	X	X	X	X
150	8	Dona Ana Community College	5	X	X	X	X	X
151	6	Frenger Food Court	5	X	X	X	X	X
152	2	Southwest Technology	1	X				
153	4	Delta Zeta/Zeta Tau Alpha	2	X			X	
154	4	Chi Omega	1	X				
155	6	Golf Club House	3	X		X		X
156	8	Fulton Center	3	X		X		X
157	2	EPPWS East of Golf Course	1	X				
158	4	Rodeo Arena	1	X				
		Poly Carts, 96 Gallon, for Campus Facilities						
159	200	Sutherland Village	1	X				
160	100	Tom Fort Village	1	X				
161	2	Softball Complex	2	X				

Schedule 2: NMSU Facilities and Services Collection Points

Point #	C/Y	Location	# P/U	Mon	Tue	Wed	Thu	Fri
201	4	Agriculture Engineering	3	X		X		X
202	6	Regents Row	3	X		X		X
203	4	Genesis Center	2	X				
204	2	J. Gordon Watts	1	X			X	
205	6	Police Station	2	X				
206	3	Animal Care facility	1	X				
207	4	Old Jornada Building	1	X				
208	3	Theater Arts Scene Shop	2		X		X	
209	3	Zuhl Library	3	X		X		X
210	4	Storage Units	1	X				
211	4	Central Utility Plant	1	X				
212	6	Jett Hall	3	X		X		X
213	8	Williams Hall	3	X		X		X
214	4	Williams Hall	2	X		X		X
215	3	Academic Research	2	X			X	
216	6	Milton Hall	3	X		X		X
217	4	OFS Carpentry Shop	1	X				
218	4	Engineering Complex	3	X		X		X
219	8	Skeen Hall	5	X	X	X	X	X
220	8	Wooten Hall/USDA	5	X	X	X	X	X
221	4	Equestrian Center	1		X			
222	6	Gardiner Hall	3	X		X		X
223	6	Foster Hall	5	X	X	X	X	X
224	2	Fire Department	2	X			X	
225	8	Health & Social Services	5	X	X	X	X	X
226	4	PGEL	1			X		
227	2	OFS Mechanics Shop	1	X				
228	6	O'Donnell Hall	3	X		X		X
229	2	Horse Farm/Union St.	1	X				
230	4	NMDA	2	X			X	
231	6	CFTA	3	X		X		X

Schedule 3: NMSU Facilities and Services On Demand Collection Points

Point#	C/Y	Location
301	30	OFS Yard
302	30	OFS Yard
303	40C	OFS Yard
304	30	OFS Green Waste Yard
305	30	OFS Green Waste Yard
306	40C	Anderson Hall (PSL)

Schedule 4: NMSU Auxiliary Services On Demand Collection Points

Point#	C/Y	Location
401	40C	Corbett Center
402	30	Housing Warehouse
403	30	Housing Warehouse

Appendix C-9

Grounds Maintenance Litter and Debris Control Schedule

(BMP 3-6)

Calander of Operations NMSU Grounds

Main Campus

Description of Tasks	frequency (Times per FY)	July				August				September					October				November				December					January				February				March					April				May				June				
		Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 5
Areation	1																																																			
Edging of sidewalks	7																																																		
Mowing	28																																																		
Weed Eating	26																																																		
Blowing after Weedeating	26																																																		
Fertilization / Preemergent ,Turf	3																																																		
Spot Weed Treatmentin turf	4																																																		
Spot weed treatment other	28																																																		
Litter & Debris Patrol	150																																																		
Irrigation Timer Setting	3																																																		
System Check,Spray	3																																																		
Street sweeping	12																																																		

Appendix C-10

Grounds Maintenance Employee Training Sign-In Sheet

(BMP 3-7)

Attached by

FACILITIES & SERVICES MEETING- Grounds Department
DATE: 6/6/2013@ 6:00am

SIGN-IN SHEET: Illicit Discharge Detection and Elimination Policy

1	ERNIE MADRID	
2	ANTONIO AGUILAR	
3	ELMO LUJAN	
4	FERNANDO RUIZ	
5	Jose Gonzales	
6	ANTONIO PALOMARES	
7	HENRY MURILLO	
8	MANNY ROBLES	
9	JOSE I OLLOA	
10	Dennis Padilla	
11	[illegible]	LORENZO ASTORGA JR
12	Joaquin Bertold/Sr.	
13	David Cooper	
14	Andres P. Lopez	
15	Orlando Flores	
16	David Lopez	
17	Leopoldo Moreno	
18	Frank Manter	
19	Roy ANDREWS	
20	Louie Hinojos	
21	FLORENTINO RIVERA	
22	Joaquin Bertoldo III	
23	Jeffrey Allen	
24	Ronnie Salinas	
25	Treviño, Richard	
26	FILIPPO RIMI	
27	Ramon J Calderon	
28	MICHAEL ANDERSON	
29	Billy Marshall	

Lupe Garcia Lupe Garcia

APPENDIX D

Construction Site Storm Water Runoff Control

Best Management Practices (BMPs)

Contents

Appendix D-1

Storm Water Pollution Prevention Plan (SWPPP)
Training Sign-In Sheet

(BMP 4-1)

NEW MEXICO STATE UNIVERSITY
TRAINING SIGN-IN SHEET

DATE: June 4, 2013 TIME: 1:00 PM – 4:00 PM

LOCATION OF TRAINING: EH&S Training Room

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: 2012 CGP Requirements

	PRINTED NAME	SIGNATURE
*	Michael B. Herrera	Michael B. Herrera
	Alyn Looney	Alyn Looney
	Ron Tarazoff	Ron Tarazoff
	Daniel Fernandez	Daniel Fernandez
	Rogelio González	Rogelio González
	James C. Nuss	James C. Nuss
	Jack Kirby	Jack Kirby
	Jon Padilla	Jon Padilla

Appendix D-2

SWPPP Review Checklist

(BMP 4-2)

SWPPP Review Checklist

New Mexico State University

Storm Water Management Program

Background: *This checklist is used by New Mexico State University (NMSU) staff for Storm Water Pollution Prevention Plan (SWPPP) reviews. It is provided as a tool to assure the reviewer(s) that the required elements of a SWPPP are included per the 2012 Construction General Permit (CGP). Use of this checklist will help you to determine if the SWPPP is complete.*

Review Information

Project Name:	NMSU Project Manager:
Contractor:	SWPPP Date:
Reviewer Name:	Review Date:

SWPPP Information - does the submitted plan contain the following:

Yes	No	N/A	
			[7.2.1 CGP] A stormwater team identified (by name or position), and each person's responsibilities?
			[7.2.2 CGP] A descriptive narrative of the project and storm water components?
			[7.2.2 CGP] Size of property (in acres)? Total area expected to be disturbed? Maximum area expected to be disturbed at any one time?
			[7.2.3 CGP] Is the earth disturbing activity in response to a public emergency?
			[7.2.4 CGP] Are the other operators and their areas of control identified?
			[7.2.5 CGP] A sequence of the intended construction activities, including start dates and durations for all activities (installation of stormwater control measures; earth work; work cessation periods; soil stabilization; removal of temporary conveyance measures)? Refer to CGP 7.2.5 for details.
			[7.2.6 CGP] Legible site map showing all elements as required by CGP 7.2.6?
			[7.2.7 CGP] A list and description of all pollutant-generating activities, and the pollutants associated with each activity?
			[7.2.8 CGP] Identification of all sources of allowable non-stormwater discharges listed in Part 1.3.d?
			[7.2.9 CGP] Identification of all surface water within 50 feet of the project? If so, the SWPP must comply with all components of Part 2.1.2.1, including a description of the compliance alternative selected.
			[2.1.2.2 CGP] Install Perimeter Controls
			[2.1.2.3 CGP] Minimize Sediment Track-Out
			[2.1.2.4 CGP] Control Discharges from Stockpiled Sediment or Soil
			[2.1.2.5 CGP] Minimize Dust
			[2.1.2.6 CGP] Minimize the Disturbance of Steep Slopes
			[2.1.2.7 CGP] Preserve Topsoil
			[2.1.2.8 CGP] Minimize Soil Compaction
			[2.1.2.9 CGP] Protect Storm Drain Inlets
			[2.1.3.1 CGP] Constructed Stormwater Conveyance Channels (may or may not be applicable)

SWPPP Review Checklist

New Mexico State University

Storm Water Management Program

SWPPP Information (continued) - does the submitted plan contain the following:

Yes **No** **N/A**

[7.2.10.1 CGP] Description of stormwater control measures utilized during construction. Ensure the CGP requirements of sections 2.2 and 9.4.1.4 have been met.

[7.2.11.1 CGP] Spill prevention and response procedures that incorporate the requirements of 2.3?

[2.3.1 CGP] Prohibited Discharges
[2.3.2 CGP] General Maintenance Requirements
[2.3.3 CGP] Pollution Prevention Standards (fueling, maintenance, washing, and storage)
[2.3.4 CGP] Emergency Spill Notification
[2.3.5 CGP] Fertilizer Discharge Restrictions

[7.2.11.2 CGP] Waste management procedures?

[7.2.12 CGP] Procedures for Inspection (in accordance with Part 4), maintenance, and corrective actions (in accordance with Part 5), including personnel responsible for inspections, inspection schedule, and any checklists or other forms that will be used?

[7.2.13 CGP] Documentation that the required personnel were trained in accordance with Part 6?

[7.2.14 CGP] Documentation of compliance with other federal requirements (Endangered Species Act; Historic Properties; Safe Drinking Water Act)?

[7.2.15 CGP] Signed and dated certification statement in accordance with Appendix I, Part I.11?

[7.2.15 CGP] Once you are notified of your coverage under this permit, you must include the following documents as part of your SWPPP:

7.2.16.1 A copy of your NOI submitted to EPA along with any correspondence exchanged between you and EPA related to coverage under this permit;

7.2.16.2 A copy of the acknowledgment letter you receive from the NOI Processing Center or eNOI system assigning your permit tracking number;

7.2.16.3 A copy of this permit (an electronic copy easily available to the stormwater team is also acceptable).

[7.4.1 CGP] Is SWPP modification addressed? NOTE – addressing SWPPP modification is not a strict requirement of the SWPPP, however modifying based on conditions described in 7.4.1 is a requirement.

Appendix D-3

SWPPP Inspection Report Template

(BMP 4-3)

Inspection Report Template – Field Version

Purpose
This Inspection Report Template (or "template") was designed to assist you in preparing inspection reports for EPA's 2012 Construction General Permit (CGP). If you are covered under the 2012 CGP, this template will enable you to create an inspection report form that is customized to the specific circumstances of your project and that complies with the minimum reporting requirements of Part 4.1.7 of the permit. Note that the use of this form is optional; you may use your own inspection report form provided it includes the minimum information required in Part 4.1.7 of the CGP.

If you are covered under a state CGP, this template may be helpful in developing a form that can be used for that permit; however it will need to be modified to meet the specific requirements of that permit. If your permitting authority requires you to use a specific inspection report form, you should not use this form.

Notes:
While EPA has made every effort to ensure the accuracy of all instructions and guidance contained in the Inspection Report Template, the actual obligations of regulated construction activities are determined by the relevant provisions of the permit, not by the template. In the event of a conflict between the Inspection Report Template and any corresponding provision of the 2012 CGP, you must abide by the requirements in the permit. EPA welcomes comments on the Inspection Report Template at any time and will consider those comments in any future revision of this document. You may contact EPA for CGP-related inquiries at cgp@epa.gov.

Overview of Inspection Requirements
Construction operators covered under the 2012 CGP are subject to the following requirements in Part 4:

Inspection Frequency (see Part 4.1.4)
You are required to conduct inspections either:
- Once every 7 calendar days; or
- Once every 14 calendar days and within 24 hours of a storm event of 0.25 inches or greater.

Your inspection frequency is increased if the site discharges to a sensitive water. See Part 4.1.3. Your inspection frequency may be decreased to account for stabilized areas, or for arid, semi-arid, or drought-stricken conditions, or for frozen conditions. See Part 4.1.4.

Areas That Need to Be Inspected (see Part 4.1.5)
During each inspection, you must inspect the following areas of your site:
- Cleared, graded, or excavated areas of the site;
- Stormwater controls (e.g., perimeter controls, sediment basins, inlets, exit points etc.) and pollution prevention practices (e.g., pollution prevention practices for vehicle fueling/maintenance and washing, construction product storage, handling, and disposal, etc.) at the site;
- Material, waste, or borrow areas covered by the permit, and equipment storage and maintenance areas;
- Areas where stormwater flows within the site;
- Stormwater discharge points; and
- Areas where stabilization has been implemented.

What to Check For During Your Inspection (see Part 4.1.6)
During your site inspection, you are required to check:
- Whether stormwater controls or pollution prevention practices require maintenance or corrective action, or whether new or modified controls are required;
- For the presence of conditions that could lead to spills, leaks, or other pollutant accumulations and discharges;
- Whether there are visible signs of erosion and sediment accumulation at points of discharge and to the channels and streambanks that are in the immediate vicinity of the discharge;
- If a stormwater discharge is occurring at the time of the inspection, whether there are obvious, visual signs of pollutant discharges; and
- If any permit violations have occurred on the site.

Inspection Reports (see Part 4.1.7)
Within 24 hours of completing each inspection, you are required to complete an inspection report that includes:

- Date of inspection;
- Names and titles of persons conducting the inspection;
- Summary of inspection findings;
- Rain gauge or weather station readings if your inspection is triggered by the 0.25 inch storm threshold; and
- If you determine that a portion of your site is unsafe to access for the inspection, documentation of what conditions prevented the inspection and where these conditions occurred on the site

Instructions for Using This Template

This Field Version of the Inspection Report Template is intended to be used in the field and filled out by hand. If you will be filling out the Inspection Report Template electronically (i.e., you will be typing in your findings), please use the Electronic Version of the Inspection Report Template available at www.epa.gov/npdes/stormwater/swppp. The Electronic Version includes text fields with instructions for what to enter.

Keep in mind that this document is a template and not an "off-the-shelf" inspection report that is ready to use without some modification. You must first customize this form to include the specifics of your project in order for it to be useable for your inspection reports. Once you have entered all of your site-specific information into these fields, you may print out this form for use in the field to complete inspection reports.

The following tips for using this template will help you ensure that the minimum permit requirements are met:

- **Review the inspection requirements.** Before you start developing your inspection report form, read the CGP's Part 4 inspection requirements. This will ensure that you have a working understanding of the permit's underlying inspection requirements.
- **Complete all required text fields.** Fill out all text fields. Only by filling out all fields will the template be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the template form for your inspection, you may leave those rows blank. Or, if you need more space to document your findings, you may add an additional sheet.)
- **Use your site map to document inspection findings.** In several places in the template, you are directed to specify the location of certain features of your site, including where stormwater controls are installed and where you will be stabilizing exposed soil. You are also asked to fill in location information for unsafe conditions and the locations of any discharges occurring during your inspections. Where you are asked for location information, EPA encourages you to reference the point on your SWPPP site map that corresponds to the requested location on the inspection form. Using the site map as a tool in this way will help you conduct efficient inspections, will assist you in evaluating problems found, and will ensure proper documentation.
- **Sign and certify each inspection report.** Each inspection report must be signed and certified by the permittee to be considered complete. Where your inspections are carried out by a contractor or subcontractor, it is recommended that you also have the form signed and certified by the inspector, in addition to the signature and certification required of the permitted operator. The template includes a signature block for both parties.
- **Include the inspection form with your SWPPP.** Once your form is complete, make sure to include a copy of the inspection form in your SWPPP in accordance with Part 7.2.12.4 of the CGP.
- **Retain copies of all inspection reports with your records.** You must also retain in your records copies of all inspection reports in accordance with the requirements in Part 4.1.7.3 of the 2012 CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated.

Section-by-Section Instructions

You will find specific instructions corresponding to each section of the report form on the reverse side of each page. These instructions provide you with more details in terms of what EPA expects to be documented in these reports.

General Information
(see reverse for instructions)

Name of Project		**CGP Tracking No.**		**Inspection Date**	

Inspector Name, Title & Contact Information	
Present Phase of Construction	
Inspection Location (if multiple inspections are required, specify location where this inspection is being conducted)	

Inspection Frequency *(Note: you may be subject to different inspection frequencies in different areas of the site. Check all that apply.)*

Standard Frequency: ☐ Weekly ☐ Every 14 days and within 24 hours of a 0.25" rain

Increased Frequency: ☐ Every 7 days and within 24 hours of a 0.25" rain (for areas of sites discharging to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3)

Reduced Frequency:
- ☐ Once per month (for stabilized areas)
- ☐ Once per month and within 24 hours of a 0.25" rain (for arid, semi-arid, or drought-stricken areas during seasonally dry periods or during drought)
- ☐ Once per month (for frozen conditions where earth-disturbing activities are being conducted)

Was this inspection triggered by a 0.25" storm event? ☐ Yes ☐ No

If yes, how did you determined whether a 0.25" storm event has occurred?

☐ Rain gauge on site ☐ Weather station representative of site. Specify weather station source:

Total rainfall amount that triggered the inspection (in inches)**:**

Unsafe Conditions for Inspection

Did you determine that any portion of your site was unsafe for inspection per CGP Part 4.1.5? ☐ Yes ☐ No

If "yes", complete the following:
- Describe the conditions that prevented you from conducting the inspection in this location:

- Location(s) where conditions were found:

Instructions for Filling Out "General Information" Section

Name of Project
Enter the name for the project.

CGP Tracking No.
Enter the tracking number that was assigned to your NOI application for permit coverage.

Inspection Date
Enter the date you conducted the inspection.

Inspector Name, Title & Contact Information
Provide the name of the person(s) (either a member of your company's staff or a contractor or subcontractor) that conducted this inspection. Provide the inspector's name, title, and contact information as directed in the form.

Present Phase of Construction
If this project is being completed in more than one phase, indicate which phase it is currently in.

Inspection Location
If your project has multiple locations where you conduct separate inspections, specify the location where this inspection is being conducted. If only one inspection is conducted for your entire project, enter "Entire Site." If necessary, complete additional inspection report forms for each separate inspection location.

Inspection Frequency
Check the box that describes the inspection frequency that applies to you. Note that you may be subject to different inspection frequencies in different areas of your site. If your project does not discharge to a "sensitive water" (i.e., a water impaired for sediment or nutrients, or listed as Tier 2, 2.5, or 3 by your state or tribe) and you are not affected by any of the circumstances described in CGP Part 4.1.4, then you can choose your frequency based on CGP Part 4.1.2 – either weekly, or every other week and within 24 hrs of a 0.25 in storm event. For any portion of your site that discharges to a sensitive water, your inspection frequency for that area is fixed under CGP Part 4.1.3 at weekly and within 24 hrs of a 0.25 inch storm event. If portions of your site are stabilized, are located in arid, semi-arid, or drought-stricken areas, or are subject to frozen conditions, consult CGP Part 4.1.4 for the applicable inspection frequency. Check all the inspection frequencies that apply to your project.

Was This Inspection Triggered by a 0.25 Inch Storm Event?
If you were required to conduct this inspection because of a 0.25 inch (or greater) rain event, indicate whether you relied on an on-site rain gauge or a nearby weather station (and where the weather station is located). Also, specify the total amount of rainfall for this specific storm event.

Unsafe Conditions for Inspection
Inspections are not required where a portion of the site or the entire site is subject to unsafe conditions. See CGP Part 4.1.5. These conditions should not regularly occur, and should not be consistently present on a site. Generally, unsafe conditions are those that render the site (or a portion of it) inaccessible or that would pose a significant probability of injury to applicable personnel. Examples could include severe storm or flood conditions, high winds, and downed electrical wires.

If your site, or a portion of it, is affected by unsafe conditions during the time of your inspection, provide a description of the conditions that prevented you from conducting the inspection and what parts of the site were affected. If the entire site was considered unsafe, specify the location as "Entire site"

Condition and Effectiveness of Erosion and Sediment (E&S) Controls (CGP Part 2.1) (see reverse for instructions)				
Type/Location of E&S Control [Add an additional sheet if necessary]	**Repairs or Other Maintenance Needed?***	**Corrective Action Required?***	**Date on Which Maintenance or Corrective Action First Identified?**	**Notes**
1.	☐Yes ☐No	☐Yes ☐No		
2.	☐Yes ☐No	☐Yes ☐No		
3.	☐Yes ☐No	☐Yes ☐No		
4.	☐Yes ☐No	☐Yes ☐No		
5.	☐Yes ☐No	☐Yes ☐No		
6.	☐Yes ☐No	☐Yes ☐No		
7.	☐Yes ☐No	☐Yes ☐No		
8.	☐Yes ☐No	☐Yes ☐No		
9.	☐Yes ☐No	☐Yes ☐No		
10.	☐Yes ☐No	☐Yes ☐No		

*** Note:** The permit differentiates between conditions requiring repairs and maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition and requires repairs if controls are not operating as intended. Corrective actions are triggered only for specific, more serious conditions, which include: 1) A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3; 2) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 3) One of the prohibited discharges in Part 2.3.1 is occurring or has occurred; or 4) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.2. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at www.epa.gov/npdes/stormwater/swppp. See Part 5 of the permit for more information.

