

SECTION III. MONITORING PROGRAM

A.	An ambient monitoring program for this permit is established through an inter-local agreement with Polk County. Please see the Polk County Annual Report for the monitoring information. The County monitors the following lakes within the City of Lakeland's utility boundaries: Gibson, Parker, Hollingsworth, Hunter, Bonny, Little Bonny, Crystal, John, Somerset, Banana, and Deeson. The TMDL Prioritization report submitted last fiscal year to FDEP is the City of Lakeland's SWMP from this point forward. Data will be reported to FDEP on the timeline specified in the TMDL Prioritization report.
B.	The first TMDL monitoring and assessment plan, due August 2013, will include the latest updates to our SWMP. In the meantime, the County will provide the ambient monitoring data in those lakes noted above.
C.	Attach a monitoring data summary, as required by the permit. N/A

SECTION IV. FISCAL ANALYSIS

A.	Total expenditures for the NPDES stormwater management program for the current reporting year: \$7,682,190
B.	Total budget for the NPDES stormwater management program for the subsequent reporting year: \$7,771,640. This figure is the sum of monies paid to all other entities that provide supporting services plus the total City of Lakeland's Lakes and Stormwater operating budget.

SECTION V. MATERIALS TO BE SUBMITTED WITH THIS ANNUAL REPORT FORM

Only the following materials are to be submitted to the Department along with this fully completed and signed Annual Report Form (check the appropriate box to indicate whether the item is attached or is not applicable):

Attached	N/A	***DEP Note: Please complete Checklists A & B at the end of the tailored form.***
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any additional information required to be submitted in this current annual reporting year in accordance with Part III.A of your permit that is not otherwise included in Section VII below.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Year 1 ONLY: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM) in accordance with Rule 62-624.600(2)(a), F.A.C.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year 3 ONLY: The estimates of pollutant loadings and event mean concentrations for each major outfall or each major watershed in accordance with Rule 62-624.600(2)(b), F.A.C.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Year 4 ONLY: Permit re-application information in accordance with Rule 62-624.420(2), F.A.C.

DO NOT SUBMIT ANY OTHER MATERIALS
(such as records and logs of activities, monitoring raw data, public outreach materials, etc.)

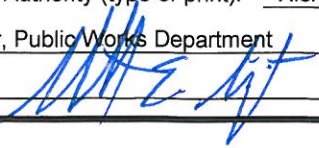
SECTION VI. CERTIFICATION STATEMENT AND SIGNATURE

The Responsible Authority listed in Section I.F above must sign the following certification statement, as per Rule 62-620.305, F.A.C:

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 upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name of Responsible Authority (type or print): Richard E. Lilyquist, P.E.

Title: Director, Public Works Department

Signature:  Date: March 27th, 2013

SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

Structural Controls and Stormwater Collection Systems Operation

The current MS4 inventory is robust and accurate. To ensure continued accuracy of data, the MS4 is undergoing GIS and field reviews by the City of Lakeland's Engineering and Lakes & Stormwater Divisions. Inspection and maintenance activities will likely be increased in certain watersheds pending the respective infrastructure inventory updates. MS4 infrastructure in all of our TMDL watersheds is currently under assessment and will be completed and updated as specified in the City of Lakeland's TMDL Prioritization Report.

Part III.A.1	Type of Structure	Number of Activities Performed					Documentation / Record	Entity Performing the Activity	Comments
		Total Number of Structures	Number of Inspections	Percentage Inspected	Number of Maintenance Activities	Percentage Maintained			
	Dry retention systems	56	1,093	100	1,093	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
	Exfiltration trench / French drains (linear feet)	14	48	100	33	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
	Grass treatment swales (miles)	8	76	100	76	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
	Dry detention systems	34	612	100	612	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
	Wet detention systems	22	481	100	481	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
	Pollution control boxes	12	75	100	75	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
	Stormwater pump stations	2	2	100	2	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
	Total (major & minor) stormwater outfalls	86	1,796	100	1,796	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	
	Weirs or other control structures	8	416	100	208	100	COL WORK ORDER SYSTEM DATABASE	Public Works Lakes & Stormwater	
	MS4 pipes / culverts (LF)	1,422,833	34,214	2	34,214	2	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	INCLUDES CLEANINGS & INSPECTIONS,
	Inlets / catch basins / grates	4,510	15,556	100	15,556	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	INCLUDES MOWING, SPRAYING, CLEANING & REPAIRS.
	Ditches / conveyance swales (SY)	93	7,644,780	100	7,644,780	100	COL WORK ORDER SYSTEM DATABASE	Public Works Construction & Maintenance	

Part III.A.2 Areas of New Development and Significant Redevelopment					
Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments	
Review of redevelopment projects	76	Engineering Spreadsheet for Project Review	Public Works Engineering Division		

Part III.A.3 Roadways					
Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments	
PERMITTEE Litter Control Program: Frequency of litter collection	192	Maximo	COL P & R & FDOT Crews		
PERMITTEE Litter Control Program: Estimated amount of area maintained (miles)	37,682	FDOT Contract	COL P & R & FDOT Crews	Contract # 412947-1-78-92	
PERMITTEE Litter Control Program: Estimated amount of litter collected (Tons)	27	Maximo	COL P & R & FDOT Crews		
Trash Pick-up Events: Total miles cleaned	9.39	Litter Pick up Worksheet	COL L&S		
Trash Pick-up Events: Estimated amount of litter collected (Bags collected)	128	Lakes Issues database	COL L&S		
Adopt-A-Lake Program: Total miles cleaned	9.6	Adopt-A-Lake Worksheet	COL L&S		
Adopt-A-Lake Program: Estimated amount of litter collected (Bags collected)	63	Lakes Issues database	COL L&S		
Frequency of street sweeping	DAILY	Street Sweeper Log Work order database	PW C & M	Work week-Mon-Thurs 6:30am to 5pm	
Total miles swept (per year)	12,822	Street Sweeper Log Work order database	PW C & M		
Estimated quantity of sweeping material collected (TONS)	2,795	Tonnage Spreadsheet	PW C & M		
Total nitrogen loadings removed (pounds)	3044	Street Sweeper Load Reduction Spreadsheet	PW C & M		
Total phosphorus loadings removed (pounds)	1947	Street Sweeper Load Reduction Spreadsheet	PW C & M		

Facility	Number of Inspections	Documentation	Entity Performing the Activity	Comments
Name of facility #1: Construction & Maintenance Yard & Transfer Station	12	Inspection reports	Public Works L & S & C & M	
Name of facility #2: Parks & Rees Repair Shop/Dumpster Facility	1	Inspection reports	Public Works L & S & Fleet	
Name of facility #3: Solid Waste Facility	1	Inspection Reports	Public Works L & S	

Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
Flood control projects completed during the reporting period	0	n/a	n/a	No flood control projects built during this permit cycle
Flood control projects completed during the reporting period that did not include stormwater treatment	0	n/a	n/a	No flood control projects built during this permit cycle
Stormwater retrofit projects planned	0	Lakes & Stormwater Lake Parker Project Files	Lakes & Stormwater	Stormwater retrofits will follow the schedule contained within the City's TMDL Prioritization Report.
Stormwater retrofit projects under construction during the reporting period	3	Lakes & Stormwater Lake Parker Project Files	Lakes & Stormwater	Lake Parker Basin retention ponds
Stormwater retrofit projects completed during the reporting period	3	Lakes & Stormwater Lake Parker Project Files	Lakes & Stormwater	Lake Parker Basin retention ponds

Facility	Number of Inspections	Documentation	Entity Performing the Activity	Comments
Name of facility #1: Construction & Maintenance Yard & Transfer Station	12	Inspection reports	Public Works L & S & C & M	
Name of facility #2: Fleet Maintenance Facility	12	Inspection reports	Public Works L & S & Fleet	
Name of facility #3: Parks & Rees Repair Shop/Dumpster Facility	1	Inspection report	Public Works L & S & Parks & Rees	

Part III.A.6	Pesticides, Herbicides, and Fertilizer Application					
	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments	
	PERSONNEL: Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides	15	FDACS Certificates	Parks & Recs, C & M, & Wastewater employees		
	PERSONNEL: Green Industry BMP Program training completed	6	IFAS Certificates	Parks & Recs		
<p style="text-align: center;">FYN PROGRAM FUNDING: Permittee Provides Funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>						
	Estimated percentage of the population reached by the activities in total	25	L&S Educational Outreach Spreadsheet	COL L&S	For displays, distributions, web hits, and airings it's assumed the message is received by a new individual each quarter and that only 1 in 2 people receiving the message actively listen to it. Thus for these activities the total # of occurrences is first divided by 4 and then by 2. This number is added to the participant counts from the remaining outreach events. The total is then divided by COL's total current population.	
	Brochures/Flyers/Fact sheets distributed	2269	Lakes Issues database	COL L&S		
	Neighborhood presentations: Number conducted	3	Lakes Issues database	COL L&S		
	Neighborhood presentations: Number of participants	74	Lakes Issues database	COL L&S		
	Newspapers & newsletters: Number of articles/notices published	7	Lakes Issues database	COL L&S		
	Newsletters: Number of newsletters distributed	123350	Lakes Issues database	COL L&S		
	Public displays (e.g., kiosks, storyboards, posters, etc.)	42	Lakes Issues database	COL L&S		
	Radio or television Public Service Announcements (PSAs)	37678	Lakes Issues database	COL L&S		
	School presentations: Number conducted	40	Lakes Issues database	COL L&S		
	School presentations: Number of participants	5104	Lakes Issues database	COL L&S		
	Seminars/Workshops: Number conducted	7	Lakes Issues database	COL L&S		
	Seminars/Workshops: Number of participants	134	Lakes Issues database	COL L&S		
	Special events: Number conducted	21	Lakes Issues database	COL L&S		
	Special events: Number of participants	3185	Lakes Issues database	COL L&S		
	Web Site: Number of hits / visitors to the stormwater-related pages	2,738	Website hits database	Engineering division		

Part III.A.7.a	Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures
	<i>No amendments made to the applicable legal authority.</i>

Part III.A.7.c	Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal	Number of Activities	Documentation	Entity Performing the Activity	Comments
	Permit Activity				
	Proactive inspections performed by Polk County on behalf of a co-permittee for suspected illicit discharges / connections / dumping	213	Lakeland hazardous waste/used oil inspections excel file	Polk County – Andrea Stermer Proactive Inspections Database	Proactive inspections performed by Polk County occur within the utility boundaries of Lakeland.
	Proactive inspections performed by the permittee for suspected illicit discharges / connections / dumping	38	Access database & Inspection Reports/photos/map	COL & FDOT	
	Illicit discharges / connections / dumping found during a proactive inspection	27	Access database & Inspection Reports/photos/map	COL & FDOT	
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection	0	n/a	n/a	No violations issued
	Fines issued for illicit discharges / connections / dumping found during a proactive inspection	0	n/a	n/a	No fines issued
	<i>Written proactive inspection program plan</i>	-	-	-	<i>attached</i>
	Reports received by Polk County of suspected illicit connections / discharges / dumping received	0	n/a	n/a	Polk County reports not tracked, please see Polk County report
	Reports received by the permittee of suspected illicit connections / discharges / dumping received	93	Access database & Inspection Reports/photos	COL L & S	
	Reactive investigations of reports of suspected illicit discharges/connections / dumping	105	Access database & Inspection Reports/photos	COL L & S	
	Illicit discharges / connections / dumping found during a reactive investigation	101	Access database & Inspection Reports/photos	COL L & S	
	Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation	3	Access database & Inspection Reports/photos	COL L & S	Notices of Deficiency were issued
	Fines issued for illicit discharges / connections / dumping found during a reactive investigation	0	n/a	n/a	No fines issued

Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
Initial Illicit Discharge Training - Personnel	192	Lakes Issues database	COL L&S	
Initial Illicit Discharge Training – Contractors	16	Lakes Issues database	COL L&S	
Refresher Illicit Discharge Training - Personnel	176	Lakes Issues database	COL L&S	
Refresher Illicit Discharge Training - Contractors	0	Lakes Issues database	COL L&S	

Part III.A.7.d Illicit Discharges and Improper Disposal — Spill Prevention and Response				
Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
Hazardous and non-hazardous material spills responded to	20	Response spreadsheet	COL Fire Department	
Initial Hazardous Spill Training - Personnel	6	Training sign-in sheets	COL Fire Department	HAZWOPER & Refresher training
Initial Hazardous Spill Training - Contractors	0	n/a	n/a	All fire department personnel are City employees, no contractors are trained in-house.
Refresher Hazardous Spill Training - Personnel	129	Training sign-in sheets	COL Fire Department	HAZWOPER & Refresher training
Refresher Hazardous Spill Training - Contractors	0	n/a	n/a	All fire department personnel are City employees, no contractors are trained in-house.

