



CITY OF TITUSVILLE

NPDES Tracking

Standard Operating Procedures

July 2017

Definition: As part of the City's Phase II National Pollutant Discharge Elimination System Generic Permit for Discharge of Stormwater to its Municipal Separate Storm Sewer Systems the City is required to track certain elements throughout the year and report them annually. This SOP details the process needed to properly report these elements.

Departments & Employees Duties:

Department	Position	Duties
Public Works	Environmental Compliance Program Manager	Lead the effort to compile the information and report to the FDEP; Track & compile information required from Public Works
Water Resources	Water Conservation & Public Outreach Manager	Track & compile information required from Water Resources and report back to Public Works
Community Development	Natural Resources Planner	Track & compile information required from Natural Resources and report back to Public Works
Community Development	Development Office Manager/Development Technical Manager	Track & compile information required from Development Services and report back to Public Works

Procedure:

1. Required information will be tracked annually within each department. The information that is required per department is listed in Attachment A-Email Templates and will be updated annually or as needed.
2. In January each year the Environmental Compliance Program Manager will email each employee listed above with their applicable template.
3. Each department will run the proper reports needed to pull and compile the information. Tracking procedures and details will be determined within each respective department to ensure tracking procedures coincide with each department's policies and procedures. If tracking problems arise a group should be formed which includes the Environmental Compliance Program Manager to determine the best tracking procedure for the element in question.
4. Information will be emailed directly back to the Environmental Compliance Program Manager from each department employee listed above.
5. Environmental Compliance Program Manager will compile all the information received in order to properly create the required report to send to the Florida Department of Environmental Protection.

6. After report is accepted by the FDEP, if any changes were made or added to the tracking elements, the Environmental Compliance Program Manager will update the email templates, notify the appropriate department of the change and discuss tracking procedures if needed.
7. If duties are reassigned or a new employee takes over a position, the Environmental Compliance Program Manager will be notified so they can review the procedures with the new employee and their supervisor.

Standard Operating Procedure Ownership: This SOP will be administered, reviewed and maintained by the Environmental Compliance Program Manager within the Public Works Department. The attachments in the SOP will need to be updated when updated to the permit are conducted.

NPDES Tracking SOP

Attachment A: Email Templates

Email Template – Community Development

Sent to: Development Office Manager/Development Technical Manager

Please fill out the following for the time period of December 1, 2016 – November 30, 2017

Number of business license renewals for Landscaper's & Lawn Maintenance	
Number of active construction sites	
Number of site clean-up inspections performed prior to CO (non-single family)	
Number of site plans reviewed	
Number of construction site stormwater inspections	
Number of enforcement actions taken for stormwater issues at construction sites	

Email Template – Water Resources

Sent to: Water Conservation & Public Outreach Manager

Please fill out the following for the time period of December 1, 2016 – November 30, 2017

Number of outreach materials mailed	
Number of handouts distributed at events and presentations	
Number of presentations made to local schools	
Number of attendees at presentations made to local schools	
Number of website updates	
Number of community presentations made	
Number of attendees at community presentations	
Number of presentations to Council relating to water conservation	
Number of Bag It! Trash it! Containers provided to area animal shelters and veterinarians	
Number of Bag It! Trash it! Containers provided during presentations and events	

Email Template – Natural Resources

Sent to: Natural Resources Planner

Please fill out the following for the time period of December 1, 2016 – November 30, 2017

Number of outreach materials mailed	
Number of handouts distributed at events and presentations	
Number of presentations made to local schools	
Number of attendees at presentations made to local schools	
Number of website updates	
Number of community presentations made	
Number of attendees at community presentations	
Number of presentations to Council relating to pollution control and stormwater management	
Number of meetings attended with any Brevard County & Indian River County Intergovernmental Working Group	