ANNUAL REPORT FORM
FOR INDIVIDUAL NPDES PERMITS FOR
MUNICIPAL SEPARATE STORM SEWER SYSTEMS
(RULE 62-624.600(2), F.A.C.)

- This Annual Report Form must be completed and submitted to the Department to satisfy
  the annual reporting requirements established in Rule 62-621.600, F.A.C.
- Submit this fully completed and signed form and any REQUIRED attachments by mail to
  the address in the box at right.
- Refer to the Form Instructions for guidance on completing each section.
- Please print or type information in the appropriate areas below.

Submit the form and attachments to:
Florida Department of Environmental Protection
Mail Station 2500
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

SECTION I. BACKGROUND INFORMATION

A. Permittee Name: Florida's Turnpike Enterprise

B. Permit Name: Polk County Municipal Separate Storm Sewer System

C. Permit Number: FLS000015-003

D. Annual Report Year: ☑ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Other, specify Year:


Name of the Responsible Authority: Debbie Meyer, P.E.

Title: Engineer of Maintenance Operations

Mailing Address: P.O. Box 9828

City: Ft. Lauderdale Zip Code: 33310 County: Broward

Telephone Number: 954-934-1228 Fax Number: 954-934-1354

E-mail Address:

Name of the Designated Stormwater Management Program Contact (if different from Section I.F above):
Jeremiah J. Marek

Title: NPDES Coordinator

Department: Roadway Maintenance

Mailing Address: P.O. Box 9828

City: Ft. Lauderdale Zip Code: 33310 County: Broward

Telephone Number: 954-934-1213 Fax Number: 954-934-1354

E-mail Address: jeremiahmerek.marek@dot.state.fl.us

SECTION II. MS4 MAJOR OUTFALL INVENTORY (Not Applicable in Year 1)

A. Number of outfalls ADDED to the outfall inventory in the current reporting year (insert "0" if none): 0
(Does this number include non-major outfalls? ☑ Yes ☐ No ☐ Not Applicable)

B. Number of outfalls REMOVED from the outfall inventory in the current reporting year (insert "0" if none): 0
(Does this number include non-major outfalls? ☑ Yes ☐ No ☐ Not Applicable)

C. Is the change in the total number of outfalls due to lands annexed or vacated? ☑ Yes ☐ No ☑ Not Applicable
### SECTION III. MONITORING PROGRAM

| A. | Provide a brief statement as to the status of monitoring plan implementation: *Covered under the Polk County JPA* |
| B. | Provide a brief discussion of the monitoring results to date: 
**DEP Note:** See Part V of the permit for the monitoring requirements. |
| C. | Attach a monitoring data summary, as required by the permit. |

### SECTION IV. FISCAL ANALYSIS

| A. | Total expenditures for the NPDES stormwater management program for the current reporting year: $212,241.80

**DEP Note:** If program resources have decreased from the previous year, attach a discussion of the impacts on the implementation of the SWMP as per Part II.F of the permit. |
| B. | Total budget for the NPDES stormwater management program for the subsequent reporting year: $1,327,931.88 |

### 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):

<table>
<thead>
<tr>
<th>Attached</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>□</td>
<td>☒</td>
</tr>
<tr>
<td>☒</td>
<td>□</td>
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<tr>
<td>□</td>
<td>☒</td>
</tr>
<tr>
<td>☒</td>
<td>□</td>
</tr>
</tbody>
</table>

**DEP Note:** Please complete Checklists A & B at the end of the tailored form.***

- 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.
- A monitoring data summary as directed in Section III.C above and in accordance with Rule 62-624.600(2)(c), F.A.C.
- 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.
- 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.
- 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):  Debbie Meyer, P.E.

Title:  Turnpike Enterprise Engineer of Maintenance Operations

Signature:  [Signature]

Date:  3/8/2013
### Structural Controls and Stormwater Collection Systems Operation

Maintain an up-to-date inventory of the structural controls and roadway stormwater collection structures operated by the permittee, including, at a minimum, all of the types of control structures listed in Table II.A.1.a of the permit. **Report the current known inventory.**

**DEP Note:** The permittee needs to “customize” this section by adding any structural controls to the list below that are part of the permittee’s MS4 currently or are planned for the future. The permittee may remove any structural controls listed that it does not have currently or will likely not have during this permit cycle. Please see the attached description of each type of structure. In addition, the permittee may choose its own unit of measurement for each structural control to be consistent with the unit of measurement in the documentation. Unit options include: miles, linear feet, acres, etc.

Provide an inventory of all known major outfalls covered by the permit and a map depicting the location of the major outfalls (hard copy or CD-ROM). Provide the outfall inventory and map with the Year 1 Annual Report.

Report the number of inspection and maintenance activities conducted for each type of structure included in Table II.A.1.a, and the percentage of the total inventory of each type of structure inspected and maintained. If the minimum inspection frequencies set forth in Table II.A.1.a were not met, provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met.

**DEP Note:** If the minimum inspection frequencies set forth in Table II.A.1.a of the permit were not met for one or more type of structure, the permittee must provide as an attachment an explanation of why they were not and a description of the actions that will be taken to ensure that they will be met. Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.

Maintain documentation of the wet detention systems in the Adopt-A-Pond program. **Report the number of systems in the Adopt-A-Pond program.**

<table>
<thead>
<tr>
<th>Type of Structure</th>
<th>Number of Activities Performed</th>
<th>Documentation / Record</th>
<th>Entity Performing the Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Structures</td>
<td>Number of Inspections</td>
<td>Percentage Inspected</td>
<td>Number of Maintenance Activities</td>
<td>Percentage Maintained</td>
</tr>
<tr>
<td><strong>Dry retention systems</strong></td>
<td>43</td>
<td>100%</td>
<td></td>
<td>TEAMs Inventory</td>
</tr>
<tr>
<td>Permit Citation/ SWMP Element</td>
<td>Permit Requirement/Quantifiable SWMP Activity</td>
<td>Number of Activities Performed</td>
<td>Documentation / Record</td>
<td>Entity Performing the Activity</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------</td>
<td>------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Exfiltration trench / French drains (linear feet)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grass treatment swales (miles)</td>
<td>0.89</td>
<td>0.89</td>
<td>100%</td>
<td>Covered by other maint. Activities (e.g. mowing, litter, herbicide etc)</td>
</tr>
<tr>
<td>Dry detention systems</td>
<td>10</td>
<td>10</td>
<td>100%</td>
<td>Covered by other maint. Activities (e.g. mowing, litter, herbicide etc)</td>
</tr>
<tr>
<td>Wet detention systems</td>
<td>3</td>
<td>3</td>
<td>100%</td>
<td>Covered by other maint. Activities (e.g. mowing, litter, herbicide etc)</td>
</tr>
<tr>
<td>Pollution control boxes</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Stormwater pump stations</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Major stormwater outfalls</td>
<td>8</td>
<td>8</td>
<td>100%</td>
<td>Covered by other maint. Activities (e.g. mowing, litter, herbicide etc)</td>
</tr>
</tbody>
</table>
### SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

<table>
<thead>
<tr>
<th>A. Permit Citation/ SWMP Element</th>
<th>B. Permit Requirement/Quantifiable SWMP Activity</th>
<th>C. Number of Activities Performed</th>
<th>D. Documentation / Record</th>
<th>E. Entity Performing the Activity</th>
<th>F. Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weirs or other control structures</td>
<td>8 8 100%</td>
<td>Included in Outfall inspection</td>
<td>TEAMS Inventory</td>
<td>NPDES Coordinator</td>
<td>Covered by MRP</td>
</tr>
<tr>
<td>MS4 pipes / culverts</td>
<td>737 115 15%</td>
<td>115 15%</td>
<td>RCI Inventory &amp; Construction</td>
<td>Roadway Maintenance and Construction</td>
<td>Covered by MRP and Construction Activity</td>
</tr>
<tr>
<td>Inlets / catch basins / grates</td>
<td>662 662 100%</td>
<td>115 17%</td>
<td>NPDES Inspections RCI Inventory Construction</td>
<td>Roadway Maintenance and Construction</td>
<td>Covered by MRP and Construction Activity</td>
</tr>
<tr>
<td>Ditches / conveyance swales (miles)</td>
<td>2.235 2.235 100%</td>
<td>Covered by other maint. Activities (e.g. mowing, litter, herbicide etc)</td>
<td>100%</td>
<td>RCI Inventory</td>
<td>Roadway Maintenance</td>
</tr>
<tr>
<td>Systems in the Adopt-A-Pond program</td>
<td>N/A</td>
<td>ATTACH explanation if any of the minimum inspection frequencies in Table II.A.1.a were not met</td>
<td>Year 1 ONLY: Attach a map of all known major outfalls</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Part III.A.2 Areas of New Development and Significant Redevelopment

Report the number of significant redevelopment projects reviewed by the permittee for post-development stormwater considerations. Report the number of new development projects reviewed under Part III.A.9.a

**DEP Note:** Please provide an explanation in Column F for any "0" reported in Column C.

<table>
<thead>
<tr>
<th>Number of significant redevelopment projects reviewed</th>
<th>N/A</th>
</tr>
</thead>
</table>

Provide in the Year 2 Annual Report the summary report of the review of local codes activity. Provide in the Year 4 Annual Report the follow-up report on plan implementation of modifying codes to allow low impact design BMPs.