Instructions for Filling Out the "Erosion and Sediment Control" Table

Type and Location of E&S Controls
Provide a list of all erosion and sediment (E&S) controls that your SWPPP indicates will be installed and implemented at your site. This list must include at a minimum all E&S controls required by CGP Part 2.1.2. Include also any natural buffers established under CGP Part 2.1.2.1. Buffer requirements apply if your project's earth-disturbing activities will occur within 50 feet of a surface water. You may group your E&S controls on your form if you have several of the same type of controls (e.g., you may group "Inlet Protection Measures", "Perimeter Controls", and "Stockpile Controls" together on one line), but if there are any problems with a specific control, you must separately identify the location of the control, whether repairs or maintenance or corrective action are necessary, and in the notes section you must describe the specifics about the problem you observed.

Repairs or Other Maintenance Needed?
Answer "yes" if the E&S control requires a repair of any kind (due to normal wear and tear, or as a result of damage) or requires maintenance in order for the control to continue operating effectively. At a minimum, maintenance is required in the following specific instances: (1) for perimeter controls, whenever sediment has accumulated to ½ or more the above-ground height of the control (CGP Part 2.1.2.2.b); (2) where sediment has been tracked-out onto the surface of off-site streets or other paved areas (CGP Part 2.1.2.3.d); (3) for inlet protection measures, when sediment accumulates, the filter becomes clogged, and/or performance is compromised (CGP Part 2.1.2.9.b); and (4) for sediment basins, as necessary to maintain at least ½ of the design capacity of the basin (CGP Part 2.1.3.2.b). Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program. You should also answer "yes" if work to fix the problem is still ongoing from the previous inspection.

Corrective Action Needed?
Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required E&S control was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 or 3 requirement; (2) you become aware that the inadequacy of the E&S control has led to an exceedance of an applicable water quality standard; or (3) EPA requires corrective action for an E&S control as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action and complete a corrective action report, found at www.epa.gov/npdes/stormwater/swppp. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.

Date on Which Maintenance or Corrective Action First Identified?
Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Notes
For each E&S control and the area immediately surrounding it, note whether the control is properly installed and whether it appears to be working to minimize sediment discharge. Describe any problem conditions you observed such as the following, and why you think they occurred as well as actions (e.g., repairs, maintenance, or corrective action) you will take or have taken to fix the problem:

1. Failure to install or to properly install a required E&S control
2. Damage or destruction to an E&S control caused by vehicles, equipment, or personnel, a storm event, or other event
3. Mud or sediment deposits found downslope from E&S controls
4. Sediment tracked out onto paved areas by vehicles leaving construction site
5. Noticeable erosion at discharge outlets or at adjacent streambanks or channels
6. Erosion of the site's sloped areas (e.g., formation of rills or gullies)
7. E&S control is no longer working due to lack of maintenance

For buffer areas, make note of whether they are marked off as required, whether there are signs of construction disturbance within the buffer, which is prohibited under the CGP, and whether there are visible signs of erosion resulting from discharges through the area.

If repairs, maintenance, or corrective action is required, briefly note the reason. If repairs, maintenance, or corrective action have been completed, make a note of the date it was completed and what was done. *If corrective action is required, note that you will need to complete a separate corrective action report describing the condition and your work to fix the problem*.

Condition and Effectiveness of Pollution Prevention (P2) Practices (CGP Part 2.3) (see reverse for instructions)				
Type/Location of P2 Practices [Add an additional sheet if necessary]	**Repairs or Other Maintenance Needed?***	**Corrective Action Required?***	**Date on Which Maintenance or Corrective Action First Identified?**	**Notes**
1.	☐Yes ☐No	☐Yes ☐No		
2.	☐Yes ☐No	☐Yes ☐No		
3.	☐Yes ☐No	☐Yes ☐No		
4.	☐Yes ☐No	☐Yes ☐No		
5.	☐Yes ☐No	☐Yes ☐No		
6.	☐Yes ☐No	☐Yes ☐No		
7.	☐Yes ☐No	☐Yes ☐No		
8.	☐Yes ☐No	☐Yes ☐No		
9.	☐Yes ☐No	☐Yes ☐No		
10.	☐Yes ☐No	☐Yes ☐No		

*** Note:** The permit differentiates between conditions requiring repairs and maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition and requires repairs if controls are not operating as intended. Corrective actions are triggered only for specific, more serious conditions, which include: 1) A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3; 2) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 3) One of the prohibited discharges in Part 2.3.1 is occurring or has occurred; or 4) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.2. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at www.epa.gov/npdes/stormwater/swppp. See Part 5 of the permit for more information.

Instructions for Filling Out the "Pollution Prevention (P2) Practice" Table

Type and Location of P2 Controls
Provide a list of all pollution prevention (P2) practices that are implemented at your site. This list must include all P2 practices required by Part 2.3.3, and those that are described in your SWPPP.

Repairs or Other Maintenance Needed?
Answer "yes" if the P2 practice requires a repair of any kind (due to normal wear and tear, or as a result of damage) or requires maintenance in order for the control to continue operating effectively. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.

Corrective Action Needed?
Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action and complete a corrective action report (see www.epa.gov/npdes/stormwater/swppp). Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.

Date on Which Maintenance or Corrective Action First Identified?
Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Notes
For each P2 control and the area immediately surrounding it, note whether the control is properly installed, whether it appears to be working to minimize or eliminate pollutant discharges, and whether maintenance or corrective action is required. Describe problem conditions you observed such as the following, and why you think they occurred, as well as actions you will take or have taken to fix the problem:

1. Failure to install or to properly install a required P2 control
2. Damage or destruction to a P2 control caused by vehicles, equipment, or personnel, or a storm event
3. Evidence of a spill, leak, or other type of pollutant discharge, or failure to have properly cleaned up a previous spill, leak, or other type of pollutant discharge
4. Spill response supplies are absent, insufficient, or not where they are supposed to be located
5. Improper storage, handling, or disposal of chemicals, building materials or products, fuels, or wastes
6. P2 practice is no longer working due to lack of maintenance

If repairs, maintenance, or corrective action is required, briefly note the reason. If repairs, maintenance, or corrective action have been completed, make a note of the date it was completed and what was done. *If corrective action is required, note that you will need to complete a separate corrective action report describing the condition and your work to fix the problem*.

Stabilization of Exposed Soil (CGP Part 2.2) (see reverse for instructions)			
Stabilization Area **[Add an additional sheet if necessary]**	**Stabilization Method**	**Have You Initiated Stabilization?**	**Notes**
1.		☐ YES ☐ NO If yes, provide date:	
2.		☐ YES ☐ NO If yes, provide date:	
3.		☐ YES ☐ NO If yes, provide date:	
4.		☐ YES ☐ NO If yes, provide date:	
5.		☐ YES ☐ NO If yes, provide date:	

Description of Discharges (CGP Part 4.1.6.6) (see reverse for instructions)	
Was a stormwater discharge or other discharge occurring from any part of your site at the time of the inspection? ☐ Yes ☐ No **If "yes", provide the following information for each point of discharge:**	
Discharge Location **[Add an additional sheet if necessary]**	**Observations**
1.	Describe the discharge: At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? ☐ Yes ☐ No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:
2.	Describe the discharge: At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? ☐ Yes ☐ No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:

Instructions for Filling Out the "Stabilization of Exposed Soil" Table

Stabilization Area
List all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.

Stabilization Method
For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).

Have You Initiated Stabilization
For each area, indicate whether stabilization has been initiated.

Notes
For each area where stabilization has been initiated, describe the progress that has been made, and what additional actions are necessary to complete stabilization. Note the effectiveness of stabilization in preventing erosion. If stabilization has been initiated but not completed, make a note of the date it is to be completed. If stabilization has been completed, make a note of the date it was completed. If stabilization has not yet been initiated, make a note of the date it is to be initiated, and the date it is to be completed.

Instructions for Filling Out the "Description of Discharges" Table

You are only required to complete this section if a discharge is occurring at the time of the inspection.

Was a Stormwater Discharge Occurring From Any Part of Your Site At The Time of the Inspection?
During your inspection, examine all points of discharge from your site, and determine whether a discharge is occurring. If there is a discharge, answer "yes" and complete the questions below regarding the specific discharge. If there is not a discharge, answer "no" and skip to the next page.

Discharge Location (repeat as necessary if there are multiple points of discharge)
Location of discharge. Specify the location on your site where the discharge is occurring. The location may be an outlet from a stormwater control or constructed stormwater channel, a discharge into a storm sewer inlet, or a specific point on the site. Be as specific as possible; it is recommended that you refer to a precise point on your site map.

Describe the discharge. Include a specific description of any noteworthy characteristics of the discharge such as color; odor; floating, settled, or suspended solids; foam; oil sheen; and other obvious pollution indicators.

Are there visible signs of erosion or sediment accumulation? At each point of discharge and the channel and streambank in the immediate vicinity, visually assess whether there are any obvious signs of erosion and/or sediment accumulation that can be attributed to your discharge. If you answer "yes", include a description in the space provided of the erosion and sediment deposition that you have found, specify where on the site or in the surface water it is found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.

Contractor or Subcontractor Certification and Signature
(see reverse for instructions)

"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."

Signature of Contractor or Subcontractor: _____ **Date:**

Printed Name and Affiliation: _____

Certification and Signature by Permittee
(see reverse for instructions)

"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."

Signature of Permittee or "Duly Authorized Representative": _____ **Date:**

Printed Name and Affiliation: _____

Instructions for Signature/Certification

Each inspection report must be signed and certified to be considered complete.

Contractor or Subcontractor Signature and Certification
Where a contractor or subcontractor is relied on to carry out the inspection and complete the inspection report, you should require the inspector to sign and certify each report. Note that this does not relieve the permitted operator of the requirement to sign and certify the inspection report as well.

Signature and Certification by Permittee
At a minimum, the inspection report must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply to scenarios (1) and (2):

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

- *For a corporation*: A responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- *For a partnership or sole proprietorship*: A general partner or the proprietor, respectively.
- *For a municipality, state, federal, or other public agency*: Either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If the signatory will be a duly authorized representative, the following requirements must be met:

- The authorization is made in writing by the person who signed the NOI (see above);
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
- The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Section C – Certification and Signature (CGP Part 5.4.3)

Section C.1 – Certification and Signature by Contractor or Subcontractor

"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."

Signature of Contractor or Subcontractor: _____ **Date:**

Printed Name and Affiliation: _____

Section C.2 – Certification and Signature by Permittee

"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."

Signature of Permittee or "Duly Authorized Representative": _____ **Date:**

Printed Name and Affiliation: _____

Appendix D-4

Tenant Construction Activity Inspection Form and Construction General Permit Letter of Findings

(BMP 4-5)

TENANT CONSTRUCTION ACTIVITY
INSPECTION FORM

DATE:	INSPECTOR:	PHONE:
TENANT NAME:		
TENANT CONTACT:	PHONE:	EMAIL:
PROJECT NAME:		
ADDRESS and/or LOCATION DESCRIPTION:		

NPDES CGP REQUIREMENTS	YES	NO	COMMENTS
Is the notice with the NPDES Permit tracking number, a contact name, and phone number posted and legible (1.5)?	☐	☐	
Is sediment tracked onto off-site streets or paved areas where vehicles exit the construction site (2.1.2.3)?	☐	☐	
If an arroyo is located within 50 feet of the construction site, is a natural buffer or equivalent sediment controls provided (2.1.2.1)?	☐	☐	☐ Check if not applicable
Are controls provided to minimize the presence of the following in the MS4 and watercourses around the perimeter and downstream of the construction site (2.1):	☐	☐	
► Sediment, silt, soil, or other pollutant associated with clearing, grading, excavation, or other construction activity?	☐	☐	
► Garbage, rubbish, or other floatable material?	☐	☐	
Is there evidence of the following prohibited discharges from the construction site (2.3.1):	☐	☐	
► Wastewater from washout of concrete?	☐	☐	
► Wastewater from washout or cleanout of stucco, paint, form release oils, curing compounds, or other construction materials?	☐	☐	
► Fuels, oils, or other pollutants from vehicle and equipment operation and maintenance?	☐	☐	
► Soaps, solvents, or detergents?	☐	☐	
► Toxic or hazardous substances?	☐	☐	
Other requirements (section):	☐	☐	

Is a letter of findings recommended ? ☐ Yes ☐ No	Date letter sent:
Is a follow up inspection recommended ? ☐ Yes ☐ No	Date inspection conducted:

NEW MEXICO STATE UNIVERSITY

Environmental Health and Safety

MSC 3578 New Mexico State University · P.O. Box 30001 · Las Cruces, NM 88003-8001
(575) 646-3327 · Fax (575) 646-7898

DATE

ADDRESS LINE 1
ADDRESS LINE 2
ADDRESS LINE 3
ADDRESS LINE 4

RE: Construction General Permit Letter of Findings
PROJECT NAME AND ADDRESS

Dear CONTACT:

New Mexico State University is permitted as an operator under the Small Municipal Separate Storm Sewer System (MS4) General Permit issued by the Environmental Protection Agency (EPA). Environmental Health and Safety is responsible for NMSU's compliance with the MS4 permit. As required by the MS4 permit, EHS personnel inspected the perimeter of your PROJECT NAME construction site on DATE. The following findings were noted during the inspection:

_____ A notice with the NPDES Permit tracking number, a contact name, and phone number was not posted and legible (1.5).

_____ Sediment was tracked onto off-site streets or paved areas where vehicles exit the construction site (2.1.2.3).

_____ A natural buffer or equivalent sediment controls was not provided where an arroyo is located within 50 feet of the construction site (2.1.2.1).

_____ Sediment, silt, soil, or other pollutant associated with clearing, grading, excavation or other construction activity was observed in the MS4/watercourse around the perimeter or downstream of the construction site (2.1).

_____ Garbage, rubbish, or other floatable material was observed in the MS4/watercourse around the perimeter or downstream of the construction site (2.1).

_____ Evidence of wastewater discharge from concrete washout (2.3.1.1).

_____ Evidence of wastewater discharge from washout or cleanout of stucco, paint, form release oils, curing compounds, or other construction materials (2.3.1.2).

_____ Evidence of fuels, oils, or other pollutant discharge from the construction site (2.3.1.3).

_____ Evidence of soaps, solvents, or detergent discharge from the construction site (2.3.1.4).

_____ Evidence of toxic or hazardous substance discharge from the construction site (2.3.1.5).

_____ Other Requirements (_____)_____

We are sending you this letter to inform you that the above finding(s) may be in violation of the EPA's Construction General Permit (CGP). The numbers in parentheses refer to corresponding sections of the CGP. For more information on the CGP, please visit: http://cfpub.epa.gov/npdes/stormwater/cgp.cfm.

Sincerely,

Jack Kirby
Assistant Director

APPENDIX D

Construction Site Storm Water Runoff Control

Best Management Practices (BMPs)

Contents

Appendix D-1

Storm Water Pollution Prevention Plan (SWPPP)
Training Sign-In Sheet

(BMP 4-1)

NEW MEXICO STATE UNIVERSITY
TRAINING SIGN-IN SHEET

DATE: June 4, 2013 TIME: 1:00 PM – 4:00 PM

LOCATION OF TRAINING: EH&S Training Room

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: 2012 CGP Requirements

	PRINTED NAME	SIGNATURE
*	Michael B. Herrera	Michael B. Herrera
	Alyn Looney	Alyn Looney
	Ron Tarazoff	Ron Tarazoff
	Daniel Fernandez	Daniel Fernandez
	Rogelio González	Rogelio González
	James C. Nuss	James C. Nuss
	Jack Kirby	Jack Kirby
	Jon Padilla	Jon Padilla

Appendix D-2

SWPPP Review Checklist

(BMP 4-2)

SWPPP Review Checklist

New Mexico State University

Storm Water Management Program

Background: *This checklist is used by New Mexico State University (NMSU) staff for Storm Water Pollution Prevention Plan (SWPPP) reviews. It is provided as a tool to assure the reviewer(s) that the required elements of a SWPPP are included per the 2012 Construction General Permit (CGP). Use of this checklist will help you to determine if the SWPPP is complete.*

Review Information

Project Name:	NMSU Project Manager:
Contractor:	SWPPP Date:
Reviewer Name:	Review Date:

SWPPP Information - does the submitted plan contain the following:

Yes	No	N/A	
			[7.2.1 CGP] A stormwater team identified (by name or position), and each person's responsibilities?
			[7.2.2 CGP] A descriptive narrative of the project and storm water components?
			[7.2.2 CGP] Size of property (in acres)? Total area expected to be disturbed? Maximum area expected to be disturbed at any one time?
			[7.2.3 CGP] Is the earth disturbing activity in response to a public emergency?
			[7.2.4 CGP] Are the other operators and their areas of control identified?
			[7.2.5 CGP] A sequence of the intended construction activities, including start dates and durations for all activities (installation of stormwater control measures; earth work; work cessation periods; soil stabilization; removal of temporary conveyance measures)? Refer to CGP 7.2.5 for details.
			[7.2.6 CGP] Legible site map showing all elements as required by CGP 7.2.6?
			[7.2.7 CGP] A list and description of all pollutant-generating activities, and the pollutants associated with each activity?
			[7.2.8 CGP] Identification of all sources of allowable non-stormwater discharges listed in Part 1.3.d?
			[7.2.9 CGP] Identification of all surface water within 50 feet of the project? If so, the SWPP must comply with all components of Part 2.1.2.1, including a description of the compliance alternative selected.
			[2.1.2.2 CGP] Install Perimeter Controls
			[2.1.2.3 CGP] Minimize Sediment Track-Out
			[2.1.2.4 CGP] Control Discharges from Stockpiled Sediment or Soil
			[2.1.2.5 CGP] Minimize Dust
			[2.1.2.6 CGP] Minimize the Disturbance of Steep Slopes
			[2.1.2.7 CGP] Preserve Topsoil
			[2.1.2.8 CGP] Minimize Soil Compaction
			[2.1.2.9 CGP] Protect Storm Drain Inlets
			[2.1.3.1 CGP] Constructed Stormwater Conveyance Channels (may or may not be applicable)

SWPPP Review Checklist

New Mexico State University

Storm Water Management Program

SWPPP Information (continued) - does the submitted plan contain the following:

Yes **No** **N/A**

[7.2.10.1 CGP] Description of stormwater control measures utilized during construction. Ensure the CGP requirements of sections 2.2 and 9.4.1.4 have been met.

[7.2.11.1 CGP] Spill prevention and response procedures that incorporate the requirements of 2.3?

[2.3.1 CGP] Prohibited Discharges
[2.3.2 CGP] General Maintenance Requirements
[2.3.3 CGP] Pollution Prevention Standards (fueling, maintenance, washing, and storage)
[2.3.4 CGP] Emergency Spill Notification
[2.3.5 CGP] Fertilizer Discharge Restrictions

[7.2.11.2 CGP] Waste management procedures?

[7.2.12 CGP] Procedures for Inspection (in accordance with Part 4), maintenance, and corrective actions (in accordance with Part 5), including personnel responsible for inspections, inspection schedule, and any checklists or other forms that will be used?

[7.2.13 CGP] Documentation that the required personnel were trained in accordance with Part 6?

[7.2.14 CGP] Documentation of compliance with other federal requirements (Endangered Species Act; Historic Properties; Safe Drinking Water Act)?

[7.2.15 CGP] Signed and dated certification statement in accordance with Appendix I, Part I.11?

[7.2.15 CGP] Once you are notified of your coverage under this permit, you must include the following documents as part of your SWPPP:

7.2.16.1 A copy of your NOI submitted to EPA along with any correspondence exchanged between you and EPA related to coverage under this permit;

7.2.16.2 A copy of the acknowledgment letter you receive from the NOI Processing Center or eNOI system assigning your permit tracking number;

7.2.16.3 A copy of this permit (an electronic copy easily available to the stormwater team is also acceptable).

[7.4.1 CGP] Is SWPP modification addressed? NOTE – addressing SWPPP modification is not a strict requirement of the SWPPP, however modifying based on conditions described in 7.4.1 is a requirement.

Appendix D-3

SWPPP Inspection Report Template

(BMP 4-3)

Inspection Report Template – Field Version

Purpose
This Inspection Report Template (or "template") was designed to assist you in preparing inspection reports for EPA's 2012 Construction General Permit (CGP). If you are covered under the 2012 CGP, this template will enable you to create an inspection report form that is customized to the specific circumstances of your project and that complies with the minimum reporting requirements of Part 4.1.7 of the permit. Note that the use of this form is optional; you may use your own inspection report form provided it includes the minimum information required in Part 4.1.7 of the CGP.

If you are covered under a state CGP, this template may be helpful in developing a form that can be used for that permit; however it will need to be modified to meet the specific requirements of that permit. If your permitting authority requires you to use a specific inspection report form, you should not use this form.

Notes:
While EPA has made every effort to ensure the accuracy of all instructions and guidance contained in the Inspection Report Template, the actual obligations of regulated construction activities are determined by the relevant provisions of the permit, not by the template. In the event of a conflict between the Inspection Report Template and any corresponding provision of the 2012 CGP, you must abide by the requirements in the permit. EPA welcomes comments on the Inspection Report Template at any time and will consider those comments in any future revision of this document. You may contact EPA for CGP-related inquiries at cgp@epa.gov.

Overview of Inspection Requirements
Construction operators covered under the 2012 CGP are subject to the following requirements in Part 4:

Inspection Frequency (see Part 4.1.4)
You are required to conduct inspections either:
- Once every 7 calendar days; or
- Once every 14 calendar days and within 24 hours of a storm event of 0.25 inches or greater.