Part III.A.7.e Illicit Discharges and Improper Disposal — Public Reporting				
Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
Estimated percentage of the population reached by the activities in total	13	-	-	For displays, distributions, web hits, and airings it's assumed the message is received by a new individual each quarter and that only 1 in 2 people receiving the message actively listen to it. Thus for these activities the total # of occurrences is first divided by 4 and then by 2. This number is added to the participant counts from the remaining outreach events. The total is then divided by COL's total current population.
Publicize the Polk County or local Pollution Complaint Hotline	5	Lakes Issues database	COL L&S	
Brochures/Flyers/Fact sheets distributed	2,906	Lakes Issues database	COL L&S	
Neighborhood presentations: Number conducted	3	Lakes Issues database	COL L&S	

	Neighborhood presentations: Number of participants	74	Lakes Issues database	COL L&S	
	Newspapers & newsletters: Number of articles/notices published	8	L&S backup folder	Lakeland Electric, Lakes Education/Action Drive	
	Newsletters: Number of newsletters distributed	61,1350	LE/AD Annual Report	Lakeland Electric, Lakes Education/Action Drive	
	Public displays (e.g., kiosks, storyboards, posters, etc.)	27	Z:\Lakes & Stormwater Education Programs	COL L&S	
	Radio or television Public Service Announcements (PSAs)	37,678	Lakes Issues database & NCM Audit Report	COL L&S	
	School presentations: Number conducted	40	Lakes Issues database	COL L&S	
	School presentations: Number of participants	5,104	Lakes Issues database	COL L&S	
	Seminars/Workshops: Number conducted	7	Lakes Issues database	COL L&S	
	Seminars/Workshops: Number of participants	134	Lakes Issues database	COL L&S	
	Special events: Number conducted	21	Lakes Issues database	COL L&S	
	Special events: Number of participants	3,185	Lakes Issues database	COL L&S	
	Web Site: Number of visitors to the stormwater-related pages	2,738	Website hits database	Engineering division	

Part III.A.7.f Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control					
	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
	Estimated percentage of the population reached by the activities in total	45	-	-	% is based on the # of guides etc. distributed vs. # of households
	Household Chemical Collection Center Program: Amount of waste collected / recycled / properly disposed (lbs & gallons)	1,536 gallons + 573 lbs of batteries	Material collected spreadsheet	COL & Polk County	Hazardous liquids in gallons
	Household Chemical Collection Center Program: Events	1	Newspaper & Access Lakeland document	COL Solid Waste division, Polk County Solid Waste	

Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
Household Hazardous Waste Materials Guides distributed	16,151	Rehrig Penn Logistics Delivery Summary Report & informational letters spreadsheet, summary report file	COL Solid Waste	
Brochures/Flyers/Fact sheets distributed	2,906	Lakes Issues database	COL L&S	
Neighborhood presentations: Number conducted	10	Lakes Issues database & Public outreach spreadsheet SW	COL L&S & Solid Waste	
Neighborhood presentations: Number of participants	496	Lakes Issues database & Public outreach spreadsheet SW	COL L&S & Solid Waste	
Newspapers & newsletters: Number of articles/notices published	5	Lakes Issues database, Ledger advertisement, Access Lakeland ads, Insite time out ads	COL L&S & Solid Waste	
Newsletters: Number of newsletters distributed	395,800	Ledger, Access, & Insite ad docs, Utility bill insert distribution	COL Solid Waste, Lakeland Electric	
Public displays (e.g., kiosks, storyboards, posters, etc.)	29	Lakes Issues database & Access Lakeland	COL L&S & Solid Waste	
Radio or television Public Service Announcements (PSAs)	37,678	Lakes Issues database	COL L&S	
School presentations: Number conducted	41	Lakes Issues database & Solid waste database	COL L&S & Solid Waste	

Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
School presentations: Number of participants	5,269	Lakes Issues database & Solid waste database	COL L&S & Solid Waste	
Seminars/Workshops: Number conducted	7	Lakes Issues database	COL L&S	
Seminars/Workshops: Number of participants	134	Lakes Issues database	COL L&S	
Special events: Number conducted	21	Lakes Issues database	COL L&S	
Special events: Number of participants	3,185	Lakes Issues database	COL L&S	
Storm sewer inlets newly marked/replaced	81	Lakes Issues database	COL L&S	
Web Site: Number of visitors to the stormwater-related pages	2,738	Website hits database	COL Engineering	

Part III.A.7.g Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage				
Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe inspected for infiltration (linear feet)	47,717	TV Main line work spreadsheet	COL Wastewater Department	
Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe sealed, lined, and / or replaced (linear feet)	10,475	Line work spreadsheet	COL Wastewater Department	
Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer line breaks repaired	108	Point repair spreadsheet	COL Wastewater Department	
Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed	0	n/a	n/a	See Polk County Annual Report for Polk Health Dept. records
Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added	0	n/a	n/a	No emergency generators added
SSO incidents discovered	4	SSO Database	COL Wastewater	4 discovered that impacted the MS4
SSO incidents resolved	4	SSO Database	COL Wastewater	4 resolved that impacted the MS4
Inflow / infiltration incidents discovered	0	n/a	n/a	None recorded
Inflow / infiltration incidents resolved	0	n/a	n/a	None recorded
Name of owner of the sanitary sewer system	-	-	-	City of Lakeland

Part III.A.8.a	Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections						
		Number of Facilities	Number of Inspections	For violations discovered during a high risk inspection			
				Fines issued	Notices of Violation (NOVs) / warning letters / citations issued		
	Total high risk facilities	15	-	-	-	COL High Risk Facilities Access Database	COL Lakes & Stormwater
	New high risk facilities added to the inventory during the current reporting period	1	-	-	-	COL High Risk Facilities Access Database	COL Lakes & Stormwater
	Operating municipal landfills	0	0	0	0	COL High Risk Facilities Access Database	COL Lakes & Stormwater
	Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities	0	0	0	0	COL High Risk Facilities Access Database	COL Lakes & Stormwater
	EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)	7	1	0	0	COL High Risk Facilities Access Database	COL Lakes & Stormwater
	Facilities determined as high risk by the permittee through the reactive inspections as per Part III.A.7.c	2	2	0	2	Copies of warning letters	FDEP
	Other facilities determined as high risk by the permittee (that are not facilities identified through the reactive inspections)	6	3	0	0	COL High Risk Facilities Access Database	COL Lakes & Stormwater
							None in jurisdiction
							None in jurisdiction
							No violations observed during inspections
							Warning letters were issued by FDEP Tampa offices
							No violations observed during inspections

Part III.A.8.b	Industrial and High-Risk Runoff — Monitoring for High Risk Industries
	High risk facilities sampled
	None sampled

Part III.A.9.a	Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices				
	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
	PERMITTEE SITES: Construction site plans reviewed	7	Eng. Div. Building Plans Docs	Engineering division	
	PERMITTEE SITES: Construction site plans approved	5	Eng. Div. Approved Plans Docs	Engineering division	
	PRIVATE SITES: Construction site plans reviewed	76	Engineering Review spreadsheet	Engineering division	
	PRIVATE SITES: Construction site plans approved	46	Engineering Review spreadsheet	Engineering division	

ERP and CGP review process undergoing refinements to be implemented in Yr 2. Inclusion of Lakes & Stormwater staff on the City of Lakeland's Development Review Committee will satisfy this reporting requirement.

	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments
	Notified of ERP stormwater permit requirements	46	Stamped Plans	Engineering division	
	Confirmed ERP coverage	0	n/a	n/a	This element is not currently tracked by COL. Changes to COL's development review process in Year 2 will include signed confirmation of ERP and CGP coverage.
	Notified of CGP stormwater permit requirements	46	Stamped Plans	Engineering division	
	Confirmed CGP coverage	0	n/a	n/a	This element is not currently tracked by COL. Changes to COL's development review process in Year 2 will include signed confirmation of ERP and CGP coverage.