**DEP Note:** Refer to Part III.A.2 of the permit for details regarding what the review entails, and what must be included in the summary report and follow-up report. Please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.

| Year 2 ONLY: Attach the summary report of the review activity | Year 4 ONLY: Attach the follow-up report on plan implementation |

#### Part III.A.3 Roadways

Annually review (and revise, as needed) and implement the permittee’s written procedures for the litter control program(s) for public streets, roads, and highways, including rights-of-way, employed within the permittee’s jurisdictional area and properly dispose of collected material. Implement the program on a monthly, or on an as
<table>
<thead>
<tr>
<th>Permit Citation/ SWMP Element</th>
<th>Permit Requirement/Quantifiable SWMP Activity</th>
<th>Number of Activities Performed</th>
<th>Documentation / Record</th>
<th>Entity Performing the Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>needed, basis. Report on the litter control program, including the frequency of litter collection, an estimate of the total number of road miles cleaned or amount of area covered by the activities, and an estimate of the quantity of litter collected.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>DEP Note:</strong> Please provide an explanation in Column F for any &quot;0&quot; reported in Column C. In addition, the permittee may choose its own units of measurement for the reporting items. Unit options for the amount of litter include: bags, cubic yards, pounds, tons. Unit options for the amount of area covered by the activity include: square feet, linear feet, yards, miles, acres. If all litter collection is performed by staff or by contractors, but not by both, please remove the non-applicable reporting items.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERMITTEE Litter Control Program: Frequency of litter collection</td>
<td>22</td>
<td>Contractor Report</td>
<td>Transfield Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERMITTEE Litter Control Program: Estimated amount of area maintained (acres)</td>
<td>20,680</td>
<td>Contractor Report</td>
<td>Transfield Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACTOR Litter Control Program: Frequency of litter collection</td>
<td>168</td>
<td>Contractor Report</td>
<td>Transfield Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACTOR Litter Control Program: Estimated amount of area maintained (Acres)</td>
<td>960</td>
<td>Contractor Report</td>
<td>Transfield Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If an Adopt-A-Road or similar program is implemented, report the total number of road miles cleaned and an estimate of the quantity of litter collected.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEP Note:</strong> The permittee may choose its own unit of measurement for the amount of litter collected. Unit options include: bags, cubic yards, pounds, tons. If an Adopt-A-Road or similar program is not implemented by the permittee, please note that in Column F but do not remove the Adopt-A-Road Program reporting items.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash Pick-up Events: Total miles cleaned</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash Pick-up Events: Estimated amount of litter collected (cubic yards)</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adopt-A-Road Program: Total miles cleaned</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adopt-A-Road Program: Estimated amount of litter collected (cubic yards)</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report on the street sweeping program, including the frequency of the sweeping, total miles swept, an estimate of the quantity of sweepings collected, and the total nitrogen (TN) and total phosphorus (TP) loadings that were removed by the collection of sweepings. If no street sweeping program is implemented, provide the explanation of why not in the Year 1 Annual Report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEP Note:</strong> Please provide an explanation in Column F for any &quot;0&quot; reported in Column C. Also, the permittee may choose its own unit of measurement for the amount of sweeping material collected. Unit options include: cubic yards, pounds, tons.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEP Note:</strong> If the permittee has curbs and gutters but no street sweeping program is implemented, the permittee must provide an explanation of why not in the Year 1 Annual Report. Refer to Part III.A.3 of the permit for the information that must be included in the explanation (including the alternate BMPs used or planned in lieu of street sweeping). Please provide the title of the attached explanation in Column D and the name of the entity who finalized the explanation in Column E.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency of street sweeping</td>
<td>24</td>
<td>Contractor Report</td>
<td>Transfield Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total miles swept (per year)</td>
<td>960</td>
<td>Contractor Report</td>
<td>Transfield Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Stormwater Management Program (SWMP) Summary Table

<table>
<thead>
<tr>
<th>Permit Citation/SWMP Element</th>
<th>Permit Requirement/Quantifiable SWMP Activity</th>
<th>Number of Activities Performed</th>
<th>Documentation/Record</th>
<th>Entity Performing the Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Estimated quantity of sweeping material collected (Dry weight lbs)</td>
<td>311040</td>
<td>FDOT SWPP Calc.</td>
<td>NPDES Coordinator</td>
<td># used in calc.</td>
</tr>
<tr>
<td></td>
<td>Total nitrogen loadings removed (pounds)</td>
<td>169,923</td>
<td>FDOT SWPP Calc.</td>
<td>NPDES Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total phosphorus loadings removed (pounds)</td>
<td>108,752</td>
<td>FDOT SWPP Calc.</td>
<td>NPDES Coordinator</td>
<td></td>
</tr>
</tbody>
</table>

**Year 1 ONLY:** If have curbs and gutters, attach explanation of why no street sweeping program and the alternate BMPs used or planned

Annually review (and revise, as needed) and implement the permittee’s written standard practices to reduce the pollutants in stormwater runoff from areas associated with road repair and maintenance, and from permittee-owned or operated equipment yards and maintenance shops that support road maintenance activities. Report the number of applicable facilities and the number of inspections conducted for each facility.

**DEP Note:** The permittee needs to “customize” this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If “0” is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column E for why no inspections were conducted. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.

<table>
<thead>
<tr>
<th>Number of Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of facility #1:</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Name of facility #2:</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Name of facility #3:</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Part III.A.4

Report the total number of flood control projects that were constructed by the permittee during the reporting period and the number of those projects that did NOT include stormwater treatment. The permittee shall provide a list of the projects where stormwater treatment was not included with an explanation for each of why it was not. Report on any stormwater retrofit planning activities and the associated implementation of retrofitting projects to reduce stormwater pollutant loads from existing drainage systems that do not have treatment BMPs.

**DEP Note:** A “stormwater retrofit project” is one implemented primarily to provide stormwater treatment for areas currently without treatment.

**DEP Note:** The status of the flood control and retrofit projects should be reported as of the last day of the applicable reporting period. Therefore, there should be no duplication for those reported as planned, for those reported as under construction and for those reported as completed.

**DEP Note:** If applicable, please provide the title of the attached list of flood control projects that did not include stormwater treatment in Column D and the name of the entity who finalized the list in Column E.

| Flood control projects completed during the reporting period | 0 |
| Flood control projects completed during the reporting period that did not include stormwater treatment | 0 |
|ATTACH a list of the flood control projects that did not include stormwater treatment and an explanation for each of why it was not | |
| Stormwater retrofit projects planned | 0 |
## SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

<table>
<thead>
<tr>
<th>Permit Citation/ SWMP Element</th>
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<th>Number of Activities Performed</th>
<th>Documentation / Record</th>
<th>Entity Performing the Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stormwater retrofit projects under construction during the reporting period</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater retrofit projects completed during the reporting period</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part III.A.5** Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit

Annually review (and revise, as needed) and implement the permittee’s written procedures for inspections and the implementation of measures to control discharges from the following facilities that are not otherwise covered by an NPDES stormwater permit:
- Operating municipal landfills;
- Municipal waste transfer stations;
- Municipal waste fleet maintenance facilities; and
- Any other municipal waste treatment, waste storage, and waste disposal facilities.

Report the number of applicable facilities and the number of the inspections conducted for each facility.

**DEP Note:** The permittee needs to “customize” this section by listing the names of the applicable facilities in Column B and the number of inspections of each facility in Column C. Add more rows if necessary. If “0” is reported in Column C for the number of inspections conducted and the permittee has one or more applicable facilities, please provide an explanation in Column F for why no inspections were conducted. An applicable facility under Part III.A.5 includes, but is not limited to, those facilities/yards where street sweeping material and/or yard waste are temporary stockpiled, and where solid waste collection vehicles are parked and/or maintained. In addition, if the same facility is applicable under both Parts III.A.3 and III.A.5 of the permit, the same site inspection can count towards both inspection requirements as long as it covers the applicable waste area(s). Be sure to report the site inspection under both Parts III.A.3 and III.A.5.