Your inspection frequency is increased if the site discharges to a sensitive water. See Part 4.1.3. Your inspection frequency may be decreased to account for stabilized areas, or for arid, semi-arid, or drought-stricken conditions, or for frozen conditions. See Part 4.1.4.

Areas That Need to Be Inspected (see Part 4.1.5)
During each inspection, you must inspect the following areas of your site:
- Cleared, graded, or excavated areas of the site;
- Stormwater controls (e.g., perimeter controls, sediment basins, inlets, exit points etc.) and pollution prevention practices (e.g., pollution prevention practices for vehicle fueling/maintenance and washing, construction product storage, handling, and disposal, etc.) at the site;
- Material, waste, or borrow areas covered by the permit, and equipment storage and maintenance areas;
- Areas where stormwater flows within the site;
- Stormwater discharge points; and
- Areas where stabilization has been implemented.

What to Check For During Your Inspection (see Part 4.1.6)
During your site inspection, you are required to check:
- Whether stormwater controls or pollution prevention practices require maintenance or corrective action, or whether new or modified controls are required;
- For the presence of conditions that could lead to spills, leaks, or other pollutant accumulations and discharges;
- Whether there are visible signs of erosion and sediment accumulation at points of discharge and to the channels and streambanks that are in the immediate vicinity of the discharge;
- If a stormwater discharge is occurring at the time of the inspection, whether there are obvious, visual signs of pollutant discharges; and
- If any permit violations have occurred on the site.

Inspection Reports (see Part 4.1.7)
Within 24 hours of completing each inspection, you are required to complete an inspection report that includes:

- Date of inspection;
- Names and titles of persons conducting the inspection;
- Summary of inspection findings;
- Rain gauge or weather station readings if your inspection is triggered by the 0.25 inch storm threshold; and
- If you determine that a portion of your site is unsafe to access for the inspection, documentation of what conditions prevented the inspection and where these conditions occurred on the site

Instructions for Using This Template

This Field Version of the Inspection Report Template is intended to be used in the field and filled out by hand. If you will be filling out the Inspection Report Template electronically (i.e., you will be typing in your findings), please use the Electronic Version of the Inspection Report Template available at www.epa.gov/npdes/stormwater/swppp. The Electronic Version includes text fields with instructions for what to enter.

Keep in mind that this document is a template and not an "off-the-shelf" inspection report that is ready to use without some modification. You must first customize this form to include the specifics of your project in order for it to be useable for your inspection reports. Once you have entered all of your site-specific information into these fields, you may print out this form for use in the field to complete inspection reports.

The following tips for using this template will help you ensure that the minimum permit requirements are met:

- **Review the inspection requirements.** Before you start developing your inspection report form, read the CGP's Part 4 inspection requirements. This will ensure that you have a working understanding of the permit's underlying inspection requirements.
- **Complete all required text fields.** Fill out all text fields. Only by filling out all fields will the template be compliant with the requirements of the permit. (Note: Where you do not need the number of rows provided in the template form for your inspection, you may leave those rows blank. Or, if you need more space to document your findings, you may add an additional sheet.)
- **Use your site map to document inspection findings.** In several places in the template, you are directed to specify the location of certain features of your site, including where stormwater controls are installed and where you will be stabilizing exposed soil. You are also asked to fill in location information for unsafe conditions and the locations of any discharges occurring during your inspections. Where you are asked for location information, EPA encourages you to reference the point on your SWPPP site map that corresponds to the requested location on the inspection form. Using the site map as a tool in this way will help you conduct efficient inspections, will assist you in evaluating problems found, and will ensure proper documentation.
- **Sign and certify each inspection report.** Each inspection report must be signed and certified by the permittee to be considered complete. Where your inspections are carried out by a contractor or subcontractor, it is recommended that you also have the form signed and certified by the inspector, in addition to the signature and certification required of the permitted operator. The template includes a signature block for both parties.
- **Include the inspection form with your SWPPP.** Once your form is complete, make sure to include a copy of the inspection form in your SWPPP in accordance with Part 7.2.12.4 of the CGP.
- **Retain copies of all inspection reports with your records.** You must also retain in your records copies of all inspection reports in accordance with the requirements in Part 4.1.7.3 of the 2012 CGP. These reports must be retained for at least 3 years from the date your permit coverage expires or is terminated.

Section-by-Section Instructions

You will find specific instructions corresponding to each section of the report form on the reverse side of each page. These instructions provide you with more details in terms of what EPA expects to be documented in these reports.

General Information
(see reverse for instructions)

Name of Project		**CGP Tracking No.**		**Inspection Date**	

Inspector Name, Title & Contact Information	
Present Phase of Construction	
Inspection Location (if multiple inspections are required, specify location where this inspection is being conducted)	

Inspection Frequency *(Note: you may be subject to different inspection frequencies in different areas of the site. Check all that apply.)*

Standard Frequency: ☐ Weekly ☐ Every 14 days and within 24 hours of a 0.25" rain

Increased Frequency: ☐ Every 7 days and within 24 hours of a 0.25" rain (for areas of sites discharging to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3)

Reduced Frequency:
- ☐ Once per month (for stabilized areas)
- ☐ Once per month and within 24 hours of a 0.25" rain (for arid, semi-arid, or drought-stricken areas during seasonally dry periods or during drought)
- ☐ Once per month (for frozen conditions where earth-disturbing activities are being conducted)

Was this inspection triggered by a 0.25" storm event? ☐ Yes ☐ No

If yes, how did you determined whether a 0.25" storm event has occurred?

☐ Rain gauge on site ☐ Weather station representative of site. Specify weather station source:

Total rainfall amount that triggered the inspection (in inches)**:**

Unsafe Conditions for Inspection

Did you determine that any portion of your site was unsafe for inspection per CGP Part 4.1.5? ☐ Yes ☐ No

If "yes", complete the following:
- Describe the conditions that prevented you from conducting the inspection in this location:

- Location(s) where conditions were found:

Instructions for Filling Out "General Information" Section

Name of Project
Enter the name for the project.

CGP Tracking No.
Enter the tracking number that was assigned to your NOI application for permit coverage.

Inspection Date
Enter the date you conducted the inspection.

Inspector Name, Title & Contact Information
Provide the name of the person(s) (either a member of your company's staff or a contractor or subcontractor) that conducted this inspection. Provide the inspector's name, title, and contact information as directed in the form.

Present Phase of Construction
If this project is being completed in more than one phase, indicate which phase it is currently in.

Inspection Location
If your project has multiple locations where you conduct separate inspections, specify the location where this inspection is being conducted. If only one inspection is conducted for your entire project, enter "Entire Site." If necessary, complete additional inspection report forms for each separate inspection location.

Inspection Frequency
Check the box that describes the inspection frequency that applies to you. Note that you may be subject to different inspection frequencies in different areas of your site. If your project does not discharge to a "sensitive water" (i.e., a water impaired for sediment or nutrients, or listed as Tier 2, 2.5, or 3 by your state or tribe) and you are not affected by any of the circumstances described in CGP Part 4.1.4, then you can choose your frequency based on CGP Part 4.1.2 – either weekly, or every other week and within 24 hrs of a 0.25 in storm event. For any portion of your site that discharges to a sensitive water, your inspection frequency for that area is fixed under CGP Part 4.1.3 at weekly and within 24 hrs of a 0.25 inch storm event. If portions of your site are stabilized, are located in arid, semi-arid, or drought-stricken areas, or are subject to frozen conditions, consult CGP Part 4.1.4 for the applicable inspection frequency. Check all the inspection frequencies that apply to your project.

Was This Inspection Triggered by a 0.25 Inch Storm Event?
If you were required to conduct this inspection because of a 0.25 inch (or greater) rain event, indicate whether you relied on an on-site rain gauge or a nearby weather station (and where the weather station is located). Also, specify the total amount of rainfall for this specific storm event.

Unsafe Conditions for Inspection
Inspections are not required where a portion of the site or the entire site is subject to unsafe conditions. See CGP Part 4.1.5. These conditions should not regularly occur, and should not be consistently present on a site. Generally, unsafe conditions are those that render the site (or a portion of it) inaccessible or that would pose a significant probability of injury to applicable personnel. Examples could include severe storm or flood conditions, high winds, and downed electrical wires.

If your site, or a portion of it, is affected by unsafe conditions during the time of your inspection, provide a description of the conditions that prevented you from conducting the inspection and what parts of the site were affected. If the entire site was considered unsafe, specify the location as "Entire site"

Condition and Effectiveness of Erosion and Sediment (E&S) Controls (CGP Part 2.1) (see reverse for instructions)				
Type/Location of E&S Control [Add an additional sheet if necessary]	**Repairs or Other Maintenance Needed?***	**Corrective Action Required?***	**Date on Which Maintenance or Corrective Action First Identified?**	**Notes**
1.	☐Yes ☐No	☐Yes ☐No		
2.	☐Yes ☐No	☐Yes ☐No		
3.	☐Yes ☐No	☐Yes ☐No		
4.	☐Yes ☐No	☐Yes ☐No		
5.	☐Yes ☐No	☐Yes ☐No		
6.	☐Yes ☐No	☐Yes ☐No		
7.	☐Yes ☐No	☐Yes ☐No		
8.	☐Yes ☐No	☐Yes ☐No		
9.	☐Yes ☐No	☐Yes ☐No		
10.	☐Yes ☐No	☐Yes ☐No		

*** Note:** The permit differentiates between conditions requiring repairs and maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition and requires repairs if controls are not operating as intended. Corrective actions are triggered only for specific, more serious conditions, which include: 1) A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3; 2) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 3) One of the prohibited discharges in Part 2.3.1 is occurring or has occurred; or 4) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.2. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at www.epa.gov/npdes/stormwater/swppp. See Part 5 of the permit for more information.

Instructions for Filling Out the "Erosion and Sediment Control" Table

Type and Location of E&S Controls
Provide a list of all erosion and sediment (E&S) controls that your SWPPP indicates will be installed and implemented at your site. This list must include at a minimum all E&S controls required by CGP Part 2.1.2. Include also any natural buffers established under CGP Part 2.1.2.1. Buffer requirements apply if your project's earth-disturbing activities will occur within 50 feet of a surface water. You may group your E&S controls on your form if you have several of the same type of controls (e.g., you may group "Inlet Protection Measures", "Perimeter Controls", and "Stockpile Controls" together on one line), but if there are any problems with a specific control, you must separately identify the location of the control, whether repairs or maintenance or corrective action are necessary, and in the notes section you must describe the specifics about the problem you observed.

Repairs or Other Maintenance Needed?
Answer "yes" if the E&S control requires a repair of any kind (due to normal wear and tear, or as a result of damage) or requires maintenance in order for the control to continue operating effectively. At a minimum, maintenance is required in the following specific instances: (1) for perimeter controls, whenever sediment has accumulated to ½ or more the above-ground height of the control (CGP Part 2.1.2.2.b); (2) where sediment has been tracked-out onto the surface of off-site streets or other paved areas (CGP Part 2.1.2.3.d); (3) for inlet protection measures, when sediment accumulates, the filter becomes clogged, and/or performance is compromised (CGP Part 2.1.2.9.b); and (4) for sediment basins, as necessary to maintain at least ½ of the design capacity of the basin (CGP Part 2.1.3.2.b). Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program. You should also answer "yes" if work to fix the problem is still ongoing from the previous inspection.

Corrective Action Needed?
Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required E&S control was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 or 3 requirement; (2) you become aware that the inadequacy of the E&S control has led to an exceedance of an applicable water quality standard; or (3) EPA requires corrective action for an E&S control as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action and complete a corrective action report, found at www.epa.gov/npdes/stormwater/swppp. Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.

Date on Which Maintenance or Corrective Action First Identified?
Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Notes
For each E&S control and the area immediately surrounding it, note whether the control is properly installed and whether it appears to be working to minimize sediment discharge. Describe any problem conditions you observed such as the following, and why you think they occurred as well as actions (e.g., repairs, maintenance, or corrective action) you will take or have taken to fix the problem:

1. Failure to install or to properly install a required E&S control
2. Damage or destruction to an E&S control caused by vehicles, equipment, or personnel, a storm event, or other event
3. Mud or sediment deposits found downslope from E&S controls
4. Sediment tracked out onto paved areas by vehicles leaving construction site
5. Noticeable erosion at discharge outlets or at adjacent streambanks or channels
6. Erosion of the site's sloped areas (e.g., formation of rills or gullies)
7. E&S control is no longer working due to lack of maintenance

For buffer areas, make note of whether they are marked off as required, whether there are signs of construction disturbance within the buffer, which is prohibited under the CGP, and whether there are visible signs of erosion resulting from discharges through the area.

If repairs, maintenance, or corrective action is required, briefly note the reason. If repairs, maintenance, or corrective action have been completed, make a note of the date it was completed and what was done. *If corrective action is required, note that you will need to complete a separate corrective action report describing the condition and your work to fix the problem*.

Condition and Effectiveness of Pollution Prevention (P2) Practices (CGP Part 2.3) (see reverse for instructions)				
Type/Location of P2 Practices [Add an additional sheet if necessary]	**Repairs or Other Maintenance Needed?***	**Corrective Action Required?***	**Date on Which Maintenance or Corrective Action First Identified?**	**Notes**
1.	☐Yes ☐No	☐Yes ☐No		
2.	☐Yes ☐No	☐Yes ☐No		
3.	☐Yes ☐No	☐Yes ☐No		
4.	☐Yes ☐No	☐Yes ☐No		
5.	☐Yes ☐No	☐Yes ☐No		
6.	☐Yes ☐No	☐Yes ☐No		
7.	☐Yes ☐No	☐Yes ☐No		
8.	☐Yes ☐No	☐Yes ☐No		
9.	☐Yes ☐No	☐Yes ☐No		
10.	☐Yes ☐No	☐Yes ☐No		

*** Note:** The permit differentiates between conditions requiring repairs and maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition and requires repairs if controls are not operating as intended. Corrective actions are triggered only for specific, more serious conditions, which include: 1) A required stormwater control was never installed, was installed incorrectly, or not in accordance with the requirements in Part 2 and/or 3; 2) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 3) One of the prohibited discharges in Part 2.3.1 is occurring or has occurred; or 4) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.2. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at www.epa.gov/npdes/stormwater/swppp. See Part 5 of the permit for more information.

Instructions for Filling Out the "Pollution Prevention (P2) Practice" Table

Type and Location of P2 Controls
Provide a list of all pollution prevention (P2) practices that are implemented at your site. This list must include all P2 practices required by Part 2.3.3, and those that are described in your SWPPP.

Repairs or Other Maintenance Needed?
Answer "yes" if the P2 practice requires a repair of any kind (due to normal wear and tear, or as a result of damage) or requires maintenance in order for the control to continue operating effectively. Note: In many cases, "yes" answers are expected and indicate a project with an active operation and maintenance program.

Corrective Action Needed?
Answer "yes" if during your inspection you found any of the following conditions to be present (CGP, Part 5.2.1): (1) a required P2 practice was never installed, was installed incorrectly, or not in accordance with the corresponding CGP Part 2 requirement; (2) you become aware that the inadequacy of the P2 practice has led to an exceedance of an applicable water quality standard; (3) one of the "prohibited discharges" listed in CGP Part 2.3.1 is occurring or has occurred, or (4) EPA requires corrective action for a P2 practice as a result of a permit violation found during an inspection carried out under Part 4.2. If you answer "yes", you must take corrective action and complete a corrective action report (see www.epa.gov/npdes/stormwater/swppp). Note: You should answer "yes" if work to fix the problem from a previous inspection is still ongoing.

Date on Which Maintenance or Corrective Action First Identified?
Provide the date on which the condition that triggered the need for maintenance or corrective action was first identified. If the condition was just discovered during this inspection, enter the inspection date. If the condition is a carryover from a previous inspection, enter the original date of the condition's discovery.

Notes
For each P2 control and the area immediately surrounding it, note whether the control is properly installed, whether it appears to be working to minimize or eliminate pollutant discharges, and whether maintenance or corrective action is required. Describe problem conditions you observed such as the following, and why you think they occurred, as well as actions you will take or have taken to fix the problem:

1. Failure to install or to properly install a required P2 control
2. Damage or destruction to a P2 control caused by vehicles, equipment, or personnel, or a storm event
3. Evidence of a spill, leak, or other type of pollutant discharge, or failure to have properly cleaned up a previous spill, leak, or other type of pollutant discharge
4. Spill response supplies are absent, insufficient, or not where they are supposed to be located
5. Improper storage, handling, or disposal of chemicals, building materials or products, fuels, or wastes
6. P2 practice is no longer working due to lack of maintenance

If repairs, maintenance, or corrective action is required, briefly note the reason. If repairs, maintenance, or corrective action have been completed, make a note of the date it was completed and what was done. *If corrective action is required, note that you will need to complete a separate corrective action report describing the condition and your work to fix the problem*.

Stabilization of Exposed Soil (CGP Part 2.2) (see reverse for instructions)			
Stabilization Area **[Add an additional sheet if necessary]**	**Stabilization Method**	**Have You Initiated Stabilization?**	**Notes**
1.		☐ YES ☐ NO If yes, provide date:	
2.		☐ YES ☐ NO If yes, provide date:	
3.		☐ YES ☐ NO If yes, provide date:	
4.		☐ YES ☐ NO If yes, provide date:	
5.		☐ YES ☐ NO If yes, provide date:	

Description of Discharges (CGP Part 4.1.6.6) (see reverse for instructions)	
Was a stormwater discharge or other discharge occurring from any part of your site at the time of the inspection? ☐ Yes ☐ No **If "yes", provide the following information for each point of discharge:**	
Discharge Location **[Add an additional sheet if necessary]**	**Observations**
1.	Describe the discharge: At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? ☐ Yes ☐ No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:
2.	Describe the discharge: At points of discharge and the channels and banks of surface waters in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? ☐ Yes ☐ No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:

Instructions for Filling Out the "Stabilization of Exposed Soil" Table

Stabilization Area
List all areas where soil stabilization is required to begin because construction work in that area has permanently stopped or temporarily stopped (i.e., work will stop for 14 or more days), and all areas where stabilization has been implemented.

Stabilization Method
For each area, specify the method of stabilization (e.g., hydroseed, sod, planted vegetation, erosion control blanket, mulch, rock).

Have You Initiated Stabilization
For each area, indicate whether stabilization has been initiated.

Notes
For each area where stabilization has been initiated, describe the progress that has been made, and what additional actions are necessary to complete stabilization. Note the effectiveness of stabilization in preventing erosion. If stabilization has been initiated but not completed, make a note of the date it is to be completed. If stabilization has been completed, make a note of the date it was completed. If stabilization has not yet been initiated, make a note of the date it is to be initiated, and the date it is to be completed.

Instructions for Filling Out the "Description of Discharges" Table

You are only required to complete this section if a discharge is occurring at the time of the inspection.

Was a Stormwater Discharge Occurring From Any Part of Your Site At The Time of the Inspection?
During your inspection, examine all points of discharge from your site, and determine whether a discharge is occurring. If there is a discharge, answer "yes" and complete the questions below regarding the specific discharge. If there is not a discharge, answer "no" and skip to the next page.

Discharge Location (repeat as necessary if there are multiple points of discharge)
Location of discharge. Specify the location on your site where the discharge is occurring. The location may be an outlet from a stormwater control or constructed stormwater channel, a discharge into a storm sewer inlet, or a specific point on the site. Be as specific as possible; it is recommended that you refer to a precise point on your site map.

Describe the discharge. Include a specific description of any noteworthy characteristics of the discharge such as color; odor; floating, settled, or suspended solids; foam; oil sheen; and other obvious pollution indicators.

Are there visible signs of erosion or sediment accumulation? At each point of discharge and the channel and streambank in the immediate vicinity, visually assess whether there are any obvious signs of erosion and/or sediment accumulation that can be attributed to your discharge. If you answer "yes", include a description in the space provided of the erosion and sediment deposition that you have found, specify where on the site or in the surface water it is found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue.

Contractor or Subcontractor Certification and Signature
(see reverse for instructions)

"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."

Signature of Contractor or Subcontractor: _____ **Date:**

Printed Name and Affiliation: _____

Certification and Signature by Permittee
(see reverse for instructions)

"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."

Signature of Permittee or "Duly Authorized Representative": _____ **Date:**

Printed Name and Affiliation: _____

Instructions for Signature/Certification

Each inspection report must be signed and certified to be considered complete.

Contractor or Subcontractor Signature and Certification
Where a contractor or subcontractor is relied on to carry out the inspection and complete the inspection report, you should require the inspector to sign and certify each report. Note that this does not relieve the permitted operator of the requirement to sign and certify the inspection report as well.

Signature and Certification by Permittee
At a minimum, the inspection report must be signed by either (1) the person who signed the NOI, or (2) a duly authorized representative of that person. The following requirements apply to scenarios (1) and (2):

If the signatory will be the person who signed the NOI for permit coverage, as a reminder, that person must be one of the following types of individuals:

- *For a corporation*: A responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means: (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- *For a partnership or sole proprietorship*: A general partner or the proprietor, respectively.
- *For a municipality, state, federal, or other public agency*: Either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a federal agency includes (i) the chief executive officer of the agency, or (ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

If the signatory will be a duly authorized representative, the following requirements must be met:

- The authorization is made in writing by the person who signed the NOI (see above);
- The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
- The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Section C – Certification and Signature (CGP Part 5.4.3)

Section C.1 – Certification and Signature by Contractor or Subcontractor

"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."