Construction Site Runoff — Inspection and Enforcement						
Part III.A.9.b	Permit Activity	Number of Activities	Documentation	Entity Performing the Activity	Comments	
	PERMITTEE SITES: Active construction sites	6	Public Works Engineering Construction Site Database	Public Works Engineering		
	PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	658	Public Works Engineering Construction Site Database	Public Works Engineering	Includes the # of private sites	
	PERMITTEE SITES: Percentage of active construction sites inspected	100	Public Works Engineering Construction Site Database	Public Works Engineering		
	PRIVATE SITES: Active construction sites	18	Public Works Engineering Construction Site Database	Public Works Engineering		
	PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs	Included in total # above	Public Works Engineering Construction Site Database	Public Works Engineering	Database records & tracks the # of inspections for permittee AND private projects in total	
	PRIVATE SITES: Percentage of active construction sites inspected	100	Public Works Engineering Construction Site Database	Public Works Engineering		
	Red Tags issued	0	n/a	n/a	None Issued	
	Notices of Violation (NOVs) issued	0	n/a	n/a	None Issued	
	Stop Work Orders issued	0	n/a	n/a	None Issued	
	Fines issued	0	n/a	n/a	None Issued	

COL's SOPs for stormwater, erosion, and sedimentation inspection program attached.

Construction Site Runoff — Site Operator Training						
Part III.A.9.c	Inspector Certification Training	Non-Inspector Initial Training (non-certification)	Refresher Training	Documentation	Entity Performing the Activity	Comments
	Permittee construction site inspectors	3	0	Certificates/Sign in Sheets	FDEP & COL	
	Permittee construction site plan reviewers	3	0	Certificates/Sign in sheets	FDEP & COL	Employees sent to FDEP Certified training
	Permittee construction site operators	12	0	Certificates & Sign in sheets	FDEP	Employees sent to FDEP Certified training
	Private construction site operators	0	12	Sign in sheets	COL	

SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

Permit Citation/ SWMP Element	SWMP EVALUATION
<p>Part II.A.1 Structural control inspection and maintenance</p>	<p>Strengths: The City of Lakeland has experienced drainage personnel dedicated solely to the inspection and maintenance of the MS4 system. Additionally, the City is implementing a new work order database system to ensure extremely accurate documentation of all MS4 inspection and maintenance activities. Drainage personnel are in contact with Lakes & Stormwater management on a daily basis and are directed according to the requirements of the NPDES permit. GIS and IT management staff is also partnering in this effort to ensure adequate up-to-date GIS documentation of the MS4 inventory. The overall inspection and maintenance program is supported by the Public Works Director, the City Manager, and the Board of City Commissioners. The City's stormwater utility fee continues to generate adequate monies for operating expenses plus a reserve of at least \$1,000,000.</p> <p>Weaknesses: Prior to the Permit 3 YR 1, the city MS4 system was not adequately tracked such that reported percentages of completed inspections/maintenance activities were questionable in some cases .</p> <p>SWMP Revisions to address deficiencies: The work order system is being modified to ensure more accurate tracking and reporting during YR 2 of this permit onwards.</p>
<p>Part II.A.2 Significant redevelopment</p>	<p>Strengths: City ordinance requires new development to submit for a permit to construct. An engineering stormwater manual includes regulations required for new development in the City and are established in City ordinances and land development regulations. Land development regulations are tailored to complement NPDES permit requirements.</p> <p>Weaknesses: The notifications and verifications of FDEP NOI and SWFWMD permits is a stamp on the permit process at this time. Tracking is not established for this requirement.</p> <p>SWMP Revisions to address deficiencies: The Lakes & Stormwater Manager is currently in the process of becoming a member of the City's Development Review Committee such that pertinent permit conditions for all construction projects can be better tracked. This process improvement is to occur in YR 2 of this permit.</p>
<p>Part II.A.3 Roadways</p>	<p>Strengths: The City has a robust street sweeping program and litter control program. Street sweeping activities are directed according to the NPDES permit requirements and dumped loads are accurately tracked to ensure reliable calculations of TN/TP removal numbers.</p> <p>Weaknesses: The sediment removal is not tracked by basins but in accordance with work zones.</p> <p>SWMP Revisions to address deficiencies: This process will be modified in YR 2 of this permit to ensure accurate load reduction numbers in TMDL priority WBIDs.</p>
<p>Part II.A.4 Flood control</p>	<p>Strengths: No projects were built during this reporting period. However, when flood control projects are in the design phase, engineering staff always consult with Lakes & Stormwater staff to ensure that these projects include the appropriate design criteria to maximize stormwater retention and treatment.</p> <p>Weaknesses: No weaknesses known at this time.</p> <p>SWMP Revisions to address deficiencies: No deficiencies at this time.</p>

<p>Part II.A.5 Waste TSD Facilities</p>	<p>Strengths: All City TSD facilities are participants in the City Hot Spot inspection program. This program consists of annual inspections for stormwater regulations and compliance at each Public Works facility. The facilities are tracked with an annual summary inspection report.</p> <p>Weaknesses: No weaknesses known at this time.</p> <p>SWMP Revisions to address deficiencies: No deficiencies at this time.</p>
<p>Part II. A. 6 Pesticide, herbicide, fertilizer application</p>	<p>Strengths: All of the City herbicide and fertilizer applicators are FDEP certified sprayers and are continually educated and supplied with refresher training if necessary. The City's fertilizer education program is robust and well-funded and includes signage, brochures, education events, PSA's, and advertisement wraps on our street sweepers.</p> <p>Weaknesses: To date, a Fertilizer ordinance is not implemented in Polk County or in City ordinances. Implementation is scheduled for late 2013 and will be reported in Year 2 annual report.</p> <p>SWMP Revisions to address deficiencies: A fertilizer ordinance is being developed for implementation by the end of Yr 2 of this permit.</p>
<p>Part II.A.7 Illicit Discharge Detection and Elimination</p>	<p>Strengths: A stormwater hotline is set up to handle pollutant concern phone calls from both residents & City employees. An access database is designated specifically to track this program. Proactive and reactive programs are implemented by both City and County staff and the two agencies readily share information and partner in this effort.</p> <p>Weaknesses: Currently, there are only five positions in the Lakes & Stormwater division; limited staff prohibits expansion of this program.</p> <p>SWMP Revisions to address deficiencies: The Lakes & Stormwater staff is expected to be fully staffed sometime during YR 2 of this permit thus allowing for increased proactive inspections.</p>
<p>Part II.A.8 High Risk Industry Runoff</p>	<p>Strengths: Robust summary report & private employee training program is in place for all high risk facilities located in Lakeland. An access database is designated specifically to track this program.</p> <p>Weaknesses: All facilities in the inventory list hold a current industrial FDEP NOI permit.</p> <p>SWMP Revisions to address deficiencies: No weaknesses</p> <p>SWMP Revisions to address deficiencies: No deficiencies at this time.</p>
<p>Part II.A.9 Construction Site Runoff</p>	<p>Strengths: The City has three engineering inspectors certified and trained to conduct sediment & erosion control inspections. A database is dedicated strictly for this type of inspection. Excellent tracking on S & E construction inspections.</p> <p>Weaknesses: No weaknesses</p> <p>SWMP Revisions to address deficiencies: No deficiencies at this time.</p>