<table>
<thead>
<tr>
<th>Name of facility #1:</th>
<th>Number of Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Name of facility #2:</td>
<td>N/A</td>
</tr>
<tr>
<td>Name of facility #3:</td>
<td>N/A</td>
</tr>
<tr>
<td>Name of facility #4:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Part III.A.6** Pesticides, Herbicides, and Fertilizer Application

Continue to require proper certification and licensing by the Florida Department of Agriculture and Consumer Services (FDACS) for all applicators contracted to apply pesticides, herbicides, or fertilizers on permittee-owned property, as well as any permittee personnel employed in the application of these products. Report the number of permittee personnel applicators and contracted commercial applicators of pesticides and herbicides who are FDACS certified/licensed. Report the number of permittee personnel and contractors who have been trained through the Green Industry BMP Program, and the number of contracted commercial applicators of fertilizer who are FDACS certified/licensed.

**DEP Note:** If “0” is reported in Column C for any of the reporting items, please include in Column F an explanation of why training was not provided to/obtained by personnel and contractors during the applicable reporting year, the most recent year that training/certification was previously provided/obtained, and the names of the personnel and contractors previously trained/certified.

**PERSONNEL:** Florida Department of Agriculture and Consumer Services (FDACS) certified applicators of pesticides and herbicides

| 3 | Roadway Contract Managers |

DEP Form 62-624.600(2), Effective January 28, 2004
## SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

<table>
<thead>
<tr>
<th>A. Permit Citation/SWMP Element</th>
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<th>E. Entity Performing the Activity</th>
<th>F. Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACTORS: FDACS certified / licensed applicators of pesticides and herbicides</td>
<td>2</td>
<td>Roadway Maintenance Contract</td>
<td>Superior Landscaping, Weed Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACTORS: FDACS certified / licensed applicators of fertilizer</td>
<td>1</td>
<td>Roadway Maintenance Contract</td>
<td>Superior Landscaping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONNEL: Green industry BMP Program training completed</td>
<td>1</td>
<td>NPDES Record</td>
<td>Environmental Program Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACTORS: Green industry BMP Program training completed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pursuant to SB 2080 (2009), all local governments are encouraged to adopt a Florida-friendly Landscaping Ordinance similar to the one set forth in the document “Florida-friendly Guidance Models for Ordinances, Covenants and Restrictions.” If the broader Florida-friendly ordinance described above is not adopted, then all local governments within the watershed of a nutrient-impaired water body shall adopt the Department’s Model Ordinance for Florida-Friendly Fertilizer Use on Urban Landscapes pursuant to SB 494 (2009) or an ordinance that includes all of the requirements set forth in the Model Ordinance. The ordinance shall be adopted within 24 months of the date of permit issuance. Provide a copy of the adopted ordinance with the subsequent Year 1 or Year 2 Annual Report.

**DEP Note:** If this provision is not applicable because the permittee is not within the watershed of a nutrient-impaired water body, then please indicate that in Column F, but do not remove this reporting item.

**DEP Note:** Please provide the title and citation of the ordinance in Column D, and the name of the entity who finalized the ordinance in Column E.

| Year 1 or Year 2 ONLY: Attach copy of adopted Florida-friendly ordinance |

During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee’s jurisdiction to encourage citizens to reduce their use of pesticides, herbicides, and fertilizers, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable). Activities performed under the Florida Yards and Neighborhoods (FY) program should only be reported if the permittee is contributing funding towards the FYN staff and program within its jurisdiction.

**DEP Note:** The permittee should “customize” the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of “Estimated percentage of the population reached by the activities in total” must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If “0” is reported in Column C for all the reporting items please include in Column F an explanation for why no outreach was performed.

**DEP Note:** Indicate under Column E “Entity Performing the Activity” if FYN or IFAS is performing any of the reported public education and outreach activities. In addition, please complete the following line:

**FYN PROGRAM FUNDING:** Permittee Provides Funding? ☐ Yes ☐ No Amount of Funding = $

**Estimated percentage of the population reached by the activities in total**

- Brochures/Flyers/Fact sheets distributed
- FYN: Brochure/Flyers/Fact sheets distributed
- Neighborhood presentations: Number conducted

Please see the Polk County Joint annual report for the public education and outreach information.
### STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

<table>
<thead>
<tr>
<th>Permit Citation/ SWMP Element</th>
<th>Permit Requirement/Quantifiable SWMP Activity</th>
<th>Number of Activities Performed</th>
<th>Documentation / Record</th>
<th>Entity Performing the Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYN: Neighborhood presentations: Number of participants</td>
<td>FYN: Neighborhood presentations: Number conducted</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
<tr>
<td>Neighborhood presentations: Number of participants</td>
<td>Newspapers &amp; newsletters: Number of articles/notifications published</td>
<td>Newsletter: Number of newsletters distributed</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
<tr>
<td>Public displays (e.g., kiosks, storyboards, posters, etc.)</td>
<td>FYN: Public displays (e.g., kiosks, storyboards, posters, etc.)</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
<tr>
<td>Radio or television Public Service Announcements (PSAs)</td>
<td>FYN: Radio or television Public Service Announcements (PSAs)</td>
<td>School presentations: Number conducted</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
<tr>
<td>School presentations: Number conducted</td>
<td>School presentations: Number of participants</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
<tr>
<td>FYN: School presentations: Number conducted</td>
<td>FYN: School presentations: Number of participants</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
<tr>
<td>FYN: School presentations: Number of participants</td>
<td>Seminars/Workshops: Number conducted</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
<tr>
<td>Seminars/Workshops: Number of participants</td>
<td>FYN: Seminars/Workshops: Number conducted</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
<tr>
<td>FYN: Seminars/Workshops: Number of participants</td>
<td>Special events: Number conducted</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
<tr>
<td>Special events: Number of participants</td>
<td>FYN: Special events: Number conducted</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
<tr>
<td>FYN: Special events: Number of participants</td>
<td>Web Site: Number of hits / visitors to the stormwater-related pages</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
<td>FYN</td>
</tr>
</tbody>
</table>

#### Part III.A.7.a

**Illicit Discharges and Improper Disposal — Inspections, Ordinances, and Enforcement Measures**

Where applicable, strengthen the legal authority to conduct inspections, conduct monitoring, control illicit discharges, illicit connections, illegal dumping and spills into the MS4 and to require compliance with conditions in ordinances, permits, contracts, and orders. **Report amendments, as needed.**

*DEP Note: If applicable, please provide the title of the attached report in Column D and the name of the entity who finalized the report in Column E.*

| Not Applicable to FDOT/Florida Turnpike Enterprise |

#### Part III.A.7.c

**Illicit Discharges and Improper Disposal — Investigation of Suspected Illicit Discharges and/or Improper Disposal**

During Year 1 of the permit, develop and implement a written proactive inspection program plan for identifying and eliminating sources of illicit discharges, illicit connections, or dumping to the MS4. **Report on the proactive inspection program, including the number of inspections conducted, the number of illicit activities found, and the number and type of enforcement actions taken.**

**DEP Note: If "0" is reported in Column C for the first reporting item, please include an explanation in Column F for why no proactive inspections were performed. In addition, the permittee should re-word the "NOVs / warning letters / citations issued" reporting item to more accurately reflect its particular initial enforcement activity, if necessary.**

**DEP Note: Proactive inspections may include, for example, suspect areas (e.g., industrial areas), commercial businesses (e.g., restaurants, car washes, service stations, laundries / dry cleaners, auto body shops, mobile carpet cleaners) or temporary activities (e.g., special events / fairs / circus) that would not otherwise be**
## SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

<table>
<thead>
<tr>
<th>Permit Citation/SWMP Element</th>
<th>Permit Requirement/Quantifiable SWMP Activity</th>
<th>Number of Activities Performed</th>
<th>Documentation / Record</th>
<th>Entity Performing the Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>inspected during routine inspections and maintenance of the MS4, in association with high risk industrial facilities or construction sites, or in response to citizen or staff reports.</em></td>
<td>0</td>
<td></td>
<td></td>
<td>See spills and construction info</td>
</tr>
</tbody>
</table>

**DEP Note:** Refer to Part III.A.7.c of the permit for what must be included in the written proactive inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.