Signature of Contractor or Subcontractor: _____ **Date:**

Printed Name and Affiliation: _____

Section C.2 – Certification and Signature by Permittee

"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."

Signature of Permittee or "Duly Authorized Representative": _____ **Date:**

Printed Name and Affiliation: _____

Appendix D-4

Tenant Construction Activity Inspection Form and Construction General Permit Letter of Findings

(BMP 4-5)

TENANT CONSTRUCTION ACTIVITY
INSPECTION FORM

DATE:	INSPECTOR:	PHONE:
TENANT NAME:		
TENANT CONTACT:	PHONE:	EMAIL:
PROJECT NAME:		
ADDRESS and/or LOCATION DESCRIPTION:		

NPDES CGP REQUIREMENTS	YES	NO	COMMENTS
Is the notice with the NPDES Permit tracking number, a contact name, and phone number posted and legible (1.5)?	☐	☐	
Is sediment tracked onto off-site streets or paved areas where vehicles exit the construction site (2.1.2.3)?	☐	☐	
If an arroyo is located within 50 feet of the construction site, is a natural buffer or equivalent sediment controls provided (2.1.2.1)?	☐	☐	☐ Check if not applicable
Are controls provided to minimize the presence of the following in the MS4 and watercourses around the perimeter and downstream of the construction site (2.1):	☐	☐	
► Sediment, silt, soil, or other pollutant associated with clearing, grading, excavation, or other construction activity?	☐	☐	
► Garbage, rubbish, or other floatable material?	☐	☐	
Is there evidence of the following prohibited discharges from the construction site (2.3.1):	☐	☐	
► Wastewater from washout of concrete?	☐	☐	
► Wastewater from washout or cleanout of stucco, paint, form release oils, curing compounds, or other construction materials?	☐	☐	
► Fuels, oils, or other pollutants from vehicle and equipment operation and maintenance?	☐	☐	
► Soaps, solvents, or detergents?	☐	☐	
► Toxic or hazardous substances?	☐	☐	
Other requirements (section):	☐	☐	

Is a letter of findings recommended ? ☐ Yes ☐ No	Date letter sent:
Is a follow up inspection recommended ? ☐ Yes ☐ No	Date inspection conducted:

NEW MEXICO STATE UNIVERSITY

Environmental Health and Safety

MSC 3578 New Mexico State University · P.O. Box 30001 · Las Cruces, NM 88003-8001
(575) 646-3327 · Fax (575) 646-7898

DATE

ADDRESS LINE 1
ADDRESS LINE 2
ADDRESS LINE 3
ADDRESS LINE 4

RE: Construction General Permit Letter of Findings
PROJECT NAME AND ADDRESS

Dear CONTACT:

New Mexico State University is permitted as an operator under the Small Municipal Separate Storm Sewer System (MS4) General Permit issued by the Environmental Protection Agency (EPA). Environmental Health and Safety is responsible for NMSU's compliance with the MS4 permit. As required by the MS4 permit, EHS personnel inspected the perimeter of your PROJECT NAME construction site on DATE. The following findings were noted during the inspection:

_____ A notice with the NPDES Permit tracking number, a contact name, and phone number was not posted and legible (1.5).

_____ Sediment was tracked onto off-site streets or paved areas where vehicles exit the construction site (2.1.2.3).

_____ A natural buffer or equivalent sediment controls was not provided where an arroyo is located within 50 feet of the construction site (2.1.2.1).

_____ Sediment, silt, soil, or other pollutant associated with clearing, grading, excavation or other construction activity was observed in the MS4/watercourse around the perimeter or downstream of the construction site (2.1).

_____ Garbage, rubbish, or other floatable material was observed in the MS4/watercourse around the perimeter or downstream of the construction site (2.1).

_____ Evidence of wastewater discharge from concrete washout (2.3.1.1).

_____ Evidence of wastewater discharge from washout or cleanout of stucco, paint, form release oils, curing compounds, or other construction materials (2.3.1.2).

_____ Evidence of fuels, oils, or other pollutant discharge from the construction site (2.3.1.3).

_____ Evidence of soaps, solvents, or detergent discharge from the construction site (2.3.1.4).

_____ Evidence of toxic or hazardous substance discharge from the construction site (2.3.1.5).

_____ Other Requirements (_____)_____

We are sending you this letter to inform you that the above finding(s) may be in violation of the EPA's Construction General Permit (CGP). The numbers in parentheses refer to corresponding sections of the CGP. For more information on the CGP, please visit: http://cfpub.epa.gov/npdes/stormwater/cgp.cfm.

Sincerely,

Jack Kirby
Assistant Director

APPENDIX E

Post-Construction Storm Water Management for New Development and Redevelopment

Best Management Practices (BMPs)

Contents

Appendix E-1

Leadership in Energy and Environmental Design (LEED) Certified Projects

(BMP 5-1)

NMSU USGBC LEED Certified by 12/31/2012 - Rev. 5.14.2013													
USGBC ID	NMSU Bldg. #	Project Name	Street	City	LEED System Version	Points Achieved	Cert Level	Cert Date	FS PD+E Proj. Mgr.	Architect	Gross Sq. Ft.	Project Type	Regist. Date
10390764	630	Allied Health Building	1500 University	Carlsbad	LEED NC 2.2	36	Silver	7/17/2012	Greg Walke	NCA Architects	17,551	Higher Ed.	2/13/2009
1000003628	639	East Mesa PH 6 and 7	2800 N. Sonoma Ranch Blvd.	Las Cruces	LEED-NC v2009	56	Silver	5/1/2013	Joe Payyapilly	Williams Design Group	66,500	Higher Ed.	1/4/2010
1000003606	640	DACC Hatch Center	219 Hill Street	Hatch	LEED-NC v2009	57	Silver	5/6/2013	Joe Payyapilly	ASA Architects	6,854	Higher Ed.	1/4/2010
10138344	619	Health and Social Services Annex	1530 Wells Street	Las Cruces	LEED NC 2.2	41	Gold	1/11/2013	Orasa Vaught	The Design Group	7,387	Higher Ed.	10/2/2007
1000011356	643	Addition to NMDA	3190 S. Espina St.	Las Cruces	LEED-NC v2009	65	Gold	7/2/2012	Orasa Vaught	Studio Southwest	3,120	Higher Ed.	12/7/2010
1000002227	632	Auxiliary Services Bldg/Barnes & Noble	1400 University	Las Cruces	LEED-NC v2009	60	Gold	2/26/2013	Orasa Vaught	Antunovich Associates	45,000	Higher Ed.	10/27/2009

Appendix E-2

Storm Water Strategies and Design for the Arts Complex

(BMP 5-1)

May 23, 2013

HOLZMAN MOSS BOTTINO ARCHITECTURE

Arts Complex, Phase I
New Mexico State University
Las Cruces, New Mexico

Pollution Prevention Features incorporated into the Drainage System

The Arts Complex Phase I project is designed to retain stormwater on site and let it slowly percolate back into the ground. The post-development run-off is actually less than the pre-development run-off. Strategies implemented to achieve this design are listed below.

Soil Management Preservation and Restoration
Pervious areas of the site are contoured to retain storm water for saturation and percolation into the ground. Most of this area is vegetated to provide transpiration through plant matter. Slow conveyance of stormwater runoff and the reduction of flow velocities through infiltration reduce flow velocities and filters impurities from the stormwater.

Swales and rain features
The area between the building and the Espina retaining wall is a vegetated swale that captures stormwater and slowly conveys in into the ground, reducing the flow velocity and pre-treating the water. The area east of the building is a series of check dams within a shaped rocky swale. Stormwater is collected off of the building into this area and channeled to the check dams. It collects the stormwater and channels it toward the isolator row while creating a rainy day water feature. A series of trees to the east of the Campus Walk form the mini-grotto. On a hot sunny day, it provides a shady place to congregate. In a rain event, water is collected in the grotto which has a gentle swale shape. The water percolates back into the ground in that area. Overflow water from that area is piped back to the isolator rows.

Sediment Catch Basins
Catch Basin Sumps are constructed at each inlet designed to remove trash, debris, and coarse sediment from stormwater runoff directly at the storm drain inlet structure. These Catch Basin Sumps do not absorb oils in the areas of no vehicular traffic. Catch Basin Sumps are constructed below the invert of the incoming and outgoing pipe which creates a volume for sedimentation.

Porous Pavement
Porous pavement allows stormwater into the ground through a permeable layer of pavement or other stabilized permeable surface. This system is comprised of cobble/brick pavers with porous joints. The system is designed such that it passes through the paver into the infiltration chamber system that is wrapped in geotextile material which filters pollutants stopping the migration of pollutants beyond the chamber system.

Hydrodynamic Isolator Row for stormwater infiltration
The entire post-development flow will be collected and directed to a subsurface infiltration chamber system. The isolator row of chambers is wrapped in a geotextile which filters the stormwater trapping pollutants in the row. This isolator row provides a way to inspect and maintain the system. Published removal efficiency results area 80% for TSS removal, 49% for Phosphorous removal, 90% of Total Petroleum Hydrocarbons removal and 53% of Zinc removal.

HOLZMAN MOSS BOTTINO ARCHITECTURE LLP
214 West 29th Street Tower, 17th Floor, New York, New York 10001
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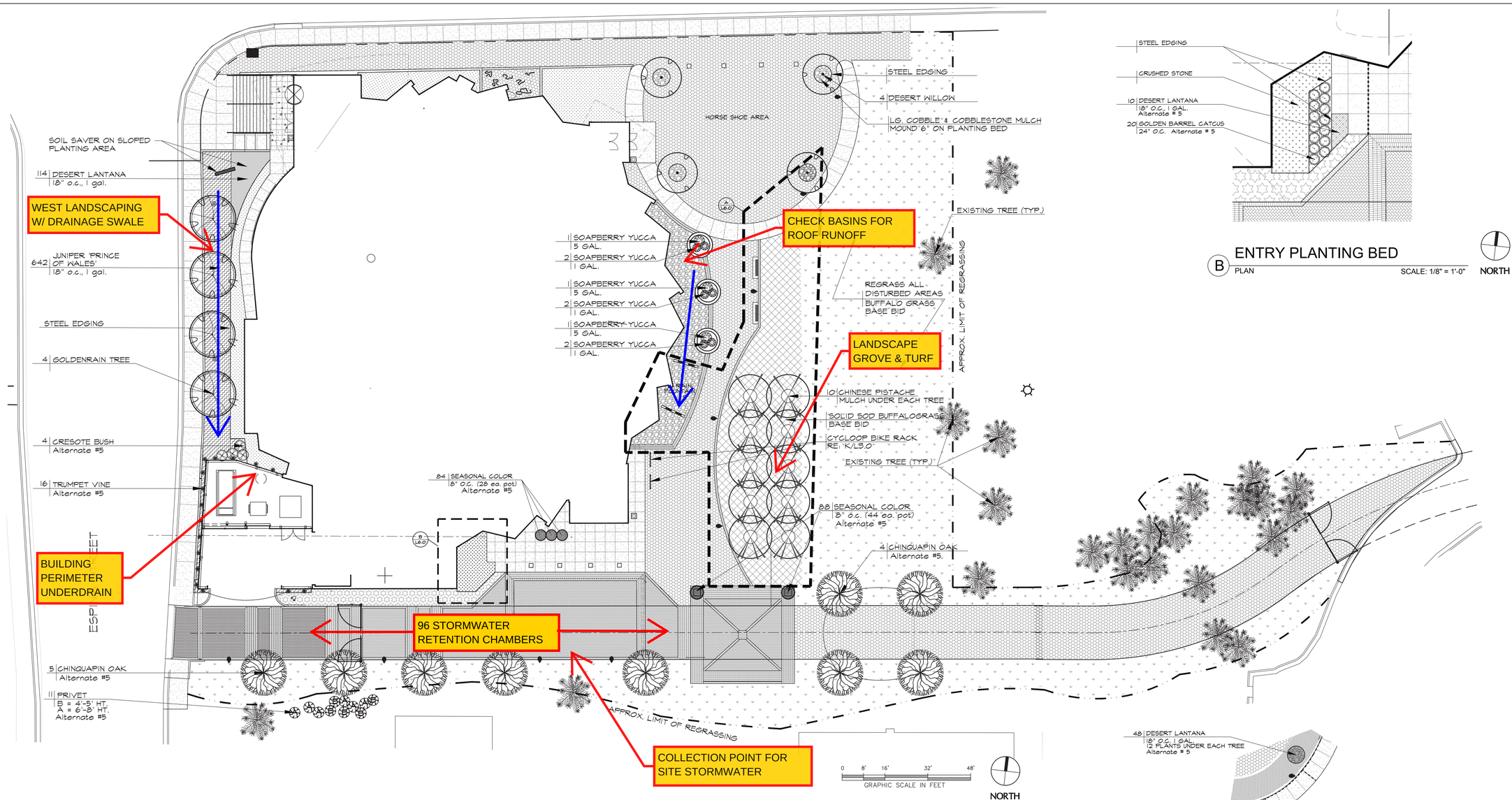


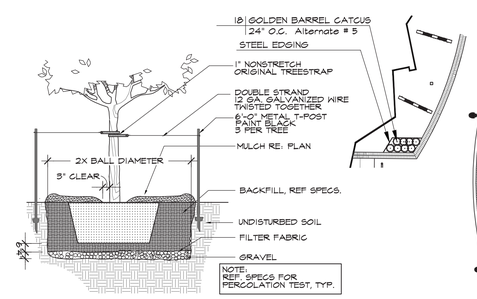
B ENTRY PLANTING BED
PLAN SCALE: 1/8" = 1'-0"

PLANT LIST BASE BID

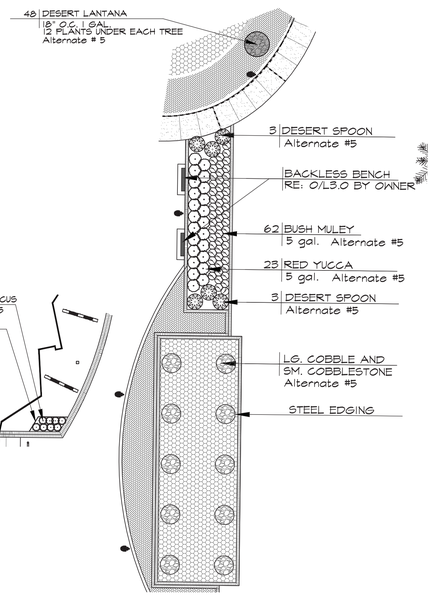
QTY.	COMMON NAME	SCIENTIFIC NAME	SIZE / COMMENTS
SHADE TREES			
10	CHINESE PISTACHE	*Pistachia chinensis*	B&B, 12'-14' ht., 6'-7' sp., 3" cal. min.
4	GOLDEN RAINTREE	*Koelreuteria paniculata*	B&B, 10' ht., 7'-9' ht., 3 1/2"cal., full
ORNAMENTAL TREES			
4	DESERT WILLOW	*Chilopsis linearis 'Art's Seedless'*	36" box, 2"-2 1/2" cal. min. multi-trunk ,7'-8' ht., 7'-8' sp., full
SHRUBS/ CACTI SUCCULENTS			
3	SOAPBERRY YUCCA	*Yucca elata*	5 gal., 12" ht., 12" sp., full
6	SOAPBERRY YUCCA	*Yucca elata*	1 gal., 6" ht., 6" sp., full
642	JUNIPER 'PRINCE OF WALES'	*Juniperus horizontalis 'Prince of Wales'*	1 gal., 4'-6" ht. x 6'-8" sp., full
GROUNDCOVERS / VINES			
114	DESERT LANTANA	*Lantana species 'New Gold'*	1 gal., 10" - 12" ht. x sp., heavily rooted, full
ANNUALS			
172	SEASONAL COLOR	*To be determined*	4" cont., heavily rooted, full

PLANT LIST ALTERNATE #5

QTY.	COMMON NAME	SCIENTIFIC NAME	SIZE / COMMENTS
SHADE TREES			
9	CHINQUAPIN OAK	*Quercus muhlenbergii*	B&B, 14'-16' ht., 7'-9' ht., 3" - 3 1/2" cal., full
SHRUBS/ CACTI SUCCULENTS			
4	CREOSOTE BUSH	*Larrea tridentata*	5 gal., 12" ht., 12" sp., full
23	RED YUCCA	*Hesperaloe parifolia*	5 gal., 14" ht., 14" sp., full
6	DESERT SPOON	*Dasylirion wheeleri*	5 gal., 14" ht., 14" sp., full
	GOLDEN BARREL CACTUS	*Echinocactus grusonii*	5 gal., 12" ht., 16" sp., full
6	PRIVET	*Ligustrum species*	30 gal., 6'-8' ht., 4'-5' sp., full
5	PRIVET	*Ligustrum species*	15 gal., 4'-5' ht., 2'-3' sp., full
GRASSES			
62	BUSH MUHLEY	*Muhlenbergia porteri*	5 gal., 2'-2 1/2" ht., 1 1/2'-2' sp., full
GROUNDCOVERS / VINES			
	DESERT LANTANA	*Lantana species 'New Gold'*	1 gal., 10" - 12" ht. x sp., heavily rooted, full
16	TRUMPET VINE	*Campsis radicans 'Madame Galen'*	1 gal., heavily rooted, full, staked 24" ht. min.
ANNUALS			
172	SEASONAL COLOR	*To be determined*	4" cont., heavily rooted, full



C TREE STAKING
SECTION SCALE: N.T.S.



A ALTERNATE # 5 PLANTING
PLAN SCALE: 1/8" = 1'-0"

HOLZMAN MOSS BOTTINO ARCHITECTURE

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ASSOCIATE ARCHITECT:
ASA ARCHITECTS
201 NORTH ALAMEDA
LAS CRUCES, NEW MEXICO 88004
T: 575.526.3111 F: 575.523.9667

MEP ENGINEER:
KOHLER-RONAN, LLC CONSULTING ENGINEERS
301 MAIN STREET
DANBURY, CONNECTICUT 06810
T: 203.778.1017 F: 203.778.1018

STRUCTURAL ENGINEER:
ARCHITECTURAL ENGINEERS COLLABORATIVE
LITTLEFIELD BUILDING
106 EAST SIXTH STREET, SUITE 450
AUSTIN, TEXAS 78701
T: 512.472.2111 F: 512.472.2122

CIVIL ENGINEER:
MOLZEN-CORBIN & ASSOCIATES
1155 COMMERCE DRIVE, SUITE F
LAS CRUCES, NEW MEXICO 88011
T: 575.522.0049

LANDSCAPE ARCHITECT:
NEWMAN, JACKSON, BIEBERSTEIN, INC.
BANNER PLACE NORTH
12770 COIT ROAD, SUITE 210
DALLAS, TEXAS 75251
T: 972.233.2033 F: 972.233.2022

THEATER CONSULTANT:
THEATRE PROJECTS CONSULTANTS, INC.
25 ELIZABETH STREET
SOUTH NORWALK, CONNECTICUT 06854
T: 203.299.0830 F: 203.299.0835

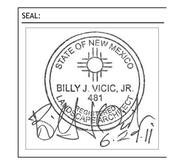
ACOUSTICS CONSULTANT:
ACOUSTIC DIMENSIONS
145 HUGUENOT STREET
NEW ROCHELLE, NEW YORK 10801
T: 914.712.1300 F: 914.712.1301

LIGHTING CONSULTANT:
CLINE BETTRIDGE BERNSTEIN LIGHTING DESIGN, INC.
30 WEST 22ND STREET, 4TH FLOOR
NEW YORK, NEW YORK 10010
T: 212.741.3280 F: 212.741.3112

NEW MEXICO STATE UNIVERSITY - ARTS COMPLEX PHASE 1
LAS CRUCES, NEW MEXICO

PLANTING PLAN

SEAL:



ISSUE DATE:	06/29/11
REVISION	DESCRIPTION DATE
HMBA PROJECT NUMBER:	06037.10

L6.0

(Responsible Individual) (Company Name)

I, John Montoya, from Molzen Corbin

verify that the information provided below is accurate, to the best of my knowledge.

CREDIT COMPLIANCE

Please select the appropriate compliance path option:

- (●) **Option 1:** Existing Imperviousness Less Than or Equal To 50%
- ( ) **Option 2:** Existing Imperviousness Greater Than 50%

OPTION 1: EXISTING IMPERVIOUSNESS IS LESS THAN OR EQUAL TO 50%

1- Year, 24-Hour Design Storm

	Rate (cfs)	Quantity (cf/storm)
Pre-Development Site Runoff	0.019	1,756.200
Post-Development Site Runoff*	0.000	0.000

2-Year, 24-Hour Design Storm

	Rate (cfs)	Quantity (cf/storm)
Pre-Development Site Runoff	0.024	2,215.800
Post-Development Site Runoff*	0.000	0.000

*The post-development rate AND quantity must be equal to or less than the pre-development values to earn this credit

NARRATIVE (Required if project's pre-development imperviousness is less than or equal to 50%, but post-development site runoff rate and/or quantity is greater than pre-development rate and/or quantity.)

Describe the stream channel protection and quantity control strategies implemented at the project site to protect receiving stream channels from excessive erosion.