SECTION IX. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable in Year-4)

A.	Permit Citation/ SWMP Element	Proposed Changes to the Stormwater Management Program Activities Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change)—REQUIRES DEP APPROVAL PRIOR TO CHANGE IF PROPOSING TO REPLACE OR DELETE AN ACTIVITY. <i>No changes. The City's TMDL prioritization report establishes the City's overall SWMP. Changes to this document are sent to FDEP for approval on an as needed basis.</i>
B.	Permit Citation/ SWMP Element	Changes to the Stormwater Management Program Activities NOT Established as Specific Requirements Under Part III.A of the Permit (Including the Rationale for the Change) <i>No changes. The City's TMDL prioritization report establishes the City's overall SWMP. Changes to this document are sent to FDEP for approval on an as needed basis.</i>

CHECKLIST A: ATTACHMENTS TO BE SUBMITTED WITH THE ANNUAL REPORTS

Below is a list of items required by the permit that may need to be attached to the annual report. Please check the appropriate box to indicate whether the item is attached or is not applicable for the current reporting period. Please provide the number and the title of the attachments in the blanks provided.

Attached	N/A	Rule / Permit Citation	Required Attachment	Attachment Number	Attachment Title/Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part II.F	EACH ANNUAL REPORT: If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.1	EACH ANNUAL REPORT: An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.4	EACH ANNUAL REPORT: A list of the flood control projects that did <u>not</u> include stormwater treatment and an explanation for each of why it did not, if applicable.		No flood projects during this time period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.7.a	EACH ANNUAL REPORT: A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.		No amendments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.9	EACH ANNUAL REPORT: Reporting and assessment of monitoring results. [Also addressed in Section III of the Annual Report Form]		TMDL monitoring plan will be submitted 08/13/13. No results will be attached at this time.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VI.B.2	EACH ANNUAL REPORT: An evaluation of the effectiveness of the SWMP in reducing pollutant loads discharged from the MS4 that, at a minimum, must include responses to the questions listed in the permit.		The evaluation section VIII in this form satisfies this report requirement.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.e	EACH ANNUAL REPORT: A status report on the implementation of the requirements in this section of the permit and on the estimated load reductions that have occurred for the pollutant(s) of concern.		TMDL monitoring plan will be submitted 08/13/13. No results or status reports will be attached at this time.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.4.f	EACH ANNUAL REPORT after approval of the BPCP: The status of the implementation of the Bacterial Pollution Control Plan (BPCP).		No TMDLs for fecals in COL jurisdiction
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.1	YEAR 1: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.3	YEAR 1: If have curbs and gutters but no street sweeping program, an explanation of why no street sweeping program and the alternate BMPs used or planned.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.6	YEAR 1 or YEAR 2: A copy of the adopted Florida-friendly Ordinance, if applicable.		Ordinance not implemented during this reporting period
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	YEAR 1: A proactive illicit discharge / connection / dumping inspection program plan.		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	YEAR 1: A construction site inspection program plan. [For approval by DEP]		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	YEAR 2: A summary report of a review of codes and regulations to reduce the stormwater impact from new development / redevelopment.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.2	YEAR 3: Estimates of annual pollutant loadings and EMCs, and a table comparing the current calculated loadings with those from the previous two Year 3 ARs.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.2	YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from new development / redevelopment.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.A.3	YEAR 4: If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part V.B.3	YEAR 4: The monitoring plan (with revisions, if applicable).		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VII.C	YEAR 4: An application to renew the permit.		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part VIII.B.3.d	YEAR 4: A TMDL Implementation Plan / Supplemental SWMP.		

CHECKLIST B: THE REQUIRED ANNUAL REVIEWS OF WRITTEN STANDARD OPERATING PROCEDURES (SOPs) & PLANS

The permit requires annual review, and revision if needed, of written Standard Operating Procedures (SOPs) and plans (e.g., public education and outreach, training, inspections). Please indicate your review status below. **If you have made revisions that need DEP approval, you must complete Section VIII.A of the annual report.**

Did not complete review of existing SOP / Plan	Developed new written SOP / Plan	Reviewed & no revision needed to existing SOP / Plan	Reviewed & revised existing SOP / Plan	Permit Citation	Description of Required SOPs / Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part III.A.1	SOP and/or schedule of inspections and maintenance activities of the structural controls and roadway stormwater collection system.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.2	SOP for development project review and permitting procedures and/or local codes and regulations for new development / areas of significant development.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the litter control program.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for the street sweeping program.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.3	SOP for inspections of equipment yards and maintenance shops that support road maintenance activities.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.5	SOP for inspections of waste treatment, storage, and disposal facilities not covered by an NPDES stormwater permit.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	Plan for public education and outreach on reducing the use of pesticides, herbicides and fertilizer.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.6	SOP for reducing the use of pesticides, herbicides and fertilizer, and for the proper application, storage and mixing of these products.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for proactive illicit discharge / connections / dumping inspections.*
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	SOP for reactive illicit discharge / connections / dumping investigations.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.c	Plan for illicit discharge training.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	SOP for spill prevention and response efforts.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.d	Plan for spill prevention and response training.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.e	Plan for public education and outreach on how to identify and report the illicit discharges and improper disposal to the MS4.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.f	Plan for public education and outreach on the proper use and disposal of oils, toxics and household hazardous waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Part III.A.7.g	SOP to reduce / eliminate sanitary wastewater contamination of the MS4.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.8	SOP for inspections of high risk industrial facilities.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.a	SOP for construction site plan review for stormwater, erosion and sedimentation controls, and ERP and CGP coverage.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.b	Plan for inspections of construction sites.*
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part III.A.9.c	Plan for stormwater, erosion and sedimentation BMPs training.

* Revisions to these plans require DEP approval – please complete Section VIII.A of the annual report.