<table>
<thead>
<tr>
<th>Proactive inspections for suspected illicit discharges / connections / dumping</th>
<th>0</th>
<th>See spills and construction info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illicit discharges / connections / dumping found during a proactive inspection</td>
<td>0</td>
<td>See spills and construction info</td>
</tr>
</tbody>
</table>

| Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a proactive inspection | 0 | See spills and construction info |
| Fines issued for illicit discharges / connections / dumping found during a proactive inspection | 0 | See spills and construction info |

**Year 1 ONLY: Attach the written proactive inspection program plan.**

Annually review (and revise, as needed) and implement the permittee’s written procedures to conduct reactive investigations to identify and eliminate the source(s) of illicit discharges, illicit connections or improper disposal to the MS4, based on reports received from permittee personnel, contractors, citizens, or other entities regarding suspected illicit activity. Report the reactive investigation program as it relates to responding to reports of suspected illicit discharges, including the number of reports received, the number of investigations conducted, the number of illicit activities found, and the number and type of enforcement actions taken.

**DEP Note:** If the number of reports received differs from the number of reactive investigations, please provide an explanation for the discrepancy in Column F. In addition, the permittee should re-word the “NOVs / warning letters / citations issued” reporting item to more accurately reflect its particular initial enforcement activity, if necessary.

<table>
<thead>
<tr>
<th>Reports of suspected illicit connections / discharges / dumping received</th>
<th>0</th>
<th>See spills and construction info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reactive investigations of reports of suspected illicit discharges / connections / dumping</td>
<td>0</td>
<td>See spills and construction info</td>
</tr>
<tr>
<td>Illicit discharges / connections / dumping found during a reactive investigation</td>
<td>0</td>
<td>See spills and construction info</td>
</tr>
</tbody>
</table>

| Notices of Violation (NOVs) / warning letters / citations issued for illicit discharges / connections / dumping found during a reactive investigation | 0 | See spills and construction info |
| Fines issued for illicit discharges / connections / dumping found during a reactive investigation | 0 | See spills and construction info |

During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, fleet maintenance staff, and inspectors) and contractors to identify and report conditions in the stormwater facilities that may indicate the presence of illicit discharges / connections / dumping to the MS4. **Refresher training shall be provided annually.** Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training).

**DEP Note:** If “0” is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.

<table>
<thead>
<tr>
<th>Initial Training</th>
<th>Refresher Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel trained</td>
<td>0</td>
</tr>
</tbody>
</table>

DEP Form 62-624.600(2), Effective January 28, 2004
### SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

<table>
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<th>E. Entity Performing the Activity</th>
<th>F. Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part III.A.7.d Illicit Discharges and Improper Disposal — Spill Prevention and Response</td>
<td>Annually review (and revise, as needed) and implement the permittee’s written spill-prevention/spill-response plan and procedures to prevent, contain, and respond to spills that discharge into the MS4. Report on the spill prevention and response activities, including the number of spills addressed. <strong>DEP Note:</strong> The permittee may report the number of hazardous material spills separately from the number of non-hazardous material spills, or report one combined number, to more accurately reflect its tracking of these spills.</td>
<td></td>
<td>Construction QC</td>
<td>Project Solve</td>
<td>employees</td>
</tr>
<tr>
<td>Hazardous and non-hazardous material spills responded to</td>
<td>0</td>
<td>Contractor Report</td>
<td>Transfield Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>During Year 1 of the permit, develop and implement a written plan for the training of all appropriate permittee personnel (including field crews, firefighters, fleet maintenance staff and inspectors) and contractors on proper spill prevention, containment, and response techniques and procedures. <strong>Refresher training shall be provided annually.</strong> Report the type of training activities, and the number of permittee personnel and contractors trained (both in-house and outside training). <strong>DEP Note:</strong> If “0” is reported for either reporting item, please include in Column F an explanation of why training was not provided to / obtained by personnel and contractors during the applicable reporting year, the most recent year that training was previously provided / obtained, and the names of the personnel and contractors previously trained.</td>
<td></td>
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<tr>
<td>Personnel trained</td>
<td>Initial Training</td>
<td>Refresher Training</td>
<td></td>
<td></td>
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<tr>
<td>Contractors trained</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>9</td>
<td>9</td>
<td>40 hour and 8 hour refresher attendance</td>
<td>Handex Consulting Remediation</td>
<td></td>
</tr>
<tr>
<td>Part III.A.7.e Illicit Discharges and Improper Disposal — Public Reporting</td>
<td>During Year 1 of the permit, develop and implement a written public education and outreach program plan to promote, publicize, and facilitate public reporting of the presence of illicit discharges and improper disposal of materials into the MS4. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee’s jurisdiction to encourage the public reporting of suspected illicit discharges and improper disposal of materials, including the type and number of activities conducted, the type and number of materials distributed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable). <strong>DEP Note:</strong> The permittee should “customise” the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting item of “Estimated percentage of the population reached by the activities in total” must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If “0” is reported in Column C for all the reporting items, please include in Column F an explanation for why no outreach was performed.</td>
<td></td>
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<tr>
<td>Estimated percentage of the population reached by the activities in total</td>
<td>Please see the Polk County Joint annual report for the public education and outreach information</td>
<td></td>
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<tr>
<td>Permit Citation/SWMP Element</td>
<td>Permit Requirement/Quantifiable SWMP Activity</td>
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<td>Entity Performing the Activity</td>
<td>Comments</td>
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<tr>
<td>A</td>
<td>Brochures/Flyers/Fact sheets distributed</td>
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<tr>
<td></td>
<td>Neighborhood presentations: Number conducted</td>
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<td></td>
<td>Neighborhood presentations: Number of participants</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Newspapers &amp; newsletters: Number of articles/ notices published</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Newsletters: Number of newsletters distributed</td>
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<tr>
<td></td>
<td>Public displays (e.g., kiosks, storyboards, posters, etc.)</td>
<td></td>
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<tr>
<td></td>
<td>Radio or television Public Service Announcements (PSAs)</td>
<td></td>
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<tr>
<td></td>
<td>School presentations: Number conducted</td>
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<td></td>
<td>School presentations: Number of participants</td>
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<tr>
<td></td>
<td>Seminars/Workshops: Number conducted</td>
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<tr>
<td></td>
<td>Seminars/Workshops: Number of participants</td>
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<tr>
<td></td>
<td>Special events: Number conducted</td>
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<tr>
<td></td>
<td>Special events: Number of participants</td>
<td></td>
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<tr>
<td></td>
<td>Web Site: Number of visitors to the stormwater-related pages</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Part III.A.7.f</td>
<td>Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>During Year 1 of the permit, develop and implement a written public education and outreach program plan to encourage the proper use and disposal of used motor vehicle fluids, leftover hazardous household products, and lead acid batteries. Report on the public education and outreach activities that are performed or sponsored by the permittee within the permittee’s jurisdiction to encourage the proper use and disposal of oils, toxics, and household hazardous waste, including the type and number of activities conducted, the type and number of materials distributed, the amount of waste collected / recycled / properly disposed, the percentage of the population reached by the activities in total, and the number of Web site visits (if applicable).</td>
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<tr>
<td></td>
<td><strong>DEP Note:</strong> The permittee should “customize” the list of public outreach activities by removing items or adding items to the list below as appropriate to their particular public outreach program. However, the reporting items of “Estimated percentage of the population reached by the activities in total” and “Household Chemical Collection Center Program: Amount of waste collected / recycled / properly disposed (tons)” must remain. The permittee may add more specifics to the reporting items, such as the name of the brochure or newsletter distributed. If “0” is reported in Column C for all the reporting items, please include in Column F an explanation for why no outreach was performed.</td>
<td></td>
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<tr>
<td>Estimated percentage of the population reached by the activities in total</td>
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</tr>
<tr>
<td>Household Chemical Collection Center Program: Amount of waste collected / recycled / properly disposed (tons)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Household Hazardous Waste Materials Guides distributed</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brochures/Flyers/Fact sheets distributed</td>
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</tr>
<tr>
<td>Neighborhood presentations: Number conducted</td>
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<tr>
<td>Neighborhood presentations: Number of participants</td>
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<tr>
<td>Newspapers &amp; newsletters: Number of articles/ notices published</td>
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<td></td>
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<tr>
<td>Public displays (e.g., kiosks, storyboards, posters, etc.)</td>
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<td></td>
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<tr>
<td>Radio or television Public Service Announcements (PSAs)</td>
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</tbody>
</table>

Please see the Polk County Joint annual report for the public education and outreach information
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<tr>
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<th>F. Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>School presentations: Number conducted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>School presentations: Number of participants</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Seminars/Workshops: Number conducted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seminars/Workshops: Number of participants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special events: Number conducted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special events: Number of participants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Storm sewer inlets newly marked/replaced</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Web Site: Number of visitors to the stormwater-related pages</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

### Part III.A.7.g Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage

Annually review (and revise, as needed) and implement the permittee's written procedures to reduce or eliminate sanitary wastewater contamination into the MS4, including discharges to the MS4 from sanitary sewer overflows (SSOs) and from inflow / infiltration from collection / transmission systems and/or septic tank systems. Advise the appropriate utility owner of a violation if constituents common to wastewater contamination are discovered in the MS4. Report on the type and number of activities undertaken to reduce or eliminate SSOs and inflow / infiltration, the number of SSOs or inflow / infiltration incidents found and the number resolved, and the name of the owner of the sanitary sewer system within the permittee's jurisdiction.