OPTION 2: EXISTING IMPERVIOUSNESS IS GREATER THAN 50%

	2- Year, 24-Hour Design Storm Quantity (cf/storm)
Pre-Development Site Runoff	
Post-Development Site Runoff	
Reduction in Site Runoff (%)*	0

*The post-development quantity must be at least 25% less than the pre-development values to earn this credit.

NARRATIVE (Optional)

Please provide any additional comments or notes regarding special circumstances or considerations regarding the project's credit approach.

Landscape and catch basins collect flow which conveys storm water through subsurface pipes into the subsurface storm chambers and all post development runoff is collected into this system. Sediment and debris is removed through the system train. First in the sump type catch basin then a secondary energy dissipation basin/manhole and final in the hydrodynamic isolator row.
Landscaping around the entire site prevents the migration of soil from the site.
All post-development storm water is retained on site and allowed to percolate back in the ground via a subsurface chamber system.
The retention system is designed to accommodate the local standard 100 year - 6 hour storm for all developed flows which would require 6720 cubic feet of storage. The design calls for a chamber system that will retain 7000 cubic feet of water per storm. During the small rainfall events such as the 1 year - 24 hour storm the system will capture both the pre and post development flow.

☐ The project is seeking point(s) for this credit using an alternate compliance approach. The compliance approach, including references to any applicable Credit Interpretation Rulings is fully documented in the narrative above. *(Indicate the number of points documented in the field below).*

Alternative Compliance Points Documented

Project Name: New Mexico State University Arts Complex

Credit: SS Credit 6.1: Stormwater Design, Quantity Control

Points Documented:

READY TO SAVE THIS TEMPLATE TO LEED-ONLINE? Please enter your first name, last name and today's date below, followed by your LEED-Online Username and Password associated with the Project listed above to confirm submission of this template.

John	Montoya	07/23/2012	jmontoya@molzencorbin.com	
First Name	Last Name	Date	Username (Email Address)	Password

SAVE TEMPLATE TO LEED-ONLINE

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Letter Template Version 3 . 10001350

(Responsible Individual) (Company Name)

I, John Montoya , from Molzen Corbin

verify that the information provided below is accurate, to the best of my knowledge.

CREDIT COMPLIANCE

Please complete the following information to document credit compliance.

The stormwater run-off from 90% of the average annual rainfall is captured or treated such that 80% of the average anuual post-development Total Suspended Solids (TSS) is removed. ☒

Non-Structural Controls

Best Management Practices (BMP)	Description of BMP's Contribution to Stormwater Filtration	Percent of Annual Rainfall Volume Treated by BMP (%)	
Soil Management Preservation and Restoration	Contouring of pervious areas to retain storm water for saturation and percolation into the ground. These areas will also be vegetated so to provide transpiration through plant matter. Slowly conveying stormwater runoff and in the process promoting	20.0	CLEAR
Turf Swales	Turf grass swales are broad, shallow, natural, channels are constructed with a dense stand turf grass covering the side slopes and channel bottom. They slowly convey stormwater runoff, and in the	10.0	CLEAR
Soil Management Preservation and Restoration	Contouring of pervious areas to retain storm water for saturation and percolation into the ground. These areas will also be vegetated so to provide transpiration through plant matter. Slowly conveying stormwater runoff and in the process	20.0	CLEAR
Soil Management Preservation and Restoration	Contouring of pervious areas to retain storm water for saturation and percolation into the ground. These areas will also be vegetated so to provide transpiration through plant matter. Slowly conveying stormwater runoff and in the process	20.0	CLEAR
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Soil Management Preservation and Restoration	Contouring of pervious areas to retain storm water for saturation and percolation into the ground. These areas will also be vegetated so to provide transpiration through plant matter. Slowly conveying stormwater runoff and in the process	20.0	CLEAR

Non-Structural Controls

Best Management Practices (BMP)	Description of BMP's Contribution to Stormwater Filtration	Percent of Annual Rainfall Volume Treated by BMP (%)	
			CLEAR
			CLEAR
			CLEAR
			CLEAR
			CLEAR
			CLEAR

Structural Controls

Structural Control	Description of Structural Control's Pollutant Removal Performance	Percent of Annual Rainfall Volume Treated by Structural Control(%)	
Sedimentation Catch Basins	Catch Basin Sumps are constructed at each inlet designed to remove trash, debris, and coarse sediment from stormwater runoff directly at the storm drain inlet structure. These Catch Basin Sumps do not absorb oils in the areas of no vehicular traffic.	55.0	CLEAR
Porous Pavement	Porous pavement infiltrates stormwater runoff into the ground through a permeable layer of pavement or other stabilized permeable surface. This system is cobble/brick pavers with porous joints or gaps. The system is designed such that it passes through	15.0	CLEAR
Hydrodynamic Isolator Row for stormwater infiltration	The entire post-development flow will be collected and directed to an subsurface infiltration chamber system. The isolator row of chamber wrapped in a geotextile which filters the stormwater trapping pollutants in the row. This isolator row provides a way to	100.0	CLEAR
Sedimentation Catch Basins	Catch Basin Sumps are constructed at each inlet designed to remove trash, debris, and coarse sediment from stormwater runoff directly at the storm drain inlet structure. These Catch Basin Sumps do not absorb oils in the areas of no vehicular traffic		CLEAR
Sedimentation Catch Basins	Catch Basin Sumps are constructed at each inlet designed to remove trash, debris, and coarse sediment from stormwater runoff directly at the storm drain inlet structure. These Catch Basin Sumps do not absorb oils in the areas of no vehicular traffic		CLEAR

Structural Controls

Structural Control	Description of Structural Control's Pollutant Removal Performance	Percent of Annual Rainfall Volume Treated by Structural Control(%)	
			CLEAR
			CLEAR
			CLEAR
			CLEAR
			CLEAR
			CLEAR
			CLEAR
			CLEAR
			CLEAR
			CLEAR
			CLEAR
			CLEAR

NARRATIVE (Optional)

Please provide an optional narrative describing any special circumstances or considerations regarding the approach to the credit.

☐ The project is seeking point(s) for this credit using an alternate compliance approach. The compliance approach, including references to any applicable Credit Interpretation Rulings is fully documented in the narrative above. *(Indicate the number of points documented in the field below).*

Alternative Compliance Points Documented

Project Name: New Mexico State University Arts Complex

Credit: SS Credit 6.2: Stormwater Design: Quality Control

Points Documented: 1

READY TO SAVE THIS TEMPLATE TO LEED-ONLINE? Please enter your first name, last name and today's date below, followed by your LEED-Online Username and Password associated with the Project listed above to confirm submission of this template.

John	Montoya	07/23/2012	jmontoya@molzencorbin.com	
First Name	Last Name	Date	Username (Email Address)	Password

SAVE TEMPLATE TO LEED-ONLINE

PRINT TEMPLATE

100000423

Letter Template Version A1 .

Rational Method

New Mexico State University Art Center

Las Cruces, New Mexico

NMSU Art Center - Historic Conditions

AREA: A_{LAND}= 0.6612 acres

$Q_{50} = CiA$

0.58	C =	0.3		*Figure 3 -16 NMDOT Drainage Manual
	i =	5.82	in / hr	*50 yr / 10 min (Intensity-Duration-Frequency Worksheet)
	A =	0.6612	acres	

Q_{50} = 1 cfs

$Q_{100} = CiA$

0.625	C =	0.31		*Figure 3 -16 NMDOT Drainage Manual
	i =	6.6	in / hr	*100 yr / 10 min (Intensity-Duration-Frequency Worksheet)
	A =	0.6612	acres	

Q_{100} = 1 cfs

NMSU Art Center - Developed Conditions

AREA: A_{LAND}= 0.6612 acres

$Q_{50} = CiA$

C =	0.95		*Figure 3 -16 NMDOT Drainage Manual
i =	5.82	in / hr	*50 yr / 10 min (Intensity-Duration-Frequency Worksheet)
A =	0.6612	acres	

Q_{50} = 4 cfs

$Q_{100} = CiA$

C =	0.95		*Figure 3 -16 NMDOT Drainage Manual
i =	6.6	in / hr	*100 yr / 10 min (Intensity-Duration-Frequency Worksheet)
A =	0.6612	acres	

Q_{100} = 4 cfs

NMSU Art Center - Storage Volume

AREA: A_{LAND}= 0.6612 acres 28,800 sqft 100yr - 6hr

Storage Volume = A(sqft)*C_R*CF

A =	28800
C_R =	2.8
CF =	0.0833

Storage Volume = 6720 ft^3 STORAGE NEEDED

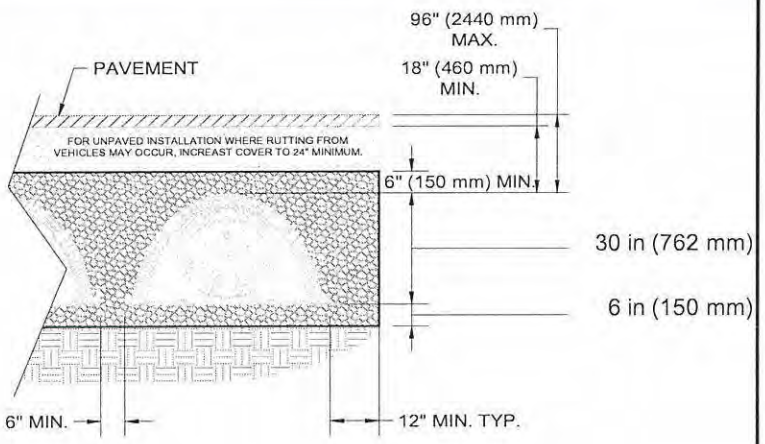
StormTech
Detention • Retention • Recharge
Subsurface Stormwater Management™

Units: Imperial

Project: NMSU Arts Complex
By: Jmontoya
Point of Contact
Date: 7/14/2010

System Requirements

Required Storage Volume	6,720	CF
Select Stormtech Chamber System	SC-740	
Stone Porosity (Industry Standard = 40%)	40%	
Stone Foundation Depth	6	Inches
Storage Volume Per Chamber	74.90	CF
Avg Cover over Chambers (18 in min. & 96 in max.)	96	Inches
Number of Chambers Required	90	Each
Required Bed Size	3,363	SF
Tons of Stone Required	396	Tons
Volume of Excavation	1,370	CY
Area of Filter Fabric	1,028	SY
# of End Caps Required	8	Each
Length of ISOLATOR ROW	163.76	FT
ISOLATOR FABRIC	91	SY



Is the limiting dimension for the bed the width or length? width

Controlled by Width (Rows)

Width	24	FT
# of Chambers Long	23	EA
# of Rows	4	EA
Actual Length	167.36	FT
Actual Width	20.50	FT

2 of the chambers rows will contain only 22 chambers

Controlled by Length

Length	100	FT
# of Chambers Long	-	EA
# of Rows	-	EA
Actual Length	-	FT
Actual Width	-	FT

Notes
23 chamber x 4 rows used.
Capacity = 7000 CF

Material Estimate

To use this sheet: Please enter data into the blue and green cells. If switching between Imperial and Metric units please check the correct units and data is input in the green cells.

Please call StormTech @ 888-892-2694 for conceptual cost estimates.

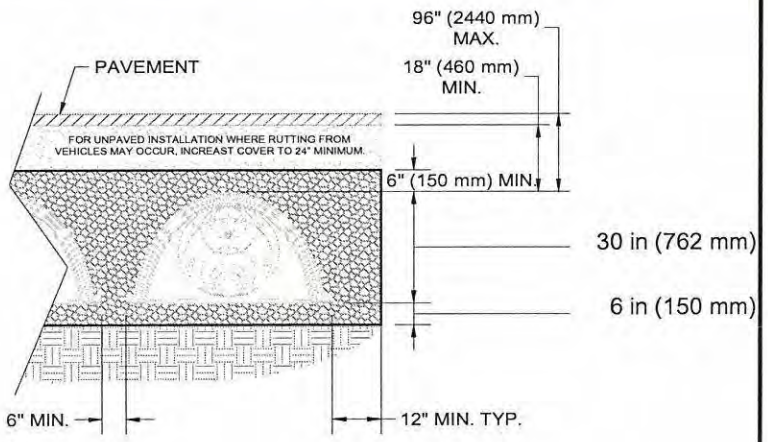
StormTech
Detention • Retention • Recharge
Subsurface Stormwater Management℠

Units: Imperial

Project: NMSU Arts Complex
By: Jmontoya
Point of Contact
Date: 1/17/2010

System Requirements

Required Storage Volume	7,000	CF
Select Stormtech Chamber System	SC-740	
Stone Porosity (Industry Standard = 40%)	40%	
Stone Foundation Depth	6	Inches
Storage Volume Per Chamber	74.90	CF
Avg Cover over Chambers (18 in min. & 96 in max.)	84	Inches
Number of Chambers Required	94	Each
Required Bed Size	3,509	SF
Tons of Stone Required	413	Tons
Volume of Excavation	1,300	CY
Area of Filter Fabric	1,071	SY
# of End Caps Required	8	Each
Length of ISOLATOR ROW	170.88	FT
ISOLATOR FABRIC	95	SY



Is the limiting dimension for the bed the width or length? width

Controlled by Width (Rows)

Width	24	FT
# of Chambers Long	24	EA
# of Rows	4	EA
Actual Length	174.48	FT
Actual Width	20.50	FT

2 of the chambers rows will contain only 23 chambers

Controlled by Length

Length	100	FT
# of Chambers Long	-	EA
# of Rows	-	EA
Actual Length	-	FT
Actual Width	-	FT

Material Estimate

To use this sheet: Please enter data into the blue and green cells. If switching between Imperial and Metric units please check the correct units and data is input in the green cells.

Please call StormTech @ 888-892-2694 for conceptual cost estimates.

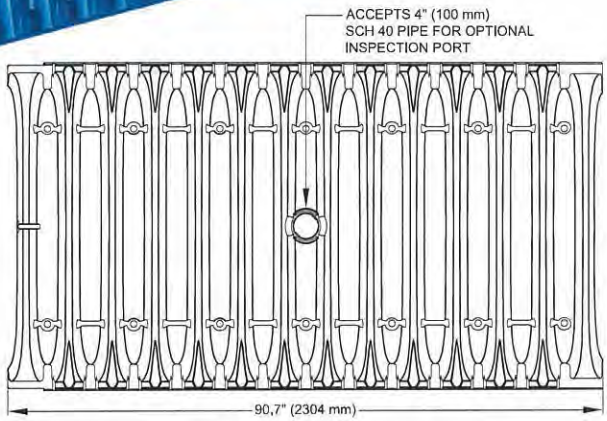
StormTech DC-780 Chamber

Designed to meet the most stringent industry performance standards for superior structural integrity while providing designers with a cost-effective method to save valuable land and protect water resources. The StormTech system is designed primarily to be used under parking lots thus maximizing land usage for commercial and municipal applications.

StormTech®
Detention • Retention • Recharge
Subsurface Stormwater Management℠

- **12'** Deep Cover applications.
- Designed in accordance with **ASTM F 2787** and produced to meet the **ASTM F 2418** product standard.
- **AASHTO** safety factors provided for AASHTO Design Truck (H20) and deep cover conditions

StormTech DC-780 Chamber
(not to scale)



Nominal Chamber Specifications

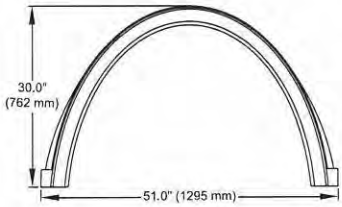
Size (L x W x H)
85.4" x 51.0" x 30.0"
(2169 x 1295 x 762 mm)

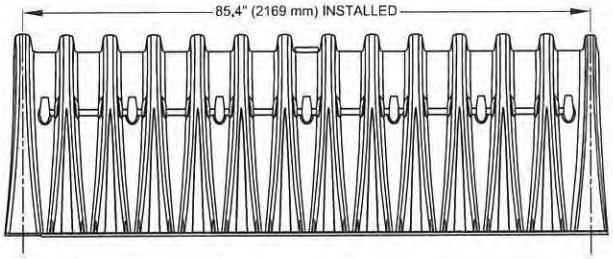
Chamber Storage
46.2 ft³ (1.3 m³)

Minimum Installed Storage*
78.4 ft³ (2.2 m³)

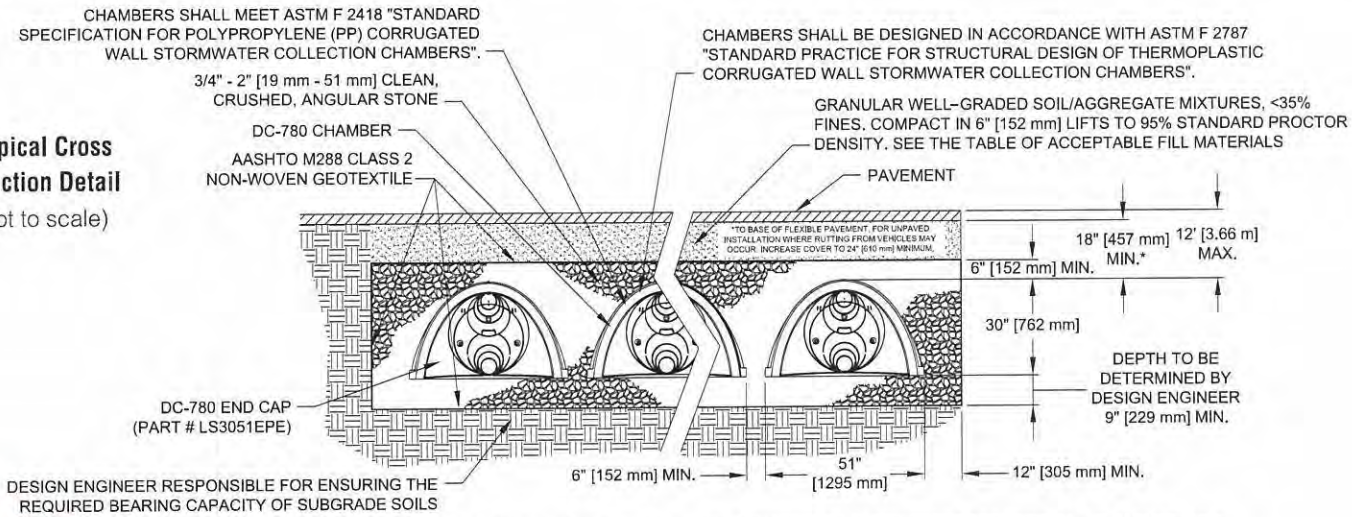
Shipping
24 chambers/pallet
60 end caps/pallet
12 pallets/truck

* Assumes 9" (229 mm) stone below, 6" (152 mm) stone above, 6" (152 mm) row spacing and 40% stone porosity.





Typical Cross Section Detail
(not to scale)



MADE IN THE USA

THIS CROSS SECTION DETAILS THE REQUIREMENTS NECESSARY TO SATISFY THE LOAD FACTORS SPECIFIED IN THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS SECTION 12.12 FOR EARTH AND LIVE LOADS USING STORMTECH CHAMBERS

DC-780 Cumulative Storage Volumes Per Chamber

Assumes 40% Stone Porosity. Calculations are Based Upon a 9" (229 mm) Stone Base Under the Chambers.

Depth of Water in System Inches (mm)	Cumulative Chamber Storage ft³ (m³)	Total System Cumulative Storage ft³ (m³)
45 (1143)	46.27 (1.310)	78.47 (2.222)
44 (1118)	46.27 (1.310)	77.34 (2.190)
43 (1092)	Stone 46.27 (1.310)	76.21 (2.158)
42 (1067)	Cover 46.27 (1.310)	75.09 (2.126)
41 (1041)	46.27 (1.310)	73.96 (2.094)
40 (1016)	46.27 (1.310)	72.83 (2.062)
39 (991)	46.27 (1.310)	71.71 (2.030)
38 (965)	46.21 (1.309)	70.54 (1.998)
37 (940)	46.04 (1.304)	69.32 (1.963)
36 (914)	45.76 (1.296)	68.02 (1.926)
35 (889)	45.15 (1.278)	66.53 (1.884)
34 (864)	44.34 (1.255)	64.91 (1.838)
33 (838)	43.38 (1.228)	63.21 (1.790)
32 (813)	42.29 (1.198)	61.43 (1.740)
31 (787)	41.11 (1.164)	59.59 (1.688)
30 (762)	39.83 (1.128)	57.70 (1.634)
29 (737)	38.47 (1.089)	55.76 (1.579)
28 (711)	37.01 (1.048)	53.76 (1.522)
27 (686)	35.49 (1.005)	51.72 (1.464)
26 (660)	33.90 (0.960)	49.63 (1.405)
25 (635)	32.24 (0.913)	47.52 (1.346)
24 (610)	30.54 (0.865)	45.36 (1.285)
23 (584)	28.77 (0.815)	43.18 (1.223)
22 (559)	26.96 (0.763)	40.97 (1.160)
21 (533)	25.10 (0.711)	38.72 (1.096)
20 (508)	23.19 (0.657)	36.45 (1.032)
19 (483)	21.25 (0.602)	34.16 (0.967)
18 (457)	19.26 (0.545)	31.84 (0.902)
17 (432)	17.24 (0.488)	29.50 (0.835)
16 (406)	15.19 (0.430)	27.14 (0.769)
15 (381)	13.10 (0.371)	24.76 (0.701)
14 (356)	10.98 (0.311)	22.36 (0.633)
13 (330)	8.83 (0.250)	19.95 (0.565)
12 (305)	6.66 (0.189)	17.52 (0.496)

DC-780 Cumulative Storage Volumes Per Chamber (cont.)