REMINDER LIST OF THE TMDL / BMAP REPORTS TO BE SUBMITTED SEPARATELY FROM AN ANNUAL REPORT			
Rule / Permit Citation	Report Title	Due Date	
Part VIII.B.3.a	6 MONTHS from effective date of permit: TMDL Prioritization Report.	3/12/12	
Part VIII.B.3.b	12 MONTHS from effective date of permit: TMDL Monitoring and Assessment Plan.	8/12/13	
Part VIII.B.3.c	6 MONTHS from receiving analyses from the lab: TMDL Monitoring Report.	TBD	
Part VIII.B.4	30 MONTHS from start date per TMDL Prioritization Report: A Bacterial Pollution Control Plan (BPCP).	TBD	

BMAP Reporting

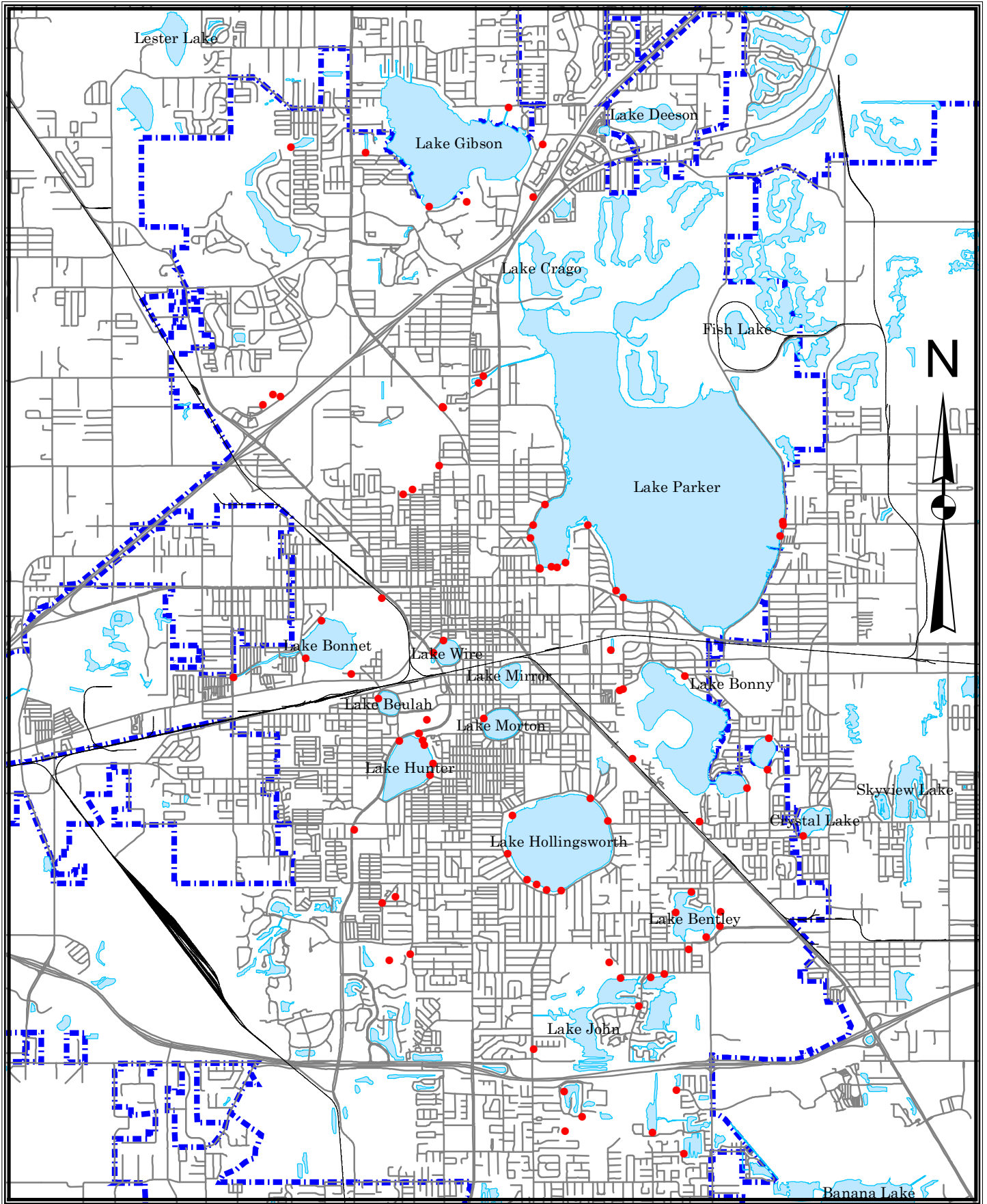
MS4 permittees are NOT required to submit the annual report required by any BMAP that applies to them since the NPDES Stormwater Staff can obtain them from the department's Watershed Planning and Coordination staff. However, to assure that the stormwater staff are aware of which BMAPs apply to the MS4 permittees and when the latest BMAP annual report was submitted, please complete the information below, if applicable:

Rule/Permit Citation	BMAP Title	Date BMAP Annual Report Submitted to DEP
Part VIII.B.2	Poley Creek (ongoing)	Pending finalization



**END OF REVISED TAILORED MS4 AR FORM
CYCLE 3 PERMIT**

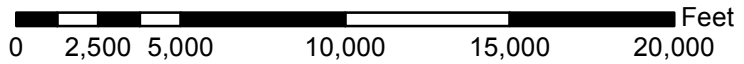
Attachments

City of Lakeland MS4 Major Outfalls 2013



Legend

- City Limits 
- Major Outfall 





CITY OF LAKELAND MINIMUM INSPECTIONS DEFICIENCIES

Area of Deficiency

The City of Lakeland (COL) Construction and Maintenance staff (C&M) coordinates with Lakes and Stormwater staff (L&S) to refine their maintenance and inspections procedures to fit with NPDES reporting requirements. The minimum inspection frequencies for structural controls and other MS4 infrastructure listed in Table II.A.1 of the Permit were met in most categories. One deficiency remains in that the COL is not currently meeting the 10% inspection frequency requirement for the MS4 pipes and culverts.

Corrective Actions

COL C&M and L&S staff are developing with City IT staff a new work order system to accurately code , identify, and track all MS4 infrastructure in need of inspection such that the minimum frequencies in Table II.A.1 of the permit can be satisfied each reporting year. Additionally, L&S, IT, and Engineering Staff are collaborating on a major GIS overhaul of the City's MS4 Inventory such that accurate GIS reference data is available for input into the new work order system. These implementations are costly and time intensive and require an adequate amount of monetary resources, staffing, IT support, and training. This entire effort is currently underway and will continue through FY 2013 and thereafter to ensure inspection, maintenance, and reporting compliance. It is anticipated that 100% of our MS4 pipes and culverts will be inspected over the course of 2 permit cycles as requested by our NPDES permit. Any deficits in annual percent inspections will be made-up for as we proceed with the implementation of our new work order system.



CITY OF LAKELAND CONSTRUCTION SITE STORMWATER INSPECTIONS SOPs

Inspection Site Categories, Responsibilities, and Frequencies

Private Commercial Inspections

Commercial construction site stormwater inspections are performed by City staff who received certification from the Florida Department of Environmental Protection (FDEP) to be a qualified stormwater management inspector. The project sites are assigned to an inspector based on geographic location. The City is divided into two areas, North and South, and staff is assigned to their respective area of responsibility. Additionally, these construction sites are monitored by L&S for BMP compliance if staff is notified of construction commencement by the City's Development Review Committee. Initial inspections are conducted prior to land disturbance on all commercial construction sites regardless of size. Follow-up inspections are conducted every seven (7) days or after each one half (1/2) inch rainfall event on construction sites that disturb one or more acres. Projects that disturb less than one acre are inspected initially and thereafter on an as needed basis per the stormwater inspector's recommendations or as a result of complaints and/or proactive/reactive inspections. Residential subdivision development sites are considered commercial and inspected accordingly.

