

STANDARD ADMINISTRATIVE PROCEDURE

24.99.99.M0.03 Stormwater Management and Protection

Approved December 5, 2013

Revised March 21, 2019

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Standard Administrative Procedure Statement and Reason

Texas A&M University is committed to conducting its activities as a responsible steward of the environment. In accordance with the University's environmental commitment and the Texas Pollutant Discharge Elimination System (TPDES) General Permit TXR040000 for Small Municipal Separate Storm Sewer Systems (MS4), Texas A&M has established a Stormwater Management Plan and this procedure to provide methods for controlling the introduction of pollutants in the stormwater drainage system.

Definitions

Best Management Practices (BMP): Schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce the discharge of pollutants into waters of the United States.

Construction Activity: Includes clearing, grading, and excavating. It does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, and original purpose of a ditch, channel, or other similar storm water conveyance. Additionally, it does not include the routine grading of existing dirt roads, asphalt overlays of existing roads, the routine clearing of existing rights-of-way, and similar maintenance activities.

Construction Site: Any construction site required by the Clean Water Act to operate within the limits of a TPDES permit to discharge stormwater associated with construction activity.

Illicit Discharges: Discharges to an MS4 that are not entirely composed of stormwater, except for those authorized under the general permit TXR040000.

Infiltration: Penetration of water through the surface into sub-surface soil or penetration of water from the soil into sewers or other pipes through defective joints, connections, or manhole walls.

Municipal Separate Storm Sewer Systems (MS4): Conveyance or system of conveyances that collect stormwater. These may include but are not limited to; ditches, man-made channels, or storm drains.

Notice of Intent (NOI): A written submission to the TCEQ from an applicant requesting coverage under a stormwater permit.

Stormwater: Precipitation such as rain or snow that does not infiltrate the ground surface.

Stormwater Management Plan (SWMP): Plan that discusses best BMPs and actions that have been implemented or will be developed to minimize the discharge of pollutants from the MS4 to the maximum extent practicable.

Texas Pollutant Discharge Elimination System (TPDES): The state program issuing, amending, terminating, monitoring, and enforcing permits.

Official Procedure

1. GENERAL

The Texas A&M Stormwater Management Plan, TPDES General Permit TXR040000, and this procedure assigns responsibilities and describes procedures and requirements to protect the MS4 from illicit discharges. A copy of the Stormwater Management plan can be obtained from Texas A&M Environmental Health and Safety.

2. RESPONSIBILITIES

2.1 Environmental Health and Safety (EHS) shall:

- 2.1.1 Establish and maintain a SWMP;
- 2.1.2 Provide information and training to University employees whose routine activities will likely affect the introduction of pollutants into the MS4; and
- 2.1.3 Review construction plans to ensure protection of the waters of Texas.
- 2.1.4 Conduct inspections of:
 - 2.1.4.1 Outfalls (biannual);
 - 2.1.4.2 Control Structures (annual); and
 - 2.1.4.3 Construction Sites;
- 2.1.5 Determine compliance with this procedure and make notifications of noncompliance.

2.2 Foreman/Project Managers shall:

- 2.2.1 Provide a point of contact for EHS;
- 2.2.2 Ensure correction of identified violations;

- 2.2.3 Comply with requirements of this document; and
- 2.2.4 Train employees on prohibitions and allowances in the MS4.
- 2.3 Employees/Maintenance Contractors shall:
 - 2.3.1 Comply with requirements and prohibitions
- 2.4 Construction Contractor shall:
 - 2.4.1 On Large Construction Sites (5+ acres):
 - 2.4.1.1 Provide EHS with copy of NOI;
 - 2.4.1.2 Provide EHS with copy of Stormwater Pollution Prevention Plan (SWP3) prior to construction start;
 - 2.4.1.3 Implement and update SWP3 as needed;
 - 2.4.1.4 Provide EHS access to construction site for inspections;
 - 2.4.1.5 Implement BMPs on construction site; and
 - 2.4.1.6 Comply with all requirements of TPDES permits and federal, state, and local rules and regulations.
 - 2.4.2 On Small Construction Sites (1-5 acres):
 - 2.4.2.1 Provide EHS with copy of SWP3 prior to construction start;
 - 2.4.2.2 Implement and update SWP3 as needed;
 - 2.4.2.3 Provide EHS access to construction site for inspections; and
 - 2.4.3 On Sites less than One Acre:
 - 2.4.3.1 Provide EHS with a copy of the SWP3 for each site, prior to earthwork;
 - 2.4.3.2 Provide EHS access to construction site for inspections; and
 - 2.4.3.3 Comply with all federal, state, and local rules and regulations.

3. PROHIBITIONS & EXCEPTIONS

- 3.1 Any discharge other than stormwater may not be released into the MS4.
- 3.2 Allowable exceptions must be enumerated in the TPDES General Permit (e.g. air condition condensation, irrigation, discharge from firefighting activities); or
- 3.3 Discharged under conditions provided in a TPDES construction or industrial stormwater permit.
- 3.4 EHS may require even allowable discharges to be filtered prior to release into the MS4.

4. VIOLATIONS AND NONCOMPLIANCE

- 4.1 Notice of Violations

- 4.1.1 If EHS determines that there is a violation of this procedure, each violation will be considered a separate offense for each day during which the violation is committed.
- 4.1.2 Notification of noncompliance shall:
 - 4.1.2.1 Be sent to person(s) responsible for illicit discharge;
 - 4.1.2.2 Describe and locate the violation; and
 - 4.1.2.3 Specify time allowance to bring into compliance.
- 4.2 Suspension of activities causing illicit discharge shall be imposed, if compliance is not achieved before the time specified in 4.1.2.3.
- 4.3 Penalties may be imposed (if illicit discharge activities do not stop):
 - 4.3.1 Each day of violation; and
 - 4.3.2 Not to exceed \$1000 per violation.
 - 4.3.3 The University may institute action against any/all parties involved in noncompliance (e.g. employee, foreman, contractor, developer).
- 4.4 Suspension of all work/activities will occur if:
 - 4.4.1 Illicit discharge poses an immediate threat to the MS4; or
 - 4.4.2 If person(s) responsible for discharge chooses not to take corrective actions.

Related Statutes, Policies

[Clean Water Act](#)

[TPDES General Permit TXR040000](#)

Texas A&M Stormwater Management Plan

Texas A&M Stormwater Engineering Management Plan

[System Policy 24.01 Risk Management](#)

[System Regulation 51.04.01 Chancellor's Delegation of Authority on Construction Projects](#)

Contact Office

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