Depth of Water in System Inches (mm)	Cumulative Chamber Storage ft³ (m³)	Total System Cumulative Storage ft³ (m³)
11 (279)	4.46 (0.126)	15.07 (0.427)
10 (254)	2.24 (0.064)	12.61 (0.357)
9 (229)	0	10.14 (0.287)
8 (203)	0	9.01 (0.255)
7 (178)	Stone 0	7.89 (0.223)
6 (152)	Foundation 0	6.76 (0.191)
5 (127)	0	5.63 (0.160)
4 (102)	0	4.51 (0.128)
3 (76)	0	3.38 (0.096)
2 (51)	0	2.25 (0.064)
1 (25)	0	1.13 (0.032)

Note: Add 1.13 cu. ft. (0.032 m³) of storage for each additional inch (25 mm) of stone foundation.

Storage Volume Per Chamber ft³ (m³)

	Bare Chamber Storage ft³ (m³)	Chamber and Stone Volume- Stone Foundation Depth		
		9" (229 mm)	12" (305 mm)	18" (457 mm)
StormTech DC-780	46.2 (1.3)	78.4 (2.2)	81.8 (2.3)	88.6 (2.5)

Note: Assumes 40% porosity for the stone, the bare chamber volume, 6" (152 mm) stone above, and 6" (152 mm) row spacing.

Amount of Stone Per Chamber

	Stone Foundation Depth		
ENGLISH TONS (CUBIC YARDS)	9"	12"	18"
StormTech DC-780	4.2 (3.0 yd³)	4.7 (3.3 yd³)	5.6 (3.9 yd³)
METRIC KILOGRAMS (METER³)	229 mm	305 mm	457 mm
StormTech DC-780	3810 (2.3 m³)	4264 (2.5 m³)	5080 (3.0 m³)

Note: Assumes 6" (152 mm) of stone above, and between chambers.

Volume of Excavation Per Chamber yd³ (m³)

	Stone Foundation Depth		
	9" (229 mm)	12" (305 mm)	18" (457 mm)
StormTech DC-780	5.9 (4.5)	6.3 (4.8)	6.9 (5.3)

Note: Assumes 6" (152 mm) of separation between chamber rows and 18" (457 mm) of cover. The volume of excavation will vary as the depth of the cover increases.

Cover Ht. ft. (m)	Minimum Required Bearing Resistance for Service Loads ksf (kPa)																				
	4.1 (196)	4.0 (192)	3.9 (187)	3.8 (182)	3.7 (177)	3.6 (172)	3.5 (168)	3.4 (163)	3.3 (158)	3.2 (153)	3.1 (148)	3.0 (144)	2.9 (139)	2.8 (134)	2.7 (129)	2.6 (124)	2.5 (120)	2.4 (115)	2.3 (110)	2.2 (105)	2.1 (101)	2.0 (96)
8.5 (2.59)	9 (229)	9 (229)	9 (229)	9 (229)	9 (229)	9 (229)	12 (305)	12 (305)	12 (305)	12 (305)	12 (305)	15 (381)	15 (381)	15 (381)	18 (457)	18 (457)	18 (457)	21 (533)	24 (610)	24 (610)	27 (686)	30 (762)
9.0 (2.74)	9 (229)	9 (229)	9 (229)	9 (229)	9 (229)	12 (305)	12 (305)	12 (305)	12 (305)	12 (305)	15 (381)	15 (381)	15 (381)	18 (457)	18 (457)	18 (457)	21 (533)	21 (533)	24 (610)	24 (610)	27 (686)	30 (762)
9.5 (2.90)	9 (229)	9 (229)	9 (229)	9 (229)	12 (305)	12 (305)	12 (305)	12 (305)	12 (305)	15 (381)	15 (381)	15 (381)	18 (457)	18 (457)	18 (457)	21 (533)	21 (533)	24 (610)	24 (610)	27 (686)	30 (762)	33 (838)
10.0 (3.05)	9 (229)	9 (229)	12 (305)	12 (305)	12 (305)	12 (305)	12 (305)	15 (381)	15 (381)	15 (381)	15 (381)	18 (457)	18 (457)	18 (457)	21 (533)	21 (533)	24 (610)	24 (610)	27 (686)	30 (762)	33 (838)	36 (915)
10.5 (3.20)	9 (229)	12 (305)	12 (305)	12 (305)	12 (305)	12 (305)	15 (381)	15 (381)	15 (381)	15 (381)	18 (457)	18 (457)	18 (457)	21 (533)	21 (533)	24 (610)	24 (610)	27 (686)	30 (762)	30 (762)	33 (838)	36 (915)
11.0 (3.35)	12 (305)	12 (305)	12 (305)	12 (305)	12 (305)	15 (381)	15 (381)	15 (381)	15 (381)	18 (457)	18 (457)	18 (457)	21 (533)	21 (533)	24 (610)	24 (610)	27 (686)	27 (686)	30 (762)	33 (838)	36 (915)	39 (991)
11.5 (3.50)	12 (305)	12 (305)	12 (305)	12 (305)	15 (381)	15 (381)	15 (381)	15 (381)	18 (457)	18 (457)	18 (457)	21 (533)	21 (533)	24 (610)	24 (610)	27 (686)	27 (686)	30 (762)	33 (838)	36 (915)	39 (991)	42 (1067)
12.0 (3.66)	12 (305)	12 (305)	12 (305)	15 (381)	15 (381)	15 (381)	15 (381)	18 (457)	18 (457)	18 (457)	21 (533)	21 (533)	21 (533)	24 (610)	24 (610)	27 (686)	30 (762)	30 (762)	33 (838)	36 (915)	39 (991)	42 (1067)

NOTE: The design engineer is solely responsible for assessing the bearing resistance (allowable bearing capacity) of the subgrade soils and determining the depth of foundation stone. Subgrade bearing resistance should be assessed with consideration for the range of soil moisture conditions expected under a stormwater system.

20 Beaver Road, Suite 104 | Wethersfield | Connecticut | 06109
860.529.8188 | 888.892.2694 | fax 866.328.8401 | fax 860-529-8040 | www.stormtech.com

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APPENDIX F

Pollution Prevention / Good Housekeeping for Municipal Operations

Best Management Practices (BMPs)

Contents

Appendix F-1

Employee Training Sign-In Sheets for Shops and Maintenance Facilities

(BMP 6-1)

NEW MEXICO STATE UNIVERSITY
GROUNDS FACILITY

DATE: September 6, 2012 TIME: 12:45 PM – 1:45 PM

LOCATION OF TRAINING: Grounds' Break Room

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
Dennis Padilla	Dennis Padilla
MANNY Robles	Manuel Robles
Henry Munguia	
A PALOMARES	A Palomares
Jose I Ulloa	Jose Ignacio Ulloa
Angel Segura	

NEW MEXICO STATE UNIVERSITY
GROUNDS FACILITY

DATE: September 6, 2012 TIME: 12:45 PM – 1:45 PM

LOCATION OF TRAINING: Grounds Dept / NMSU - Break Room

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
DAVE CHUACAS FACILITIES ENGR.	
Orlando Flores	
Jose Gonzales	
Joaquin Bertoldo III	
FLORENTINO RIVERA	
Treviño, Richard	
Louis Hinojos	
Jose A. Barajas	
Lupe GARCIA	
Andres Lopez	
Leopoldo Moreno	

NEW MEXICO STATE UNIVERSITY
GROUNDS FACILITY

DATE: September 6, 2012 TIME: 12:45 PM – 1:45 PM

LOCATION OF TRAINING: Grounds' Break Room

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
David Cooper	
Chuy Silva	
Lorenzo Astorga Jr.	
Ronnie Salinas	
Ronnie Stewart	
Billy Marshall	
David Cooper	
MICHAEL ANTESQUITA	
Roy ANDREWS	

NEW MEXICO STATE UNIVERSITY
PLUMBING SHOP

DATE: September 6, 2012 TIME: 2:00 PM – 2:30 PM

LOCATION OF TRAINING: Plumbing Shop

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
Jessie M. Vargas	
DAVID AVALOS	
Michael C. Muñoz	
Robert DeBois	
Jose L De Leon	
Daniel Munoz	
David Apodaca	
RALPH S LUCERO	
Sammy R Saenz Jr.	
Javier Sanchez	

NEW MEXICO STATE UNIVERSITY
HVAC SHOP

DATE: September 6, 2012 TIME: 4:00 PM – 4:30 PM

LOCATION OF TRAINING: HVAC Shop

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
DANNY AGUIRRE	Danny Aguirre
~~JERRY~~ VALDEZ	
HECTOR MORENO	Hector Moreno
HILARIO RODRIGUEZ	Hilario Rodriguez
MARK BLACHFORD	
Fernando Ortega	Fernando Ortega
ENRIQUE OROZCO	
Eric Ehrlinger	
RAY MELENDREZ	Ray Melendrez

NEW MEXICO STATE UNIVERSITY
STRUCTURAL MAINTENANCE, WELDING AND PAINTING

DATE: September 11, 2012 TIME: 1:00 PM – 2:00 PM

LOCATION OF TRAINING: STRUCTURAL MAINTANCE Shop

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
Jose Renteria	
Angel Sanchez	
Key D. Ramirez	
RICARDO SALINAS	
Jessie Aldrigus	
JUAN GARNICA	
JAMES LUCERO	
Rodrigo Gutierrez	
POLO KKY	
Lupito DURAN	
RANDY CLARK	
Cleto R. Valles	
Michael B. Herrera	
Anthony DURAN	
Javier Lojan	

NEW MEXICO STATE UNIVERSITY
STRUCTURAL MAINTENANCE, WELDING AND PAINTING

DATE: September 11, 2012 TIME: STRUCT 1:00 PM – 2:00 PM PAINT: 2-3pm

LOCATION OF TRAINING: STRUCTURAL MAINTANCE Shop. & Paint Shop

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
Gary Martinez	
Isaac Paz	
Carlo Gomez	
ROCKY PUENTES	
HECTOR VARELA	
Ruben Madero	
Randy Limon	
JERRY RAUGHT	
Alfredo Rodriguez	
Tony Montes	
Ron Fisher	

NEW MEXICO STATE UNIVERSITY
CENTRAL UTILITY PLANT

DATE: September 18, 2012 TIME: 7:00 AM – 7:45 AM

LOCATION OF TRAINING:

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
Luis López	Luis López
BYRON FICKES	
Glenn Lewis	Glenn Lewis
Gilbert Perez	Gilbert Perez

NEW MEXICO STATE UNIVERSITY
WAREHOUSE

DATE: September 18, 2012 TIME: 9:00 AM – 9:30 AM

LOCATION OF TRAINING:

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
Amanda Sambrano	
Rumaldo Paz	Rumaldo Paz
Mary Garcia	Mary Garcia
Leonard Banegas	L Banegas
Roxanne Croom	Roxanne Croom
ED ALLBRIGHT	Ed Allbright

NEW MEXICO STATE UNIVERSITY
FLEET MAINTENANCE SHOP

DATE: September 18, 2012 TIME: 11:00 AM – 12:30 PM

LOCATION OF TRAINING:

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
Alfonso Israel Marin	
Enrique Hernandez	
Omar Pardo	
Elmo Lujan	
Paul Crouch	

NEW MEXICO STATE UNIVERSITY
RECYCLING FACILITY

DATE: September 18, 2012 TIME: 1:00 PM – 1:45 PM

LOCATION OF TRAINING:

NAME OF TRAINER: Katrina M. Martich, PE, CPESC

TOPICS: MS4 permit overview, Storm Water Management Program (SWMP) overview, good housekeeping procedures for municipal operations

PRINTED NAME	SIGNATURE
Omar Moreno	
Orlando Gallardo	
Miguel Arvizo	
Fred A MADRID	
Adrian Prieto	
Ruben Renteria	

Appendix F-2

EH&S Inspection Checklists and Incident Response Records

(BMP 6-2)

North of Lot 86

Stormwater Pollution Prevention Inspection Checklist

Facility: Practice field Inspector S. Selwyn

Location: West of football stadium Date: 7/17/2012

Presley Askew baseball field

Vehicle, Maintenance, HazMat Storage	Yes/No/NA	Comments
1) Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- Do they have adequate secondary containment and cover?		
2) Is vehicle/equipment maintenance or repair work performed inside? * -OR- Is this type work performed *outside*? *		
3 Are vehicles or equipment cleaned at this facility? If yes, is wash water being collected and disposed of properly? * *		
4) At the fueling island, are there any spills? Where? Is there a spill kit with absorbents? Are spills/absorbents cleaned up ? Are there signs prohibiting "topping off"? Are there and spill response procedures posted? Is there water or liquid in secondary containment structures? Is there any visible sheen on that water? Are storm drains identified and marked? Are storm drains clear of debris?		
5) Are all dumpsters or outdoor trash containers covered?		
6) Are spill plan AND spill kits available in shop? Do employees know where spill kits are? Are emergency contacts and phone number(s) posted? (for a large hazmat)		
7) Was complete site walk around done?		

PLS

Lots & Athletic Fields	Yes/No/NA	Comments
8) Are outside areas kept neat, clean, and orderly?	yes	
9) Are garbage cans, waste bins, and dumpsters covered?	yes	
10) Are stormwater drainage paths clear? Grates clean?		none
11) Does area have excess dirt, debris ? Where?	yes	by tree See 7
12) Are there visible spills or leaks (from vehicles, above ground storage tanks or drums)? Where?	no	

Notes:

* No maintenance or repair work should be performed outside , only emergency repairs and maintenance activities that do not involve fluids

** Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.

Responsible party notified on (date) _____ **of needed action identified above or WO #**_____

Name **Department** **Contact information**

Stormwater Pollution Prevention
Inspection Checklist

Facility: Dirt lot (24)
Location: Corner of Arroyo head & Stuart next to stadium
Inspector S. Selwyn
Date: 7/18

Vehicle, Maintenance, HazMat Storage	Yes/No/NA	Comments
1) Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- Do they have adequate secondary containment and cover?		(pic 14 & 15)
2) Is vehicle/equipment maintenance or repair work performed inside? * -OR- Is this type work performed *outside*? *		
3 Are vehicles or equipment cleaned at this facility? If yes, is wash water being collected and disposed of properly? * *		
4) At the fueling island, are there any spills? Where? Is there a spill kit with absorbents? Are spills/absorbents cleaned up ? Are there signs prohibiting "topping off"? Are there and spill response procedures posted? Is there water or liquid in secondary containment structures? Is there any visible sheen on that water? Are storm drains identified and marked? Are storm drains clear of debris?		See (pic 12) Northeast corner of lot (pic 13) facing highway
5) Are all dumpsters or outdoor trash containers covered?		
6) Are spill plan AND spill kits available in shop? Do employees know where spill kits are? Are emergency contacts and phone number(s) posted? (for a large hazmat)		
7) Was complete site walk around done?		

Lots & Athletic Fields	Yes/No/NA	Comments
8) Are outside areas kept neat, clean, and orderly?	no	
9) Are garbage cans, waste bins, and dumpsters covered?		
10) Are stormwater drainage paths clear? Grates clean?		
11) Does area have excess dirt, debris ? Where?	yes	infront of soccer field See (pic 11)
12) Are there visible spills or leaks (from vehicles, above ground storage tanks or drums)? Where?	NO	

Notes:
* No maintenance or repair work should be performed outside , only emergency repairs and maintenance activities that do not involve fluids
** Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.

Responsible party notified on (date) _____ **of needed action identified above or WO #**_____

Name **Department** **Contact information**

6.14 Inspection _____ (nearest building)

Stormwater Pollution Prevention
Inspection Checklist

Facility: Dirt / paved lot (30) Inspector _____
Location: On arrowhead across from the pan am Date: _____

Vehicle, Maintenance, HazMat Storage	Yes/No/NA	Comments
1) Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- Do they have adequate secondary containment and cover?		
2) Is vehicle/equipment maintenance or repair work performed inside? * -OR- Is this type work performed *outside*? *		RCS 16-24
3 Are vehicles or equipment cleaned at this facility? If yes, is wash water being collected and disposed of properly? * *		
4) At the fueling island, are there any spills? Where? Is there a spill kit with absorbents? Are spills/absorbents cleaned up ? Are there signs prohibiting "topping off"? Are there and spill response procedures posted? Is there water or liquid in secondary containment structures? Is there any visible sheen on that water? Are storm drains identified and marked? Are storm drains clear of debris?		
5) Are all dumpsters or outdoor trash containers covered?		lots of trash on edges of lot
6) Are spill plan AND spill kits available in shop? Do employees know where spill kits are? Are emergency contacts and phone number(s) posted? (for a large hazmat)		
7) Was complete site walk around done?		

Lots & Athletic Fields	Yes/No/NA	Comments
8) Are outside areas kept neat, clean, and orderly?	no	~~many glass~~ broken glass
9) Are garbage cans, waste bins, and dumpsters covered?	none	
10) Are stormwater drainage paths clear? Grates clean?	yes	
11) Does area have excess dirt, debris ? Where?	no	
12) Are there visible spills or leaks (from vehicles, above ground storage tanks or drums)? Where?	no	oil spills over many spaces

Notes:
* No maintenance or repair work should be performed outside , only emergency repairs and maintenance activities that do not involve fluids
** Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.

Responsible party notified on (date) _____ **of needed action identified above or WO #**_____

Name **Department** **Contact information**

6.14 Inspection _____ (nearest building)

Storm-Water Pollution Prevention Inspection Checklist

Facility: Dirt Lot
Location: Lot 96 (See Attached Map)
Inspector(s) Sarah Selwyn
Date: 07/18/2012

Lots & Athletic Fields	Yes/No/NA	Comments
1) Are outside areas kept neat, clean, and orderly?	No	The trailers in the northeast corner of the lot 96 have peeling metal that appear to be a hazard (see img 1).
2) Are garbage cans, waste bins, and dumpsters covered?	NA	
3) Are storm-water drainage paths clear? Grates clean?	NA	
4) Does area have excess dirt, debris? Where?	Yes	In the north area of the lot 96, there is a large pile of dirt (see img 2). Additionally, there is debris on the ground by the trailers in the northeast corner of the lot (see img 3).
5) Are there visible spills or leaks (from vehicles, above ground storage tanks or drums)? Where?	No	

Notes:
* No maintenance or repair work should be performed outside , only emergency repairs and maintenance activities that do not involve fluids
** Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.

Responsible party notified on (date) of needed action identified above or WO #_____.

Name	Department	Contact information
	Facilities + Services	6-2101

6.14 Inspection Bookstore warehouse **(nearest building)**

Stormwater Pollution Prevention
Inspection Checklist

Facility: Dirt/gravel Lot (40) Inspector _____
Location: lot next to intramural fields Date: _____

Vehicle, Maintenance, HazMat Storage	Yes/No/NA	Comments
1) Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- Do they have adequate secondary containment and cover?		
2) Is vehicle/equipment maintenance or repair work performed inside? * -OR- Is this type work performed *outside*? *		PIC 24 - trash bin + 10'2
3 Are vehicles or equipment cleaned at this facility? If yes, is wash water being collected and disposed of properly? * *		
4) At the fueling island, are there any spills? Where? Is there a spill kit with absorbents? Are spills/absorbents cleaned up ? Are there signs prohibiting "topping off"? Are there and spill response procedures posted? Is there water or liquid in secondary containment structures? Is there any visible sheen on that water? Are storm drains identified and marked? Are storm drains clear of debris?		lots of pine needles
5) Are all dumpsters or outdoor trash containers covered?		
6) Are spill plan AND spill kits available in shop? Do employees know where spill kits are? Are emergency contacts and phone number(s) posted? (for a large hazmat)		
7) Was complete site walk around done?		

Lots & Athletic Fields	Yes/No/NA	Comments
8) Are outside areas kept neat, clean, and orderly?	No	majority of lot has major potholes
9) Are garbage cans, waste bins, and dumpsters covered?	no	
10) Are stormwater drainage paths clear? Grates clean?		no
11) Does area have excess dirt, debris ? Where?		
12) Are there visible spills or leaks (from vehicles, above ground storage tanks or drums)? Where?		

Notes:
* No maintenance or repair work should be performed outside , only emergency repairs and maintenance activities that do not involve fluids
** Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.

Responsible party notified on (date) _____ of needed action identified above or WO #_____

Name **Department** **Contact information**

Stormwater Pollution Prevention
Inspection Checklist

Facility: Dirt Lot (86)
Location: Behind football field/stadium

Inspector Sarah Selwyn
Date: 7/18/2012

Vehicle, Maintenance, HazMat Storage	Yes/No/NA	Comments
1) Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- Do they have adequate secondary containment and cover?		
2) Is vehicle/equipment maintenance or repair work performed inside? * -OR- Is this type work performed *outside*? *		
3 Are vehicles or equipment cleaned at this facility? If yes, is wash water being collected and disposed of properly? * *		
4) At the fueling island, are there any spills? Where? Is there a spill kit with absorbents? Are spills/absorbents cleaned up ? Are there signs prohibiting "topping off"? Are there and spill response procedures posted? Is there water or liquid in secondary containment structures? Is there any visible sheen on that water? Are storm drains identified and marked? Are storm drains clear of debris?		
5) Are all dumpsters or outdoor trash containers covered?		
6) Are spill plan AND spill kits available in shop? Do employees know where spill kits are? Are emergency contacts and phone number(s) posted? (for a large hazmat)		
7) Was complete site walk around done?		