Municipal Commercial Inspections

Municipal construction project sites are assigned to a qualified inspector in the COL's Public Works Department and/or by a qualified contractor working for the City. Additionally, these construction sites are monitored by L&S for BMP compliance if staff is notified of construction commencement by the City's Development Review Committee.

Private Residential Inspections

Private residential construction sites not deemed commercial are inspected when a report is filed with the City as a result of a citizen calling in and/or as a follow-up to a proactive/reactive investigation. Additionally, these construction sites are monitored by L&S for BMP compliance if staff is notified of construction commencement by the City's Development Review Committee.

Step by Step Procedures for Initial Stormwater Construction Inspections

1. Review all newly permitted site plans for construction start date and acreage. This information can be obtained from the City's Development Review Committee.
2. If the site is over an acre in size, log on to <http://webapps.dep.state.fl.us/Dwrmlnoi/> prior to the initial inspection. On the right side of the page, click Search NPDES stormwater permits and enter the search details accordingly. This will verify if a permit has been submitted prior to construction.
3. Determine waterbody TMDL status (if any). Record the surface water that the site potentially discharges into via the City's MS4. Priority High Risk Construction Sites are defined as commercial sites that are located in an established Total Maximum Daily Load (TMDL) waterbody basin. These sites will be inspected for BMP compliance every week regardless of



Lakes & Stormwater Division

size or rainfall. Review the most up-to-date COL TMDL Prioritization Report to assess TMDL status of any given waterbody **and** consult with the L&S Manager to confirm no additional TMDLs have been developed post priority list development.

4. If the site operator is on site, immediately notify the operator of your presence and who you are.
5. Conduct a preliminary inspection prior to any breaking of ground. Ensure the correct BMPs are in-place prior to land disturbance. Ensure BMPs are correctly installed. Consult with the FDEP Sediment and Erosion Inspectors Manual for BMP compliance details.
6. Request to see a copy of the FDEP NOI permit and the SWP3 if the site is greater than one acre. If an NOI permit is required by the State and the permit application is not completed and/or the permit is not readily available, a Stop Work order must be placed on the site and/or given to the operator until permit issuance can be verified.
7. Record all the pertinent information in the respective sections of the field data sheets or directly enter it into the database if using a field laptop. Take photographs of all BMPs and any potential contamination and/or erosion prone areas.
8. Schedule a follow-up inspection visit with the site operator to verify corrective action (if any).
9. Follow inspection frequencies per the "Inspection Site Categories, Responsibilities, and Frequencies" section of this document.
10. If violations are found, refer to the following "Enforcement" section of this document.

Step by Step Procedures for Enforcement Actions

1. If an FDEP NOI permit is required by the state or a FDEP discharge of produced ground water permit is required and the paperwork is not complete or readily available, a Stop Work order must be placed on the site or given to the site operator immediately and shall remain in effect until the permit is verified.
2. COL BMP enforcement procedure dictates that a first offense will result in an educational, verbal warning issuance with an immediate corrective action request.
3. A failure to comply with a corrective action request results in the issuance of a written Notice of Deficiency (NOD) which defines the offense, outlines the steps required to correct it, and states the timeframe in which corrections must be made. This notice is to be issued immediately on-site or sent via certified mail with an explanatory letter to the responsible party. A copy of the NOD and the letter is to be sent to the property owner if different from the violator.



Lakes & Stormwater Division

4. Any repeated or additional violation(s) will result in the issuance of a Notice of Violation (NOV).
5. The issuance of a Stop Work Order (SWO) is issued if the violation is not corrected within 24hrs unless otherwise approved by L&S staff.
6. Any repeated violations thereafter results in the offender being brought before the City's Code Board where violation fines will be assessed.
7. Serious violations are immediately issued an SWO with immediate clean-up efforts required prior to continuance of work. L&S staff can issue a SWO and require immediate correction at their professional discretion for any violation deemed serious enough to warrant such an action.

Step by Step Procedures for Database Entry

Refer to the completed inspections field sheets and enter all data into the City access construction site database for tracking purposes. The database is located at:

<K:\pwe\ConstrSiteInspec.>

1. Open database. The first page is the main form for Stormwater Construction Site Inspections.

Search Stormwater Site Inspections

Run Report: Inspections for Period

Inspector: Contractor:

Status: Inspection Date From: to:

Clear Search Exit

Edit	Employee	Status	Contractor	Inspection Date	Inspection No	Location Address:
Edit	James Allen	Pending	Rodda Construction	2/10/2009	77	1119 Johnson Ave
Edit	James Allen	Pending	Tiger Construction	1/13/2009	73	New Jersey Road
Edit	Pete Williams	Pending	Kaminga & Roodavets	10/14/2008	70	Robson St. to Union Dr.
Edit	Philip D. Hart	Pending	Precise Construction	2/4/2009	74	1755 North Florida Ave
Edit	Philip D. Hart	Pending	Venture	10/23/2008	71	3400 N. RD 98
Edit	Philip D. Hart	Pending	SEMCO Construction	10/24/2008	69	3601 North Florida Ave
*						;AutoNumber)

Record: 1 of 6 (Filtered)

2. This form allows you to search for *Pending* or *Completed* projects. Other Search criteria are also available as shown above in the drop-down boxes. Click on "[Edit](#)" next to the project to view all details.



Lakes & Stormwater Division

- The site inspection form has many tabs across the top to categorize certain data entry tasks. There are also buttons at the bottom of the form to save project, add project, exit project and print the inspection report.

Inspections

Site Details | Best Mgmt Practices (BMP) | Pollutants/Hazardous Waste/Contaminants | Comments/Observations | Follow up Visits

SITE INSPECTION

InspectionID: Status:

Site Name: Job Number:

Location Address: Property Owner:

Project Start Date: Contractor:

NDI: Site Rep:

Email: Phone #:

Receiving Waterbodies:

Inspector:

Initial Inspection Date:

Record: of 1 (Filtered)

- The last tab labeled "Follow up Visits" allows for the creation of separate line items to document specifics for each site inspection. Use the drop down boxes to select a Control Measure Code and a Condition Code. The Comments area is available for free text typing of up to 250 characters.

Inspections

Site Details | Best Mgmt Practices (BMP) | Pollutants/Hazardous Waste/Contaminants | Comments/Observations | Follow up Visits

Comments subform

ID	Insp	Date	Control Measure Code	Condition Code	Comments
25	74			S	silt fence and stabilize adjacent property
28	74	2/11/2009	Silt Fences	S	
31	74	2/11/2009	Silt Fences	S	
* (er)	74	2/20/2009			

Record: of 3

Record: of 1 (Filtered)



Lakes & Stormwater Division

- To add a new project, click the “+” button at the bottom of the site inspection form. Complete the relevant information. The Status will default to pending as shown below.