**DEP Note:** The permittee needs to “customize” this section as it pertains to the type of activities undertaken to reduce or eliminate SSOs and inflow / infiltration into the MS4. The first five reporting items below are examples:

**DEP Note:** The permittee should contact the appropriate authorities for accurate reporting information, such as the sanitary sewer system operator who is responsible for investigating and eliminating SSOs and the local health department who is responsible for permitting / overseeing septic tank systems.

**DEP Note:** Report only the SSOs and inflow / infiltration incidents into the MS4.

| Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe inspected for infiltration (linear feet) | N/A | TPK has none |
| Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer pipe sealed, lined, and / or replaced (linear feet) | N/A |
| Activity to reduce/eliminate SSOs and inflow / infiltration: Sanitary sewer line breaks repaired | N/A |
| Activity to reduce/eliminate SSOs and inflow / infiltration: Septic systems removed | N/A |
| Activity to reduce/eliminate SSOs and inflow / infiltration: Emergency generator added | N/A |
| SSO incidents discovered | N/A |
| SSO incidents resolved | N/A |
| Inflow / infiltration incidents discovered | N/A |
| Inflow / infiltration incidents resolved | N/A |
| Name of owner of the sanitary sewer system | N/A |

### Part III.A.8.a Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections

DEP Form 62-624.600(2), Effective January 28, 2004

Page 14 of 18
### Section VII. Stormwater Management Program (SWMP) Summary Table

<table>
<thead>
<tr>
<th>A. Permit Citation/ SWMP Element</th>
<th>B. Permit Requirement/Quantifiable SWMP Activity</th>
<th>C. Number of Activities Performed</th>
<th>D. Documentation / Record</th>
<th>E. Entity Performing the Activity</th>
<th>F. Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to maintain an up-to-date inventory of all existing high risk facilities discharging into the permittee’s MS4. The inventory shall identify the outfall and surface water body into which each high risk facility discharges. For the purposes of this permit, high risk facilities include:</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Operating municipal landfills;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous waste treatment, storage, disposal and recovery facilities;</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Facilities that are subject to EPCRA Title III, Section 313 (also known as the Toxics Release Inventory (TRI) maintained by the U.S. EPA); and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other industrial or commercial discharge that the permittee determines is contributing a substantial pollutant loading to the permittee’s MS4. This could include facilities identified through the proactive inspection program as per Part III.A.7.c of the permit.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report on the high risk facilities inventory, including the type and total number of high risk facilities and the number of facilities newly added each year.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEP Note:</strong> The TRI is updated every spring/summer by the U.S. EPA at <a href="http://www.epa.gov/triexplorer">www.epa.gov/triexplorer</a>. Select “Facility” on the left, choose your Geographic Location, and then select “Generate Report.” Please indicate in Column F when (month/year) you last checked EPA’s TRI for applicable facilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEP Note:</strong> The total number of high risk facilities reported needs to equal the sum of the numbers of the four types of applicable facilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>During Year 1 of the permit, develop and implement a written plan for conducting inspections of high risk facilities to determine compliance with all appropriate aspects of the stormwater program. While the permittee may determine the order and frequency of the inspections, the permittee shall inspect each identified facility at least once during the permit term; however, facilities identified as high risk due to the findings of the proactive inspection program as per Part III.A.7.c of the permit shall be inspected annually. Report on the high risk facilities inspection program, including the number of inspections conducted and the number and type of enforcement actions taken.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEP Note:</strong> If “0” is reported for the number of inspections conducted and the permittee has one or more high risk facilities, please provide an explanation in Column F for why no inspections were conducted. In addition, the permittee should re-word the “NOVs / warning letters / citations issued” reporting item to more accurately reflect its particular initial enforcement activity, if necessary.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Facilities</th>
<th>Number of Inspections</th>
<th>For violations discovered during a high risk inspection</th>
<th>Notices of Violation (NOVs) / warning letters / citations issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total high risk facilities</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New high risk facilities added to the inventory during the current reporting period</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating municipal landfills</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous waste treatment, storage, disposal and recovery (HWTSDR) facilities</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EPCRA Title III, Section 313 facilities (that are not landfills or HWTSDR facilities)</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities determined as high risk by the permittee through the proactive inspections as per Part III.A.7.c</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part</td>
<td>Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III.A.b</td>
<td>Sampling of the discharge to the stormwater system may be required on an as-needed basis in the event that inspections of high-risk facilities disclose suspected illicit discharges to the MS4. New high-risk industrial facilities as defined in 40 CFR 122.26(d)(2)(v)(C) must be evaluated to determine if the new discharge is contributing a substantial pollutant load to the MS4. The evaluation may include site-specific monitoring. Report the number of high risk facilities sampled.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>High risk facilities sampled N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part</th>
<th>Construction Site Runoff — Inspection and Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>III.A.b</td>
<td>As an attachment to the Year 1 Annual Report, the permittee shall submit a written plan that details the standard operating procedures for implementation of the stormwater, erosion and sedimentation inspection program for construction sites discharging stormwater to the MS4. The permittee shall implement the plan for inspecting construction sites immediately upon written approval by the Department. Prior to Department approval, the permittee shall continue to perform inspections in accordance with its previously developed construction site inspection procedures. Report on the inspection program for privately operated and permittee operated construction sites, including the number of active construction sites during the reporting year, the number of inspections of active construction sites, the percentage of active construction sites inspected, and the number and type of enforcement actions / referrals taken.</td>
</tr>
<tr>
<td></td>
<td><strong>DEP Note:</strong> If &quot;0&quot; is reported in Column C for the number of inspections conducted, please provide an explanation in Column F of why no inspections were conducted. If the number of inspections reported is equal to or less than the number of active construction sites, or the percentage inspected is less than 100%,</td>
</tr>
</tbody>
</table>

### Table: Stormwater Management Program (SWMP) Summary Table

<table>
<thead>
<tr>
<th>Permit Citation/ SWMP Element</th>
<th>Permit Requirement/Quantifiable SWMP Activity</th>
<th>Number of Activities Performed</th>
<th>Documentation / Record</th>
<th>Entity Performing the Activity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other facilities determined as high risk by the permittee (that are not facilities identified through the proactive inspections)</td>
<td>Other facilities determined as high risk by the permittee (that are not facilities identified through the proactive inspections)</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

<table>
<thead>
<tr>
<th>A. Permit Citation/ SWMP Element</th>
<th>B. Permit Requirement/Quantifiable SWMP Activity</th>
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<th>E. Entity Performing the Activity</th>
<th>F. Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERMITTEE SITES: Active construction sites</td>
<td>2</td>
<td>Project solve</td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERMITTEE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs</td>
<td>26</td>
<td>Project Solve</td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERMITTEE SITES: Percentage of active construction sites inspected</td>
<td>100%</td>
<td>Project Solve</td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIVATE SITES: Active construction sites</td>
<td>0</td>
<td>Project solve</td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIVATE SITES: Inspections of active construction sites for proper stormwater, erosion and sedimentation BMPs</td>
<td>0</td>
<td>Project solve</td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIVATE SITES: Percentage of active construction sites inspected</td>
<td>0</td>
<td>Project solve</td>
<td>Construction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEP Note:** Refer to Part III.A.9.b of the permit for what must be included in the construction site inspection program plan. Please provide the title of the attached plan in Column D and the name of the entity who finalized the plan in Column E.

---

**Part III.A.9.c Construction Site Runoff — Site Operator Training**

During Year 1 of the permit, develop and implement a written plan for stormwater training / outreach for construction site plan reviewers, site inspectors and site operators. Provide training for permittee personnel (employed by or under contract with the permittee) involved in the site plan review, inspection or construction of stormwater management, erosion, and sedimentation controls. Also provide training for private construction site operators. All permittee inspectors (employed by or under contract with the permittee) of construction sites shall be certified through the Florida Stormwater, Erosion and Sedimentation Control Inspector Training program, or an equivalent program approved by the Department. Refresher training shall be provided annually. Report the type of training activities, the number of inspectors, site plan reviewers and site operators trained (both in-house and outside training), and the number of private construction site operators trained by the permittee.