Lots & Athletic Fields	Yes/No/NA	Comments
8) Are outside areas kept neat, clean, and orderly?	yes	
9) Are garbage cans, waste bins, and dumpsters covered?		
10) Are stormwater drainage paths clear? Grates clean?	—	none
11) Does area have excess dirt, debris ? Where?	yes	see (pic # 7) NE corner of lot
12) Are there visible spills or leaks (from vehicles, above ground storage tanks or drums)? Where?	none	

Notes:

* No maintenance or repair work should be performed outside , only emergency repairs and maintenance activities that do not involve fluids

** Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.

Responsible party notified on (date) _____ of needed action identified above or WO #_____

Name **Department** **Contact information**

Stormwater Pollution Prevention
Inspection Checklist

Facility: Dirt Lot (96) Inspector J. Selwyn
Location: off of Locust & Stanley dr. Date: 7/18/2012

Vehicle, Maintenance, HazMat Storage	Yes/No/NA	Comments
1) Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- Do they have adequate secondary containment and cover?		
2) Is vehicle/equipment maintenance or repair work performed inside? * -OR- Is this type work performed *outside*? *		
3 Are vehicles or equipment cleaned at this facility? If yes, is wash water being collected and disposed of properly? * *		
4) At the fueling island, are there any spills? Where? Is there a spill kit with absorbents? Are spills/absorbents cleaned up ? Are there signs prohibiting "topping off"? Are there and spill response procedures posted? Is there water or liquid in secondary containment structures? Is there any visible sheen on that water? Are storm drains identified and marked? Are storm drains clear of debris?		See pic 1 + 3 for trailer safety
5) Are all dumpsters or outdoor trash containers covered?		
6) Are spill plan AND spill kits available in shop? Do employees know where spill kits are? Are emergency contacts and phone number(s) posted? (for a large hazmat)		
7) Was complete site walk around done?		

Lots & Athletic Fields	Yes/No/NA	Comments
8) Are outside areas kept neat, clean, and orderly?	yes	By trailer is trash (pic 4)
9) Are garbage cans, waste bins, and dumpsters covered?	—	none
10) Are stormwater drainage paths clear? Grates clean?	—	none
11) Does area have excess dirt, debris ? Where?	yes	see pic 2
12) Are there visible spills or leaks (from vehicles, above ground storage tanks or drums)? Where?	no	

Notes:
* No maintenance or repair work should be performed outside , only emergency repairs and maintenance activities that do not involve fluids
** Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.

Responsible party notified on (date) _____ of needed action identified above or WO #_____

Name **Department** **Contact information**

6.14 Inspection _____ (nearest building)

Stormwater Pollution Prevention
Inspection Checklist

Facility: Dirt Lot (99) Inspector _____

Location: next to dorm 4pts Date: _____

Vehicle, Maintenance, HazMat Storage	Yes/No/NA	Comments
1) Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- Do they have adequate secondary containment and cover?		
2) Is vehicle/equipment maintenance or repair work performed inside? * -OR- Is this type work performed *outside*? *		
3 Are vehicles or equipment cleaned at this facility? If yes, is wash water being collected and disposed of properly? * *		
4) At the fueling island, are there any spills? Where? Is there a spill kit with absorbents? Are spills/absorbents cleaned up ? Are there signs prohibiting "topping off"? Are there and spill response procedures posted? Is there water or liquid in secondary containment structures? Is there any visible sheen on that water? Are storm drains identified and marked? Are storm drains clear of debris?		
5) Are all dumpsters or outdoor trash containers covered?		
6) Are spill plan AND spill kits available in shop? Do employees know where spill kits are? Are emergency contacts and phone number(s) posted? (for a large hazmat)		
7) Was complete site walk around done?		

Lots & Athletic Fields	Yes/No/NA	Comments
8) Are outside areas kept neat, clean, and orderly?	yes	
9) Are garbage cans, waste bins, and dumpsters covered?	none	—
10) Are stormwater drainage paths clear? Grates clean?	none	—
11) Does area have excess dirt, debris ? Where?	no	
12) Are there visible spills or leaks (from vehicles, above ground storage tanks or drums)? Where?	no	—

Notes:

* No maintenance or repair work should be performed outside , only emergency repairs and maintenance activities that do not involve fluids

** Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.

Responsible party notified on (date) _____ of needed action identified above or WO #_____

Name **Department** **Contact information**

6.14 Inspection _____ (nearest building)

Stormwater Pollution Prevention
Inspection Checklist

Facility: Dirt lot (DS) Inspector S. Selwyn
Location: Lot infront of tennis courts Date: 7/18/2012

Vehicle, Maintenance, HazMat Storage	Yes/No/NA	Comments
1) Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- Do they have adequate secondary containment and cover?		
2) Is vehicle/equipment maintenance or repair work performed inside? * -OR- Is this type work performed *outside*? *		
3 Are vehicles or equipment cleaned at this facility? If yes, is wash water being collected and disposed of properly? * *		
4) At the fueling island, are there any spills? Where? Is there a spill kit with absorbents? Are spills/absorbents cleaned up ? Are there signs prohibiting "topping off"? Are there and spill response procedures posted? Is there water or liquid in secondary containment structures? Is there any visible sheen on that water? Are storm drains identified and marked? Are storm drains clear of debris?		
5) Are all dumpsters or outdoor trash containers covered?		
6) Are spill plan AND spill kits available in shop? Do employees know where spill kits are? Are emergency contacts and phone number(s) posted? (for a large hazmat)		PIC
7) Was complete site walk around done?		

Lots & Athletic Fields	Yes/No/NA	Comments
8) Are outside areas kept neat, clean, and orderly?	yes	
9) Are garbage cans, waste bins, and dumpsters covered?	—	none
10) Are stormwater drainage paths clear? Grates clean?	—	none
11) Does area have excess dirt, debris ? Where?	little	a little trash scattered
12) Are there visible spills or leaks (from vehicles, above ground storage tanks or drums)? Where?	no	

Notes:
* No maintenance or repair work should be performed outside , only emergency repairs and maintenance activities that do not involve fluids
** Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.

Responsible party notified on (date) _____ of needed action identified above or WO #_____

Name **Department** **Contact information**

NMSU Environmental Health & Safety Stormwater Annual Inspection Sites

1) FS Grounds fueling station (above ground storage)
2) FS Grounds equipment maintenance shop and hazmat storage areas
3) FS Mechanics shop, washing station, vehicle parking both N and S, hazmat storage
4) FS Yard
5) Paint shop, paint booth
6) Construction shop and storage area
7) Material Recycling facility and storage area
8) Composting facility
9) Transportation Services shop, fueling station and drive, vehicle parking, hazmat storage
10) Ag. Farm equipment maintenance shop, fueling station, vehicle parking, hazmat storage
11) Animal study and research facilities
12) Equestrian center and stables
13) Intramural fields
14) Athletic practice fields
15) Tailgating lot
16) Dirt parking lot
17) Others to be identified

6-42-7025

6-5015

Manalin

Call received by: Jose L. Gamon **Time:** 9:30 a.m. **Date:** 7/13/11 **Responder(s):** Jose L. Gamon/Sarah Selwyn

INCIDENT RESPONSE RECORD

QUESTIONS TO ASK:

1. Where is the incident located?	FS Transportation Services Shop building #373
2. What is the nature of the incident? (Spill, Smell, Abandoned Chemicals, Exposure)	Storm-water Pollution Prevention Annual Inspection
3. Was anyone injured? How many? Where are they? Has 911 been called?	No
4. Are there any symptoms of exposure?	No
5. Who is reporting the incident and what is their phone #?	EH&S, 646-3327
6. Has anyone else been called to respond to the incident?	EH&S
7. Who will be designated to meet safety personnel?	Alfonso Marin, FS Equipment Mechanic
8. Have you notified your supervisor? Who is it?	Yes
9. When was the incident discovered? Who discovered it? SPILL: a. Can you identify the chemical or material? b. How big is the spill? SMELL: a. Can you identify the odor? b. Where is the odor emanating from?	The incident was discovered when David Shearer brought it to my attention. These inspections are performed annually.

What actions were taken to bring the incident to closure? Sarah, EH&S student and I went by the FS Transportation Services shop during the morning. We met with Alfonso Marin, FS Equipment Mechanic. We did a site walk around of the Transportation Services shop area to include the outside covered porch areas. We inspected the new oil storage area and looked OK. A 55 gallon drum that is used to store used absorbent material had a spill response procedure written on side of can. There were some oil stains throughout concrete floor areas. Alfonso let us know he uses the absorbent material at times. He asked if he could get more Micro Blaze chemical as he has used it before and works great for him. Overall everything seemed OK.

Attached: Storm Water Pollution Prevention Inspection Report & Pictures

Storm-Water Pollution Prevention
Inspection Checklist

Facility: FS Transportation Services Shop
Location: 3535 Research Dr.
Inspector(s) Jose L. Gamon/Sarah Selwyn
Date: 7/13/12

Vehicle, Maintenance, HazMat Storage	Yes/No/NA	Comments
1) Are 55-gal drums, bulk storage tanks, or other containers stored outside specifically designed for outside storage? -OR- Do they have adequate secondary containment and cover?	Yes No	There are 2-55 gallon plastic drums in the wash bay area stored and solution also used for vehicle cleaning. There are 3-55 gallon oil containers stored in the outside small covered porch area. There are 3-55 gallon new oil containers in the covered porch area used to change oil in vehicles. **I recommend 55 gallon metal oil containers have secondary containment.**
2) Is vehicle/equipment maintenance or repair work performed inside? * -OR- Is this type work performed *outside*? *	No Yes	Vehicles are washed in wash bay area after being serviced in the covered porch area. Vehicles are serviced outside in a covered porch area.
3 Are vehicles or equipment cleaned at this facility? If yes, is wash water being collected and disposed of properly? * *	Yes Yes	Vehicles are washed in wash bay area. Wash water is collected in nearby septic tank and disposed of properly
4) At the fueling island, are there any spills? Where? Is there a spill kit with absorbents? Are spills/absorbents cleaned up ? Are there signs prohibiting "topping off"? Are there and spill response procedures posted? Is there water or liquid in secondary containment structures? Is there any visible sheen on that water? Are storm drains identified and marked? Are storm drains clear of debris?	NA Yes Yes NA No No No Yes Yes	 It's located in covered porch area. Oil spills are cleaned up with absorbents material. One 55 gallon container has it written on side of can. Spill response procedures signs will be posted. **NOTE: All oil stained areas will be Micro Blazed. (See Pictures)** There is one inside the wash bay area.
5) Are all dumpsters or outdoor trash containers covered?	No	Daily 55 gallon trash containers are not covered. Trash is taken to roll-off dumpster for disposal
6) Are spill plan AND spill kits available in shop? Do employees know where spill kits are? Are emergency contacts and phone number(s) posted? (for a large hazmat)	No/Yes Yes No	Area Supervisor will post plan. Spill kits are available. Area Supervisor will print and post plan
7) Was complete site walk around done?	Yes	Alfonso Marin, Sarah Selwyn and Jose L. Gamon

Lots & Athletic Fields	Yes/No/NA	Comments
8) Are outside areas kept neat, clean, and orderly?		
9) Are garbage cans, waste bins, and dumpsters covered?		
10) Are stormwater drainage paths clear? Grates clean?		
11) Does area have excess dirt, debris ? Where?		
12) Are there visible spills or leaks (from vehicles, above ground storage tanks or drums)? Where?		

Notes:

* No maintenance or repair work should be performed outside , only emergency repairs and maintenance activities that do not involve fluids

** Mowers and tractors (only) can be washed over a grassy area until such time that a designated washing area is installed.

Responsible party notified on (date) 7/13/12 of needed action identified above or WO #_____

Name	Department	Contact information
Paul Crouch/Alfonso Marin	FS Mechanic Shop	646-7868


FS Transportation
Services Shop
Wash Bay Area
Water Drains Into Septic
Tank In Nearby Area
7/13/12


FS Transportation Services Shop
Outside Covered Porch Area
7/13/12


FS Transportation Services Shop
7/13/12


FS Transportation Services Shop
Wash Bay Cleaning Chemicals
7/13/12


Absorbent
Material
FS Transportation Services Shop
Outside Covered Porch Area
7/13/12


FS Transportation Services Shop
Outside Small Covered Porch Area
7/13/12


FS Transportation Services Shop
Outside Covered Porch Area
7/13/12


USED
OIL ABsorbent
Call for Pkup
& New Drum
C-3327
FS Transportation Services Shop
Outside On Concrete Pad
7/13/12


FS Transportation Services Shop
Outside Covered Porch Area
USED OIL
7/13/12


FS Transportation Services Shop
Outside Covered Porch Area
New Oil In 55
Gallon Drums
7/13/12

Appendix F-3

Street Sweeping Work Order Records

(BMP 6-4)

WORK ORDER	SORT_CODE	DESCRIPTION	FIRST NAME	LAST NAME	BILL_DATE	AMOUNT	SHOP	TIME_TYPE	ACT_HRS
13-019924	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	SILVA	12/10/2012	63.83	GROUNDS	REG	3.25
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ANTONIO	PALOMARES	12/18/2012	58.92	GROUNDS	RGS	3.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	JEFFREY	OTERO	12/18/2012	117.84	GROUNDS	RGS	6.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ROY	ANDREWS	12/18/2012	117.84	GROUNDS	RGS	6.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	LOUIE	HINOJOS	12/18/2012	117.84	GROUNDS	RGS	6.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ANTONIO	PALOMARES	12/18/2012	117.84	GROUNDS	RGS	6.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	LOUIE	HINOJOS	12/18/2012	58.92	GROUNDS	RGS	3.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	JEFFREY	OTERO	12/18/2012	58.92	GROUNDS	RGS	3.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ROY	ANDREWS	12/18/2012	58.92	GROUNDS	RGS	3.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	12/18/2012	117.84	GROUNDS	RGS	6.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	12/18/2012	58.92	GROUNDS	RGS	3.00
13-019928	STREET SWEEPING	ZONE 1 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ANDRES	LOPEZ	12/18/2012	58.92	GROUNDS	REG	3.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ROY	ANDREWS	12/20/2012	44.19	GROUNDS	REG	2.25
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ANTONIO	PALOMARES	12/20/2012	44.19	GROUNDS	REG	2.25
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	LOUIE	HINOJOS	12/20/2012	44.19	GROUNDS	REG	2.25
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	JEFFREY	OTERO	12/20/2012	44.19	GROUNDS	REG	2.25
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	12/20/2012	44.19	GROUNDS	REG	2.25
13-019928	STREET SWEEPING	ZONE 1 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ANDRES	LOPEZ	1/7/2013	78.56	GROUNDS	REG	4.00
13-019924	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	SILVA	1/7/2013	88.38	GROUNDS	REG	4.50
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ANTONIO	PALOMARES	1/7/2013	39.28	GROUNDS	REG	2.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ROY	ANDREWS	1/7/2013	39.28	GROUNDS	REG	2.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	LOUIE	HINOJOS	1/7/2013	39.28	GROUNDS	REG	2.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	1/7/2013	39.28	GROUNDS	REG	2.00
13-019922	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	JEFFREY	OTERO	1/7/2013	39.28	GROUNDS	REG	2.00
13-023314	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	SILVA	1/18/2013	29.46	GROUNDS	REG	1.50
13-023314	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ANTONIO	AGUILAR	1/18/2013	29.46	GROUNDS	REG	1.50
13-023314	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	LEOPOLDO	MORENO	1/18/2013	29.46	GROUNDS	REG	1.50
13-023314	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	RICHARD	TREVINO	1/18/2013	29.46	GROUNDS	REG	1.50
13-023314	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	JOSE	BARAJAS	1/18/2013	29.46	GROUNDS	REG	1.50
13-023312	STREET SWEEPING	ZONE 5 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	FLORENTINO	RIVERA	1/18/2013	49.10	GROUNDS	REG	2.50
13-023314	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	RICHARD	TREVINO	1/25/2013	39.28	GROUNDS	REG	2.00
13-023314	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ANTONIO	AGUILAR	1/25/2013	39.28	GROUNDS	REG	2.00
13-023314	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	SILVA	1/25/2013	39.28	GROUNDS	REG	2.00
13-023314	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	LEOPOLDO	MORENO	1/25/2013	39.28	GROUNDS	REG	2.00
13-023314	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	JOSE	BARAJAS	1/25/2013	39.28	GROUNDS	REG	2.00
13-027322	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	2/8/2013	137.48	GROUNDS	REG	7.00
13-027322	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	2/8/2013	108.02	GROUNDS	REG	5.50
13-027322	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	2/8/2013	49.10	GROUNDS	REG	2.50
13-027322	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	2/14/2013	78.56	GROUNDS	REG	4.00
13-030112	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	3/13/2013	39.28	GROUNDS	RGS	2.00
13-030112	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	3/22/2013	98.20	GROUNDS	RGS	5.00
13-030110	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	SILVA	4/1/2013	39.28	GROUNDS	REG	2.00
13-033723	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	SILVA	4/8/2013	9.82	GROUNDS	REG	0.50
13-033722	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	4/19/2013	78.56	GROUNDS	REG	4.00
13-033722	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	4/27/2013	58.92	GROUNDS	RGS	3.00
13-033722	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	4/27/2013	98.20	GROUNDS	RGT	5.00
13-033721	STREET SWEEPING	ZONE 5 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	FLORENTINO	RIVERA	4/30/2013	137.48	GROUNDS	RGT	7.00
13-033721	STREET SWEEPING	ZONE 5 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	FLORENTINO	RIVERA	4/30/2013	39.28	GROUNDS	REG	2.00
13-033722	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	5/7/2013	58.92	GROUNDS	RGS	3.00
13-036939	STREET SWEEPING	ZONE 2 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	COOGLER	5/14/2013	78.56	GROUNDS	REG	4.00
13-036938	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	SILVA	5/17/2013	78.56	GROUNDS	REG	4.00
13-036938	STREET SWEEPING	ZONE 3 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	SILVA	5/17/2013	98.20	GROUNDS	REG	5.00

13-036937	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	5/22/2013	137.48	GROUNDS	RGS	7.00
13-036937	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	5/22/2013	58.92	GROUNDS	RGS	3.00
13-041729	STREET SWEEPING	ZONE 2 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	COOGLER	6/10/2013	14.73	GROUNDS	REG	0.75
13-041729	STREET SWEEPING	ZONE 2 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	DAVID	COOGLER	6/13/2013	19.64	GROUNDS	REG	1.00
13-041727	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	6/25/2013	88.38	GROUNDS	REG	4.50
13-041727	STREET SWEEPING	ZONE 4 MONTHLY GROUNDS SERVICES (ASSET: 223 - OFS GROUNDS)	ORLANDO	FLORES	6/25/2013	98.20	GROUNDS	REG	5.00

Appendix F-4

2012 Material and Solid Waste Management Form with Brush/Green Waste Composting Record

(BMP 6-6)

II. 2012 Material and Solid Waste Management Form

Facility Name: New Mexico State University Composting Facility		**PRINT** Name, Title and Telephone # of the Person Completing Form: Art Lucero Solid Waste/Recycling Manager 575-932-9748
County: Dona Ana	Permit or Registration # N/A	Facility Type: ☐ Landfill ☐ Recycling ☑ Composting ☐ Transfer/Convenience Center

	Material Type (See Instructions)	Method (Mark One)		Waste Origin		Managed On-Site:			Sent Off-Site to be:			Sent to:
		Weighed	Estimated	Amount of In-State Material Received in **Tons**	Amount Out-of-State Materials Received in **Tons**	(c) Landfilled or Treated	(d) Composted or Mulched	(e) Beneficially Used	(f) Treated, Disposed, Incinerated	(g) Recycled, Mulched, Composted	(h) Beneficially Used	(i) Provide Facility Name, City and State
				(a)	(b)							
1	MSW											
2	C & D			80.00								
3	Clean Fill			75.00								City of Las Cruces, NM
Special Wastes:												
4	Industrial Waste											
5	Regulated Asbestos											
6	Infectious Waste											
7	Ash											
8	PCS											
9	Offal											
10	Bio-Solids (Treated Sewage Sludge)											
11	Other Sludges											
12	Other Special Waste											
Other Materials:												
13	Brush/Green Waste			150.00								New Mexico State University Composting Facility
14	Scrap Tires											
15	Motor Oil											
16	Antifreeze											
17	Lead Acid Batteries											
18	HHW											
19	Other Wastes											
20	**TOTAL TONS**			305.00								

Please refer to the enclosed tables *Volume to Weight Conversion Factors* to convert cubic yards and gallons to TONS.

Questions?
Call 505-771-5982

APPENDIX G

Monitoring / Assessment Plan

STORM WATER MANAGEMENT PROGRAM MONITORING / ASSESSMENT PLAN

New Mexico State University
Las Cruces, NM

SEPTEMBER 2013

Prepared for:

NPDES Tracking No. NMR04L002

Prepared by:

Stell Environmental Enterprises, Inc.
414 Executive Center Blvd., Suite 200-C
El Paso, TX 79902-1015
915-433-9254

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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.