The screenshot shows a web application window titled "Inspections". It has several tabs: "Site Details", "Best Mgmt Practices (BMP)", "Pollutants/Hazardous Waste/Contaminants", "Comments/Observations", and "Follow up Visits". The "Site Details" tab is active, displaying a form titled "SITE INSPECTION". The form contains the following fields:

- InspectionID: [AutoNumber]
- Status: Pending (dropdown)
- Site Name: [Text Box]
- Job Number: [Text Box]
- Location Address: [Text Box]
- Property Owner: [Text Box]
- Project Start Date: [Text Box]
- Contractor: [Text Box]
- NOL: [Text Box]
- Site Rep: [Text Box]
- Email: [Text Box]
- Phone #: [Text Box]
- Receiving Waterbodies: [Text Box]
- Inspector: [Text Box]
- Initial Inspection Date: [Text Box]

At the bottom right of the form area, there are four buttons: a home icon, a "+" button (circled in red in the original image), a refresh icon, and a search icon. At the bottom left, there is a record navigation bar showing "Record: 2 of 2 (Filtered)".

- The main page of the database allows you to run reports. The button circled below will prompt you for a start and end date to specify the reporting period in question.

The screenshot shows a web application window titled "Search Inspections : Form". The main heading is "Search Stormwater Site Inspections". A button labeled "Run Report: Inspections for Period" is circled in red. Below the heading are several search criteria:

- Inspector: [Dropdown]
- Contractor: [Dropdown]
- Status: Pending (dropdown)
- Inspection Date From: [Text Box] to: [Text Box]

At the bottom of the search area are three buttons: "Clear", "Search", and "Exit". Below the search area is a table with the following columns: Edit, Employee, Status, Contractor, Inspection Date, Inspection No, and Location Address:

Edit	Employee	Status	Contractor	Inspection Date	Inspection No	Location Address:
Edit	James Allen	Pending	Rodda Construction	2/10/2009	77	1119 Johnson Ave
Edit	James Allen	Pending	Tiger Construction	1/13/2009		73 New Jersey Road
Edit	Pete Williams	Pending	Kaminga & Roodavets	10/14/2008		70 Robson St. to Union Dr.
Edit	Philip D. Hart	Pending	Precise Construction	2/4/2009	74	1755 North Florida Ave
Edit	Philip D. Hart	Pending	Venture	10/23/2008	71	3400 N. RD 98
Edit	Philip D. Hart	Pending	SEMCO Construction	10/24/2008	69	3601 North Florida Ave
*					(AutoNumber)	

At the bottom left, there is a record navigation bar showing "Record: 4 of 6 (Filtered)".



7. The final report will look as shown below.

Inspections Completed

Site Name	Location Address	Date of First Inspec	Inspector
Watson Clinic - Temporary Parking Lot	1755 North Florida Ave	2/4/2009	Philip D. Hart
Date: 2/11/2009	Control Measure: Silt Fences	Condition: Stable (No Action Needed)	
Date: 2/11/2009	Control Measure: Silt Fences	Condition: Stable (No Action Needed)	
F.S.C. Humanities Bldg.	1119 Johnson Ave	2/10/2009	James Allen
Date: 2/17/2009	Control Measure: Silt Fences	Condition: Stable (No Action Needed)	
Date: 2/17/2009	Control Measure: Hay Bales	Condition: Stable (No Action Needed)	

Total Inspections: 5



CITY OF LAKELAND ILLICIT DISCHARGES PROACTVIVE INVESTIGATIONS SOPs

The City of Lakeland (COL) Lakes & Stormwater Division (L&S) oversees and/or participates in the following activities for implementation of the City's Proactive Inspection Program:

- 1) Co-permittee Polk County inspections,
- 2) Cooperative co-permittee inspections with FDOT and
- 3) COL field staff training

Inter-local agreement for Proactive Inspections

Polk County proactively inspects commercial and industrial properties for hazardous waste violations and NPDES stormwater compliance. County personnel conduct these investigations in unincorporated Polk County *and* within the utility boundaries of Lakeland. For those inspections occurring within the utility boundaries of the City of Lakeland, the data is made available each year to the FDEP through the NPDES Annual reporting requirements. All necessary follow-up inspections are handled by the Polk County staff via an inter-local agreement established between the COL and Polk County.

Cooperative Florida Department of Transportation (FDOT) Inspections

FDOT and the COL have teamed-up on FDOT roads in the Lakeland jurisdiction to cooperatively inspect areas for possible illicit discharges. The team meets quarterly and conducts field reviews of any areas of interest. Any illicit discharges found during these field reviews are handled with City procedures described below. Maps of the areas covered, miles covered, addresses inspected, and any other pertinent information is recorded in the L&S Proactive Database.

COL Staff Training

Through the COL's Proactive Stormwater Employee Training Program, COL's L&S Division trains City field personnel annually to assist them in properly identifying illicit discharges. Training events and number of attendees are included in the COL's Annual NPDES Report. Personnel targeted for proactive investigations training come from various City Divisions and are routinely in the field and thus more likely to see issues as they arise. They are made aware of what to look for, the reporting requirements, and how to properly contact L&S staff for follow-up. Field staff is expected to routinely visually monitor the MS4 within City limits and to report illicit connections, discharges and dumping immediately to L&S staff via radio or telephone.

Documentation and Response

Field staff is encouraged to document illicit discharges with photographs and submit the evidence to the NPDES Coordinator. When a report is received, the case is logged in the following Access database:

<Z:\Complaints-Violations\LakesStormwaterIssues.mdb>

A follow-up site investigation/inspection is conducted immediately or, if not possible, within 24hrs of the violation report. Additional pictures are taken to document the conditions found at the site and are logged with updated data in the case file. Water quality samples may be taken and analyzed if L&S staff deems this necessary.



Follow-up and Enforcement

Field staff follow-up and enforce remediation actions as follows:

1. City procedure dictates a first offense will result in a verbal warning with a corrective action request and follow-up inspection scheduled.
2. A failure to comply with a corrective action request results in the issuance of a Notice of Deficiency (NOD) which defines the offense, outlines the steps required to correct it, and states the timeframe in which corrections must be made. This notice is issued immediately on-site or sent via certified mail with an explanatory letter to the responsible party. A copy of the notice and letter are sent to the property owner if different from the violator.
3. A repeat violation will result in the issuance of a Notice of Violation (NOV). This notice is issued immediately on-site or sent via certified mail with an explanatory letter to the responsible party. A copy of the notice and letter are sent to the property owner if different from the violator.
4. Further action to ensure compliance includes the issuance of a Stop Work Order (SWO) which requires immediate corrective action.
5. Any repeated violations thereafter results in the offender being brought before the City's Code Board. Violation fines are assessed at that time.
6. L&S staff can issue a SWO and require immediate correction at their discretion for any violation deemed serious enough to warrant such an action.