**DEP Note:** If “0” is reported for any of these reporting items, please include in Column F an explanation of why training was not provided to / obtained by the permittee’s staff and private construction site operators during the applicable reporting year.

**DEP Note:** The permittee should report only the number of staff and private construction site operators trained / certified during the applicable reporting year, and then note in Column F the number of staff who were previously trained / certified. Private site operator training can include pre-construction meetings.

| Certification Training | Initial Training (non-certification) | Refresher Training | | |
|------------------------|-------------------------------------|-------------------| | |
| Permittee construction site inspectors | 2 | | Project solve | Construction |
| Permittee construction site plan reviewers | 3 | | Project solve | construction |

**Year 1 ONLY:** Attach the written construction site inspection program plan.
## SECTON VII. STORMWATER MANAGEMENT PROGRAM (SWMP) SUMMARY TABLE

<table>
<thead>
<tr>
<th>A. Permit Citation/ SWMP Element</th>
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<th>C. Number of Activities Performed</th>
<th>D. Documentation / Record</th>
<th>E. Entity Performing the Activity</th>
<th>F. Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permittee construction site operators</td>
<td>2</td>
<td></td>
<td>Project solve</td>
<td>Construction</td>
<td></td>
</tr>
<tr>
<td>Private construction site operators</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SECTON VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

<table>
<thead>
<tr>
<th>Permit Citation/ SWMP Element</th>
<th>SWMP EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part II.A.1 Structural control inspection and maintenance</strong></td>
<td>Strengths: Structural control inspection and maintenance schedule has been created to be the most effective it can be for FDOT</td>
</tr>
<tr>
<td></td>
<td>Weaknesses: None in this current year</td>
</tr>
<tr>
<td></td>
<td>SWMP Revisions to address deficiencies: none</td>
</tr>
<tr>
<td><strong>Part II.A.2 Significant redevelopment</strong></td>
<td>Strengths: N/A this year</td>
</tr>
<tr>
<td></td>
<td>Weaknesses: N/A</td>
</tr>
<tr>
<td></td>
<td>SWMP Revisions to address deficiencies: N/A</td>
</tr>
<tr>
<td><strong>Part II.A.3 Roadways</strong></td>
<td>Strengths: The SWPP for Roadways has been thoroughly designed and reviewed</td>
</tr>
<tr>
<td></td>
<td>Weaknesses: none</td>
</tr>
<tr>
<td></td>
<td>SWMP Revisions to address deficiencies: none</td>
</tr>
<tr>
<td><strong>Part II.A.4 Flood control</strong></td>
<td>Strengths: N/A</td>
</tr>
<tr>
<td></td>
<td>Weaknesses: N/A</td>
</tr>
<tr>
<td></td>
<td>SWMP Revisions to address deficiencies: N/A</td>
</tr>
<tr>
<td><strong>Part II.A.5 Waste TSD Facilities</strong></td>
<td>Strengths: N/A</td>
</tr>
<tr>
<td></td>
<td>Weaknesses: N/A</td>
</tr>
<tr>
<td></td>
<td>SWMP Revisions to address deficiencies: N/A</td>
</tr>
</tbody>
</table>
### SECTION VIII. EVALUATION OF THE STORMWATER MANAGEMENT PROGRAM (SWMP)

<table>
<thead>
<tr>
<th>Part II.A.5</th>
<th>Waste TSD Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengths:</td>
<td>N/A</td>
</tr>
<tr>
<td>Weaknesses:</td>
<td>N/A</td>
</tr>
<tr>
<td>SWMP Revisions to address deficiencies:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part II.A.6</th>
<th>Pesticide, herbicide, fertilizer application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengths:</td>
<td>The FDOT SWPP for Pesticide, herbicide, fertilizer application has been thoroughly reviewed during the draft process and is very effective.</td>
</tr>
<tr>
<td>Weaknesses:</td>
<td>N/A</td>
</tr>
<tr>
<td>SWMP Revisions to address deficiencies:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part II.A.7</th>
<th>Illicit Discharge Detection and Elimination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengths:</td>
<td>The FDOT SWPP for illicit discharge detection and elimination is very advanced and was thoroughly reviewed during the draft process.</td>
</tr>
<tr>
<td>Weaknesses:</td>
<td>none</td>
</tr>
<tr>
<td>SWMP Revisions to address deficiencies:</td>
<td>none</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part II.A.8</th>
<th>High Risk Industry Runoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengths:</td>
<td>N/A</td>
</tr>
<tr>
<td>Weaknesses:</td>
<td>N/A</td>
</tr>
<tr>
<td>SWMP Revisions to address deficiencies:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part II.A.9</th>
<th>Construction Site Runoff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengths:</td>
<td>The FDOT SWPP for construction site runoff is very advanced and was thoroughly reviewed during the draft process.</td>
</tr>
<tr>
<td>Weaknesses:</td>
<td>none</td>
</tr>
<tr>
<td>SWMP Revisions to address deficiencies:</td>
<td>none</td>
</tr>
</tbody>
</table>

### 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. |

DEP Note: There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.
### SECTION IX. CHANGES TO THE STORMWATER MANAGEMENT PROGRAM (SWMP) ACTIVITIES (Not Applicable In Year 4)

<table>
<thead>
<tr>
<th>Permit Citation/ SWMP Element</th>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEP Note:</strong> There may be changes deemed necessary after developing / reviewing your plans and SOPs as per Part III.A of the permit, after completing your SWMP evaluation as per Part VI.B.2 of the permit, or due to a TMDL / BMAP as per Part VIII.B of the permit.</td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Attached</th>
<th>N/A</th>
<th>Rule / Permit Citation</th>
<th>Required Attachment</th>
<th>Attachment Number</th>
<th>Attachment Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✘</td>
<td>Part II.F</td>
<td>EACH ANNUAL REPORT: If program resources have decreased from the previous year, a discussion of the impacts on the implementation of the SWMP.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✘</td>
<td>Part III.A.1</td>
<td>EACH ANNUAL REPORT: An explanation of why the minimum inspection frequency in Table II.A.1.a was not met, if applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✘</td>
<td>Part III.A.4</td>
<td>EACH ANNUAL REPORT: A list of the flood control projects that did not include stormwater treatment and an explanation for each of why it did not, if applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✘</td>
<td>Part III.A.7.a</td>
<td>EACH ANNUAL REPORT: A report on amendments / changes to the legal authority to control illicit discharges, connections, dumping, and spills, if applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✘</td>
<td>Part V.B.9</td>
<td>EACH ANNUAL REPORT: Reporting and assessment of monitoring results. [Also addressed in Section III of the Annual Report Form]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✘</td>
<td>Part VI.B.2</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✘</td>
<td>Part VIII.B.3.e</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✘</td>
<td>Part VIII.B.4.f</td>
<td>EACH ANNUAL REPORT after approval of the BPCP: The status of the implementation of the Bacterial Pollution Control Plan (BPCP).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part III.A.1</td>
<td>YEAR 1: An inventory of all known major outfalls and a map depicting the location of the major outfalls (hard copy or CD-ROM).</td>
<td>3</td>
<td>Polk County Outfall Map</td>
</tr>
<tr>
<td></td>
<td>✘</td>
<td>Part III.A.3</td>
<td>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.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✘</td>
<td>Part III.A.6</td>
<td>YEAR 1 or YEAR 2: A copy of the adopted Florida-friendly Ordinance, if applicable.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✘</td>
<td>Part III.A.7.c</td>
<td>YEAR 1: A proactive illicit discharge / connection / dumping inspection program plan.</td>
<td>1 &amp; 2</td>
<td>See SOP, Spill prevention and response SOP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part III.A.2</td>
<td>YEAR 2: A summary report of a review of codes and regulations to reduce the stormwater impact from new development / redevelopment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part V.A.2</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part III.A.2</td>
<td>YEAR 4: A follow-up report on plan implementation of changes to codes and regulations to reduce the stormwater impact from new development / redevelopment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part V.A.3</td>
<td>YEAR 4: If the total annual pollutant loadings have not decreased over the past two permit cycles, revisions to the SWMP, as appropriate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part V.B.3</td>
<td>YEAR 4: The monitoring plan (with revisions, if applicable).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part VII.C</td>
<td>YEAR 4: An application to renew the permit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Part VIII.B.3.d</td>
<td>YEAR 4: A TMDL Implementation Plan / Supplemental SWMP.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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.**