Signed by:

Glen Haubold, Assistant Vice-President for Facilities
Facilities and Services
New Mexico State University

Date

Contact Person:

Jack F. Kirby, P.E.
Assistant Director
Environmental Health and Safety
Facilities and Services
New Mexico State University
MSC 3578
P.O. Box 30001
Las Cruces, NM 88003-8001

Phone: 575-646-3327
Fax: 575-646-7898
E-mail: jfkirby@nmsu.edu

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ACRONYMS

BMP	Best Management Practice
CGP	Construction General Permit
CWA	Clean Water Act
EPA	United States Environmental Protection Agency
IDDE	Illicit Discharge Detection and Elimination
LID	Low Impact Development
MCM	Minimum Control Measure
MEP	Maximum Extent Practicable
MS4	Municipal Separate Storm Sewer System
NMSU	New Mexico State University
NPDES	National Pollutant Discharge Elimination System
SEE	Stell Environmental Enterprises, Inc.
SWMP	Storm Water Management Program
SWPPP	Storm Water Pollution Prevention Plan
U.S.	United States

1.0 INTRODUCTION

New Mexico State University (NMSU) prepared this Monitoring / Assessment Plan to comply with the National Pollutant Discharge Elimination System (NPDES) General Permit No. NMR040000 for Discharges from Small Municipal Separate Storm Sewer Systems (MS4), also known as the Small MS4 General Permit. This permit regulates the conditions under which a small MS4 is authorized to discharge storm water into waters of the United States (U.S.). The following sections describe in more detail the permit requirements related to the Monitoring / Assessment Plan and the plan's purpose.

1.1 BACKGROUND

NMSU meets the definition of an operator under the Small MS4 General Permit. The permit requires small MS4 operators to develop, implement, and enforce a Storm Water Management Program (SWMP) that is *"designed to reduce the discharge of pollutants from a small MS4 to the maximum extent practicable (MEP), to protect water quality, and to satisfy applicable surface water quality standards."*

The Small MS4 General Permit requires the SWMP to contain the following Minimum Control Measures (MCM) for its storm water discharges:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Storm Water Runoff Control
- Post-Construction Storm Water Management in New Development and Redevelopment
- Pollution Prevention / Good Housekeeping for Municipal Operations

A small MS4 operator implements the above MCMs by utilizing Best Management Practices (BMP) to reduce the discharge of targeted pollutants in their community. BMPs are activities, ordinances, maintenance procedures, management practices, operating procedures, and other processes, activities, or structures that control the discharge of pollutants into storm water.

NMSU developed its SWMP in 2009 and submitted it to the U.S. Environmental Protection Agency (EPA) Region 6, Water Quality Protection Division, for review and acceptance. By letter dated December 28, 2009, the EPA authorized NMSU to discharge storm water from its MS4 and issued Tracking No. NMR04L002 to NMSU under the Small MS4 General Permit. Since that time, NMSU has been implementing and enforcing its SWMP.

1.2 PURPOSE OF THE MONITORING / ASSESSMENT PLAN

After a small MS4 operator has implemented its SWMP for a year, Part 5.6.1 of the Small MS4 General Permit requires the MS4 operator to develop and submit to EPA a Monitoring / Assessment Plan. The plan is intended to monitor compliance with the SWMP, assess the appropriateness of the BMPs in the SWMP, and measure progress towards achieving the measurable goals identified in the SWMP.

As required by the Small MS4 General Permit and with the assistance of Stell Environmental Enterprises, Inc., NMSU has developed this Monitoring / Assessment Plan. The plan is being submitted to EPA Region 6 for review with the annual report for the permit period of July 01, 2012 through June 30, 2013.

The purpose of the NMSU's Monitoring / Assessment Plan is to:

- Assess NMSU's BMPs for effectiveness in reducing pollutants in storm water and meeting the objectiveness of the MCMs; and
- Measure NMSU's overall progress towards achieving the measurable goals listed for the BMPs in its SWMP.

2.0 ASSESSMENT OF BEST MANAGEMENT PRACTICES

BMPs are intended to reduce the discharge of pollutants in storm water and to protect water quality. Every community, watershed, and climate is a unique combination. Until the BMPs are implemented, it is difficult to predict their effectiveness. In addition, a BMP that is needed when a SWMP is first implemented may not be needed after the SWMP is well-established. At that point in time, different BMPs may be more appropriate.

The purpose of the BMP assessment is to:

- Determine if the implemented BMPs are achieving the desired result; and
- Direct BMP changes as needed to make the SWMP more effective in protecting storm water quality.

2.1 PUBLIC EDUCATION AND OUTREACH ON STORM WATER IMPACTS

The Public Education and Outreach BMPs inform target audiences about their impact on storm water quality and encourage them to change their behavior. The BMPs are effective if more people are aware of the SWMP and their role and responsibility in reducing pollutants in storm water discharges.

2.1.1 STORM WATER QUESTIONNAIRE

NMSU will develop questionnaires for audiences targeted by the SWMP's educational messages. The primary targeted audiences are NMSU's staff and students: staff because their activities have the greatest potential to generate pollutants, and students because they are the largest population within the MS4. The questionnaires will ask basic questions aligned to messages developed for the public education BMPs. Examples of questions that may, but are not committed to, being included in the questionnaire are:

- "*Have you seen or heard information about storm water quality on campus?"*
- "*Are you familiar with NMSU's Storm Water Management Program?"*
- *"Do you know that NMSU has a permit for its drainage system?"*
- "*Have you been trained on what you need to do to keep pollutants out of the drainage system?"*
- *"Do you know some of the ways in which students contribute pollutants to storm water runoff?"*

After the questions and methods of distribution are established for the questionnaires, NMSU will track the responses over time. Ideally, the responses will reflect an increase in awareness over time.

2.1.2 FLOATABLES MONITORING

NMSU will use floatables as an indicator parameter to assess change in public behavior. A sampling point will be identified within the MS4 based on ease of access and the potential for the contributing drainage area to be a source of floatables. NMSU will establish a schedule for collecting and quantifying floatables removed from the MS4 at the sampling point. The scheduled sampling will measure the amount floatables entering the MS4 due to littering and windblown trash from campus activities. If not removed from the MS4, these floatables would be discharged from the MS4 during a storm event.

NMSU will track the amount of floatables collected from the sampling point over time. If the SWMP's BMPs are effective, a decrease in the quantity of floatables would be expected.

2.2 PUBLIC INVOLVEMENT AND PARTICIPATION

Public Involvement BMPs foster the public's sense of ownership of the watersheds, arroyos, and receiving waters within the community. The BMPs are effective if they result in people becoming involved in and supportive of the goals and activities in the SWMP.

2.2.1 STORM WATER WEBPAGE TRACKING

BMP 2-1 makes the SWMP and annual reports available to the public on the storm water webpage of NMSU's website. NMSU will track the number of visitors who view the SWMP or an annual report each year. NMSU will look for an increase in the number of people who access these documents, which would indicate the BMPs are effectively informing people about the SWMP and encouraging them to participate by educating themselves about the SWMP.

2.2.2 PUBLIC REPORTS

NMSU has established and is publicizing a report line (BMP 2-3) for suspected illicit discharges, construction site discharges, and other potential pollutants to the MS4. If the BMPs are effectively involving the public in identifying and reporting these potential pollutants, the number of reports would be expected to increase. NMSU will track the number and types of reports related to storm water pollutants that it receives each year.

2.3 ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

Within the NMSU MS4, there are no industrial activities, and commercial businesses are limited to those that are under contract to NMSU. For these reasons, NMSU believes that the potential sources of illicit discharges are primarily from the general public. The IDDE BMPs in the SWMP, therefore, target public sources of discharges, e.g., litter and household hazardous waste. The BMPs encourage recycling and proper disposal of wastes to prevent illegal dumping.

In general, NMSU does not believe that illicit discharges are a significant contributor of pollutants to the MS4. Therefore, NMSU will monitor its illicit discharge detection BMPs primarily for the purpose of determining if additional or different BMPs are needed to target a discharge source other than the general public. To accomplish this purpose, NMSU will track the types of illicit discharges identified by its BMPs.

2.3.1 DRY WEATHER SCREENING

NMSU will visually inspect all mapped outfalls once a year (BMP 3-2). The inspections will occur during dry weather. Since NMSU is in an arid region, no flow should be present. Any flow or evidence of flow will be investigated to determine if the flow is an allowable discharge or an illicit discharge. If the discharge is an illicit discharge, NMSU will identify and eliminate the source of the discharge through appropriate corrective actions.

NMSU will track the number and types of illicit discharges found by its dry weather screening program and the percentage that are successfully eliminated.

2.3.2 ILLICIT DISCHARGE DETECTION BY NMSU EMPLOYEES

NMSU's Grounds Maintenance employees are working outside throughout the year and are well positioned to detect potential illicit discharges. BMP 3-7 is focused on training the Grounds Maintenance employees to identify and report potentially illicit discharges. Any flow or evidence of flow will be investigated to determine if the flow is an allowable discharge or an illicit discharge. If the discharge is an illicit discharge, NMSU will identify and eliminate the source of the discharge through appropriate corrective actions.

NMSU will track the numbers and types of illicit discharges found by Grounds Maintenance and the percentage that are successfully eliminated.

2.4 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

The Construction BMPs in the SWMP are intended to ensure that NMSU's contractors and tenants operate their construction sites using the erosion, sediment, and waste controls required by the NPDES Construction General Permit (CGP). The BMPs are effective if construction sites have effective controls in place. These controls will reduce the discharge of pollutants from construction activities into the NMSU MS4.

2.4.1 NMSU CONSTRUCTION SITE COMPLIANCE

NMSU will inspect its construction sites using a Storm Water Pollution Prevention Plan (SWPPP) inspection report template (BMP 4-3). Construction sites are dynamic; therefore, inspections frequently will find controls that require repair or maintenance. However, if controls are effectively implemented, inspections should not find controls that are installed incorrectly, missing, or completely failed. Inspections also should not find evidence of prohibited discharges. NMSU will monitor and track the following on its construction sites:

- Number of inspections per site per year
- Number and percentage of inspections that found controls installed incorrectly,, missing, or failed
- Number and percentage of inspections that found prohibited discharges

As the SWMP is implemented, NMSU anticipates a learning curve for employees to understand the expectation at construction sites. With time, effective BMPs should result in a decline of SWPPP inspections where problems with the controls or prohibited discharges are observed.

2.4.2 TENANT CONSTRUCTION SITE COMPLIANCE

Within its authority, NMSU will inspect tenants' construction sites to verify that erosion, sediment, and waste controls are implemented (BMP 4-5). NMSU will monitor the percentage of these inspections that result in a letter of findings to the tenant. If the BMPs related to tenants' construction sites are effective, the percentage of inspections that result in a letter of findings should decrease over time.

2.5 POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

The goal of the Development and Redevelopment BMPs is to protect storm water quality by ensuring that development includes permanent design features to mitigate the long-term effect of development on water quality. The permanent features may include, but are not limited to, detention or retention basins, erosion control structures, site layout to match the existing

topography, preservation of natural drainage ways, rainwater harvesting, permeable pavement, pervious channel linings, and other low impact development (LID) strategies. The BMPs are effective if the grading, drainage, and landscaping plans for development projects are including these types of design features.

NMSU reviews development plans for compliance with its Urban Drainage Criteria (BMP 5-4). As part of the review process, NMSU will track the percentage of development plans which include site design features to mitigate the development's effect on storm water quality (i.e., the number of development plans with design features to mitigate storm water impacts over the total number of development plans reviewed). NMSU will also maintain an inventory of the type and location of drainage features that are constructed in accordance with the reviewed development plans.

2.6 POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

The goal of the Municipal Operations BMPs is to improve storm water quality by reducing the pollutants that are discharged to storm water from NMSU's facilities and maintenance activities. The BMPs are effective if these activities have effective management practices in place.

NMSU has established written good housekeeping and pollution prevention practices for nine shops and maintenance facilities that are potential sources of storm water pollutants. Using inspection forms based on these practices, NMSU will annually inspect the shops and maintenance facilities to monitor their success in implementing the procedures (BMP 6-2). NMSU will track the percentage of the practices that have been implemented. For the BMPs to be effective in reducing storm water pollutant sources, the percentage of good housekeeping and pollution prevention practices implemented should increase over time.

3.0 MEASUREMENT OF SWMP PROGRESS

Measurement of NMSU's progress towards achieving the measurable goals identified in the SWMP will be based on the progress of each BMP. The NMSU SWMP contains 37 BMPs, each of which has measurable goals. NMSU will annually calculate the percentage of BMPs that have fully accomplished their measurable goals. BMPs that have achieved all of their measurable goals will be given one point. BMPs where progress has been made towards achieving the measurable goals, but the goals are not fully met, will be given half a point. All other BMPs will receive no points.

At this time NMSU's progress is calculated as follows:

- 23 BMPs have achieved all of their measurable goals = 23 points
- 4 BMPs are in progress, but haven't achieved all goals = 2 points
- 9 BMPs are delayed = 0 points
- Progress towards achieving measurable goals = 25/36 x 100% = 69% achievement

NMSU's goal is to achieve 100 percent of the measurable goals before EPA reissues the Small MS4 General Permit.

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4.0 MONITORING OF DISCHARGES TO IMPAIRED WATERS

Small MS4s are not required to collect data on their storm water discharges, unless the MS4 discharges to waters on the Clean Water Act (CWA) Section 303(d) list of impaired waters. NMSU does not discharge directly to impaired waters; therefore, sampling for analytical monitoring is not required.

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5.0 IMPLEMENTATION SCHEDULE

NMSU is submitting the Monitoring / Assessment Plan to the EPA Region 6 for review with its annual report that is due by October 01, 2013. If NMSU does not receive comments from EPA within 60 days of submitting the plan, NMSU will establish the means and methods necessary to implement the assessment and measurement processes in the plan.

The Monitoring / Assessment Plan will be fully implemented by January 01, 2014. NMSU has already started collecting data associated with the plan and will ensure all of the parameters are being monitored as of January 01, 2014. Next year's annual report will contain the first set of monitoring data, although the data set will be too small to draw conclusions from it. Instead, the data will be the baseline for comparison in future years.

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APPENDIX H

Public Notices of Annual Report

Contents

Appendix H-1

Public Notice in the *Las Cruces Sun-News*

New Mexico State University

Storm Water Management Program

NMSU operates a Municipal Separate Storm Sewer System (MS4) that is permitted by the Environmental Protection Agency. The MS4 consists of the streets, drainage ditches, and storm drain pipes that convey stormwater runoff through the campus. The permit requires NMSU to implement a program to reduce pollutants in stormwater runoff to the maximum extent practicable. You can help!

- NMSU's Storm Water Management Program
- MS4 Report for Public Comment
  - 2013 SWMP Annual Report DRAFT

    Comments may be made in writing to

    Jack Kirby
    Assistant Director
    Environmental Health & Safety
    PO Box 30001, MSC 3578
    Las Cruces, NM 88003-8001

    or submitted via e-mail to jfkirby@nmsu.edu.

    Comments are due by September 15, 2013. For additional information, contact the New Mexico State University, Facilities and Services, Environmental Health & Safety, at 575-646-3327.
- MS4 Report to EPA
  - 2012 SWMP Annual Report
  - 2011 SWMP Annual Report
  - 2010 SWMP Annual Report
- Information about the MS4 Permit

Be Storm Water Savvy!

One of the most significant, yet unrecognized groups of water contaminants is storm water pollutants. When it rains, storm water flows over yards, streets, roads, highways, parking lots, parks, and playgrounds, carrying with it everything in its path, including trash and pollutants. Unlike sanitary sewers that divert water to a treatment plant directly from NMSU, storm drains lead directly to open water bodies – such as the NMSU

retention pond at Sam Steele Way and Union Avenue – without any type of treatment. All the trash and pollutants that were picked up by storm water runoff, ultimately may end up in the Rio Grande via a series of ditches.

New Mexico State University's Storm Water Management Program for the Las Cruces campus includes six minimum control measures to protect water quality, as required by the Environmental Protection Agency. One of the measures, Illicit Discharge Detection and Elimination, differentiates between allowable discharges and illicit discharges into the storm drain system.

Allowable non-storm water discharges include such activities as potable waterline flushing; landscape irrigation; discharges from potable water sources; air conditioning condensate; irrigation water; lawn watering; individual residential car washing; de-chlorinated swimming pool discharges; and discharges from emergency firefighting activities.

An unallowable, or illicit discharge, is any discharge to the storm drain system that is not composed entirely of rain water or groundwater. Examples include dumping of motor vehicle fluids, household hazardous wastes, grass clippings, leaf litter, industrial waste, restaurant wastes, or any other non-storm water waste into a storm water system.

How Do I Spot an Illicit Discharge?

Watch for stains, unusual odors, out-of-place containers, water flow when no rain has fallen, and abnormal vegetative growth.

If you see an illicit discharge; REPORT IT to NMSU Environmental Health & Safety at 575-646-3327 OR Contact us!

The program is especially important as the campus goes into the summer season, when thunderstorms can wash trash and other materials into the drainage system. Also, the EPA requires NMSU to keep pollutants out of the system of curbs, gutters, ditches and other structures it uses to channel storm water runoff on the Las Cruces campus.

Construction

Operators of construction activities on the NMSU main campus, including tenants, are required to comply with the NPDES General Permit for Stormwater Discharges from Construction Activities.

If the entire disturbed area is less than five (5) acres, including utility connections and the staging area, and the project will be of relatively short duration, the construction activity may qualify for a permit waiver.

EPA's Low Erosivity Waiver Calculator can be used to determine if the waiver is applicable to the project.

All other projects that disturb one (1) acre of more must prepare a Stormwater Pollution Prevention Plan (SWPPP) and file a Notice of Intent (NOI) to authorize the discharge of stormwater.

Helpful Links:

- Guidance on preparing a SWPPP
- NMSU's SWPPP review checklist
- How to file an electronic NOI
- Obtain information on the permit

Household Hazardous Waste (HHW)

Residents of Family Housing can take HHW to the Amador Avenue Recycling Center at 2825 W. Amador Avenue. The Center is open 7 am to 5 pm on Monday through Friday and 8 am to 4 pm on Saturday and Sunday.

The Center accepts:

Paints and Paint thinners	Pesticides
Oil and Gasoline	Pool Chemicals
Kerosene	Developing
Aerosols	Chemicals
Fertilizers	Cleaning Chemicals
Batteries	Acids
	Mercury

Materials NOT Accepted:

No Asbestos	No Radioactive Waste	No Ammunition
No Biomedical Waste	No Explosives	No Electronic Waste
No Fire Extiguishers	No Cylinders	

For more information on HHW dispsoal, contact (575) 528-3800, or go to www.thescrappypages.com/recycling.php

Appendix H-2

Storm Water Management Program (SWMP) Webpage with Draft Annual Report Link for Public Comment

LEGAL

New Mexico State University
Public Notice of Draft Annual Report for the Small Municipal Separate Storm Sewer System Permit

New Mexico State University (NMSU) has prepared a Draft Annual Report of its Storm Water Management Program (SWMP). The report describes NMSU's progress towards achieving the goals of the SWMP from July 1, 2012 to June 30, 2013. The report is due to the Environmental Protection Agency (EPA) by October 1, 2013. The SWMP and annual report are required by NPDES General Permit Number NMR040000 for discharges from Small Municipal Separate Storm Sewer Systems (MS4s).

Students, faculty and staff of New Mexico State University are encouraged to review the Draft Annual Report and comment on it. Copies are available for review at the following locations:

New Mexico State University, Facilities and Services, Environmental Health & Safety,
1620 Standley Drive, Unit C, Las Cruces, New Mexico, 88003
and online at http://www.ofs.nmsu.edu/SWMP.html.

Comments may be made in writing to Mr. Jack Kirby, Assistant Director, Environmental Health & Safety, at PO Box 30001, MSC 3578, Las Cruces, NM 88003-8001 or submitted via e-mail to jfkirby@nmsu.edu. Comments are due within 30 days of the date this notice is published.
For additional information, contact the New Mexico State University, Facilities and Services, Environmental Health & Safety, at 575-646-3327.

Publication# 53441
Run Dates: Aug 11,18,2013

Appendix H-3

Proof of Publication

www.lcsun-news.com

LAS CRUCES SUN-NEWS

PROOF OF PUBLICATION

I, being duly sworn, Frank Leto deposes and says that he is the Publisher of the Las Cruces Sun-News, a newspaper published daily in the county of Dona Ana, State of New Mexico; that the notice 53441 is an exact duplicate of the notice that was published once a week/day in regular and entire issue of said newspaper and not in any supplement thereof for 2 consecutive week(s)/day(s), the first publication was in the issue dated August 11, 2013 and the last publication was August 18, 2013

Despondent further states this newspaper is duly qualified to publish legal notice or advertisements within the meaning of Sec. Chapter 167, Laws of 1937.

Signed

Publisher
Official Position

STATE OF NEW MEXICO
ss.
County of Dona Ana
Subscribed and sworn before me this
21st **day of** August

Notary Public in and for
Dona Ana County, New Mexico
April 9, 2017
My Term Expires

OFFICIAL SEAL
ANGEL ANN SOLIS
Notary Public
State of New Mexico
My Comm. Expires 4/9/17

New Mexico State
University
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www.lcsun-news.com

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