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

* 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

<table>
<thead>
<tr>
<th>Rule / Permit Citation</th>
<th>Report Title</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part VIII.B.3.a</td>
<td>6 MONTHS from effective date of permit: TMDL Prioritization Report.</td>
<td>3/11/12</td>
</tr>
<tr>
<td>Part VIII.B.3.b</td>
<td>12 MONTHS from effective date of permit: TMDL Monitoring and Assessment Plan.</td>
<td>9/11/12</td>
</tr>
<tr>
<td>Part VIII.B.3.c</td>
<td>6 MONTHS from receiving analyses from the lab: TMDL Monitoring Report.</td>
<td>TBD</td>
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<tr>
<td>Part VIII.B.4</td>
<td>30 MONTHS from effective date of permit: A Bacterial Pollution Control Plan (BPCP).</td>
<td>3/11/14</td>
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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:

<table>
<thead>
<tr>
<th>Rule/Permit Citation</th>
<th>BMAP Title</th>
<th>Date BMAP Annual Report Submitted to DEP</th>
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<tr>
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<tr>
<td>Part VIII.B.2</td>
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END OF REVISED TAILORED MS4 AR FORM

Page 3 of 3
Attachment 1

Florida’s Turnpike Enterprise

National Pollutant Discharge Elimination System (NPDES) Phase I

Municipal Separate Storm Sewer (MS4)

Standard Operating Procedure

1. Stormwater Controls and Stormwater Collection Inventory
   - Major Outfall and Stormwater pond inventory and inspections are conducted by NPDES coordinator and data is stored in GIS system.
   - All other stormwater structural control elements including weirs, control structures, pipes, culverts, inlets, catch basins, grates, ditches and other stormwater conveyances are inspected through maintenance activity and the FDOT MRP program (see attachment 1). The Data is obtained through the Operations Maintenance System (OMS)

2. Litter Removal and Street Sweeping
   - Litter Control data is tracked through work orders obtained through OMS
   - Street Sweeping data is tracked through work orders and obtained through OMS
   - Street sweeping material collected and Total Nitrogen and Total Phosphorus removed calculations are done by the NPDES coordinator using the Sansalone Lane Mile Method

3. Herbicide and Pesticide Certified Applicators and Green Industry BMP program
   - FDACS certified applicators of pesticides and herbicides as well as Green Industry BMP program certification is tracked by the NPDES coordinator and obtained through Roadway Maintenance Personnel and Contract information

4. Public Education and Outreach
   - Credit is obtained through Palm Beach County Joint Participation Agreement/Intergovernmental Agreement

5. Illicit Discharges and Improper Disposal Program- Investigation of Suspected Illicit Discharges and/or Improper Disposal (also see FDOT Statewide Stormwater Management plan section 3.7.1 Illicit Discharge proactive program)
   - Information is included in all Right-of-way use Permits and Drainage Connection Permits issued by the Roadway Maintenance Division
   - All work done under these permits is supervised from start to finish by Roadway Maintenance Personnel
   - All permitted environmental work is supervised from start to finish by the NPDES Coordinator
   - All Roadway Maintenance staff receive in-house Illicit discharge training
   - When a Drainage Connection Permit and Right-of-Way Use permit is issued the permittee shall notify the Permits Engineer in the case of an illicit discharge. The Permits Engineer shall then notify the NPDES Coordinator.
If there is no permit the NPDES Coordinator shall be notified. The NPDES Coordinator will then contact the appropriate regulatory agency (i.e. local, county or state agency).

6. Illicit Discharges and Improper Disposal — Spill Prevention and Response
   Please see attachment 2 Turnpike Enterprise Emergency Spill Response Guidelines
   • All spill prevention and response is overseen by the NPDES Coordinator and the Contamination Coordinator.
   • The Turnpike has a HAZMAT contractor on retainer to respond to all spills and discharges
   • Roadway staff is trained through in-house HAZWOPER and illicit discharge training to respond to these incidents

7. Illicit Discharges and Improper Disposal — Public Reporting and Education
   • Achieved through Palm Beach County Joint Participation Agreement/Inter-local Agreement

8. Illicit Discharges and Improper Disposal — Oils, Toxics, and Household Hazardous Waste Control
   • Achieved through Palm Beach County Joint Participation Agreement/Inter-local Agreement

9. Illicit Discharges and Improper Disposal — Limitation of Sanitary Sewer Seepage
   • Not Applicable to Turnpike

10. Industrial and High-Risk Runoff — Identification of Priorities and Procedures for Inspections
    • Turnpike Does not have any High Risk Facilities

11. Construction Site Runoff — Site Planning and Non-Structural and Structural Best Management Practices
    • All construction sites Designs have Stormwater Pollution Prevention Plans. These plans are designed by professional engineers using the most current FDOT Design Standards for Best Management Practices. All site plans are approved through the Turnpike's Construction Quality Control Quality Assurance Program
    • All Environmental Resource Permits and construction NPDES permits are obtained by either the Turnpike’s Environmental Management Office or the Construction Contractor.

12. Construction Site Runoff — Inspection and Enforcement (also see FDOT Statewide Stormwater Management plan section 3.8.1)
    1) All construction projects are required to follow the FDOT standard Specifications for Stormwater Pollution Prevention. All projects are held to the same high priority and are required to be inspected at the same frequency (Weekly and within 24 hrs. of the end of a storm that is 0.50 in. or greater)
    2) All construction site inspections use the State of Florida Department of Transportation Stormwater Pollution Prevention Plan Construction Inspection Report (FDOT form #650-040-03)
    3) Timing of construction site inspections all construction contractors are required to at the very least conduct one stormwater site inspection per week and after every rain event.
    4) Procedures to prioritize inspections are based on the Florida Department of Transportation Standard Specifications and contracts.
    5) The state FDOT Stormwater Pollution Prevention Plan construction site inspection form is used. The contractor and the CEI perform the inspection jointly or the CEI
reviews the contractor’s inspection then the quality assurance quality control
inspection is performed by the Florida Turnpike’s staff. CEI report daily in logs. The
tracking system that is used is projectsolve which stores the weekly inspections and
rain event inspections.
6) FDOT sites are regulated by the local county environmental agencies and FDEP.

- All Turnpike Construction Sites are inspected daily by the contractor and hired CEI.
  This process is overseen by the Turnpike’s Construction Quality Control Quality
  Assurance Program and the NPDES Coordinator
- All sites are also regulated by FDEP and the local county environmental agency

13. Construction Site Runoff — Site Operator Training
- All contractors are required to have onsite Qualified Stormwater Management
  Inspectors on staff certified through FDEP’s Stormwater Erosion and Sedimentation
  Control Inspector Training Program
- The CEI’s are also required to have FDEP’s Stormwater Erosion and Sedimentation
  Control Inspector Training Program.
- The records of these trainings are kept in the Projectsolve database

14. FDOT Statewide Stormwater Management Plan
- Additional Standard Operating Procedures can be found in the FDOT Statewide
  Stormwater Management Plan (SSWMP) currently under review by FDEP’s
  Stormwater Regulation Division
STORMWATER POLLUTION PREVENTION PLAN
CONSTRUCTION INSPECTION REPORT
(Weekly and within 24 hrs. of the end
of a storm that is 0.50 in. or greater)

<table>
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<th>Location of Control Measure</th>
<th>Approximate Stations From</th>
<th>Lt. Or Rt. Of Centerline</th>
<th>Active Work Zone= A</th>
<th>Inactive Work Zone= I</th>
<th>Date Last Disturbed</th>
<th>Date of Stabilization</th>
<th>Control Measures (Use Codes Below)</th>
<th>Current Condition (Use Codes Below)</th>
<th>Corrective Action or Remarks</th>
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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.

All maintenance operations needed to assure proper operation of all controls, BMPs, practices, or measures identified in the Stormwater Pollution Prevention Plan shall be done in a timely manner, but in no case later than 7 calendar days following the inspection. The signature below also shall certify that this facility is in compliance with the Stormwater Pollution Prevention Plan and the State of Florida Generic Permit for Stormwater Discharge from Large and Small Construction Activities if there are not any incidents of non-compliance identified above.

______________________________
Name (Responsible Authority)

______________________________
Date Signed

CONTROL MEASURE CODES
1. Temporary Grassing
2. Permanent Plant, Sod, or Seed
3. Temporary Mulching
4. Artificial Covering
5. Buffer Zone
6. Silt Fence
7. Synthetic Bales
8. Sand Bagging
9. Berms
10. Diversion, Interceptor, or Perimeter Ditches
11. Flumes
12. Pipe Slope Drain
13. Ditch Liner
14. Rock Bag at Construction Exit
15. Timber Mat or Construction Exit
16. Rip Rap
17. Sediment Trap
18. Sediment Basin
19. Storm Inlet Sediment Trap
20. Stone Outlet Structure
21. Curb and Gutters
22. Storm Sewers
23. Velocity Control Devices
24. Turbidity Barrier
25. Haul Roads Dampered for Dust Control
26. Cleanup of Possible Contamination
27. Excess Dirt Removed from Road Daily
28. Geotextile
29. Filter Fabric
30. Rock Bags
31. Paved Road
32. Swale
33. Retention Pond
34. Detention Pond
35. Tree Protection
36. Other:
37. Other:

CONDITION CODES
U Upgrade Needed
R Replacement Needed
M Maintenance Needed
C Cleaning Needed
I Increase Measures
S Stable (no action)

Inspector: ____________________________
Signature: ___________________________
Certification #: ______________________
Date Certified: _______________________
(or other qualifications as described in Part II #12 of the permit)
<table>
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<tr>
<th>Location of Control Measure</th>
<th>Approximate Stations From</th>
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<th>Active Work Zone= A Inactive Work Zone= I</th>
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Attachment 2

NPDES MS4 PERMIT COMPONENT 7.d
SPILL PREVENTION AND RESPONSE
STANDARD OPERATING PROCEDURES

I. OBJECTIVE – To ensure that appropriate employees and contractors of Florida’s Turnpike Enterprise understand the procedures to prevent, report, contain, and respond to spills that may get into the MS4 and that any spills and responses are documented and tracked.

II. Entities INVOLVED – The following entities associated with Florida’s Turnpike Enterprise are involved in preventing, reporting, containing, and responding to spills:
1. Florida’s Turnpike Enterprise Roadway Maintenance
2. Florida’s Turnpike Enterprise Environmental Management Office
3. Handex Consulting and Remediation

III. PROCESS STEPS – To ensure that spills are prevented, reported, contained, and responded in a manner that minimizes their discharge into the MS4 the following procedures will be followed Please reference the attached “Florida’s Turnpike Enterprise Emergency Spill Response Guidelines”:

1. All spills are responded to by Turnpike Roadway Maintenance staff, Turnpike HAZMAT Contractor, as well as local fire rescue and police.
2. The Turnpike Traffic Management Center (TMC) notifies the appropriate staff in the area needed to respond.
3. The Turnpike’s NPDES Coordinator serves as the field operation manager for mitigating environmental impacts and coordinates with the Turnpike’s Contamination Coordinator.
4. FDEP’s Bureau of Emergency Response is notified when a spill exceeds 25 gallons or impacts a surface water body.
5. All spills are remediated to local county and state regulations.
6. All spills are tracked and documented and the totals for each county are included in all MS4 Phase 1 annual reports.

Approved by (Signature): __________________________

Name of Approver: _____ Debbie Meyer, P.E. __________________________

Title: _____ Turnpike Enterprise Engineer of Maintenance Operations

Date: _____ 2/26/13 __________________________
FLORIDA’S
TURNPIKE
ENTERPRISE

EMERGENCY
SPILL RESPONSE
GUIDELINES
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ATTACHMENT C  ...................................................... FLORIDA’S TURNPIKE ENTERPRISE GUIDELINES FOR THE MITIGATION OF ACCIDENTAL DISCHARGES OF MOTOR VEHICLE FLUIDS (NON-CARGO)
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ATTACHMENT J  ...................................................... COUNTY EMERGENCY CONTACT LIST
ATTACHMENT K  ...................................................... COUNTY HEALTH DEPARTMENT LIST
ATTACHMENT L  ...................................................... LANE CLOSURE POLICY AND PROCEDURE
A. **FLORIDA HIGHWAY PATROL**

The purpose of these guidelines is to facilitate the removal and disposal of all contamination resulting from a petroleum products release. In addition, it is the intent of Florida’s Turnpike Enterprise that adherence to these guidelines will expedite the entire process of clearing a roadway incident while safeguarding the environment and maintaining the safety of all parties involved.

The Florida Highway Patrol – Troop K, responsible for patrolling the Turnpike, is usually the first agency on the scene of an incident. If they are not at the scene of an incident when you arrive, they should be notified at the phone numbers shown below:

---

**FLORIDA HIGHWAY PATROL, TROOP “K”**

*Mainline Turnpike, Homestead Extension - H.E.F.T., Sawgrass Expressway, Seminole Expressway, Southern Connector Extension, East-West Expressway and the Beeline Expressway*

*FHP or*
(561) 640-2831  
(954) 934-2200  
*(All numbers provide 24 hour service)*

---

**FLORIDA HIGHWAY PATROL, TROOP “K”**

*Veterans Expressway, Suncoast Parkway and the Polk Parkway*

*FHP or*
(813) 631-4020  
(813) 632-6859  
*(All numbers provide 24 hour service)*

---
B. Turnpike Personnel Notification

The Traffic Management Center (TMC) should be notified by FHP following report of an incident. However, this cannot be guaranteed and therefore, as a first responder, you should notify TMC at the numbers below:

<table>
<thead>
<tr>
<th>Pompano Beach Operations Center</th>
<th>Traffic Management Center</th>
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<tbody>
<tr>
<td></td>
<td>(954) 934-1370</td>
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<tr>
<th>Turkey Lake Headquarters (Orlando)</th>
<th>Traffic Management Center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(407) 264-3395</td>
</tr>
</tbody>
</table>

The TMC will handle all communications between various Turnpike Departments and will coordinate information and communication for the incident. Should you be unable to contact the TMC, below is a listing of Turnpike Zone Managers, Primary and Secondary contacts for each zone of the Turnpike:

***Note: If you are not sure which zone you are in, please refer to the Turnpike Zone Map included as (Attachment B).

ZONE 1 - Turnpike Milepost 0-100 and Sawgrass Expressway

<table>
<thead>
<tr>
<th>Zone Manager:</th>
<th>Giuseppe Scaringi, Pompano</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office:</td>
<td>(954) 934-1225</td>
</tr>
<tr>
<td>Mobile:</td>
<td>(954) 868-4805</td>
</tr>
<tr>
<td>Home:</td>
<td>(954) 423-3606</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Contact:</th>
<th>David Soto</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office:</td>
<td>(954) 934-1241</td>
</tr>
<tr>
<td>Mobile:</td>
<td>(954) 444-8974</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Contact:</th>
<th>Karl Hoffman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office:</td>
<td>(954) 934-1238</td>
</tr>
<tr>
<td>Mobile:</td>
<td>(954) 914-4771</td>
</tr>
</tbody>
</table>
**ZONE 2 - TURNPIKE MILEPOST 100-200**

**ZONE MANAGER:** HOSSEIN BAREKAT, FT. PIERCE  
Office: (561) 683-4646 x 2525  
Mobile: (772) 216-5497  
Pager: (877) 906-7179  
Home: (561) 687-4543

**ALTERNATE CONTACT:** MICHAEL FOUCHÉ  
Office: (561) 683-4646 x 2526  
Mobile: (772) 216-8076  
Home: (772) 460-1397

**ZONE 3 - TURNPIKE MILEPOST 200-308, SOUTHERN CONNECTOR, SEMINOLE EXPRESSWAY, BEE LINE EXPRESSWAY AND EAST-WEST EXPRESSWAY**

**ZONE MANAGER:** BERNARD MILLS, ORLANDO  
Office: (407) 532-3999 x 3326  
Mobile: (407) 948-9120  
Pager: (877) 906-7185  
Home: (407) 297-4122

**ALTERNATE CONTACT:** CHRIS GROSSENBACHER  
Office: (407) 532-3999 x 3397  
Mobile: (407) 470-6983  
Home: (813) 391-7078

**ZONE 4 – VETERANS EXPRESSWAY, SUNCOAST PARKWAY AND POLK PARKWAY**

***Note: For further response guidelines on incidents in Zone 4 please refer to the ICA Incident Response Plan (Attachment E).**

**ZONE MANAGER:** DAVID TILKI, TAMPA  
Office: (813) 558-1117  
Mobile: (813) 376-3120  
Home: (813) 855-2524
In the event you are unable to reach anyone from a particular zone listed above, you may contact either of the alternates below:

<table>
<thead>
<tr>
<th>JEREMIAH MAREK</th>
<th>ADEMOLA ADELEKAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPDES COORDINATOR</td>
<td>ROADWAY OPERATIONS MANAGER</td>
</tr>
<tr>
<td>Office: (954) 934-1213</td>
<td>Office: (954) 934-1224</td>
</tr>
<tr>
<td>Mobile: (954) 868-4851</td>
<td>Mobile: (954) 868-4796</td>
</tr>
</tbody>
</table>

If you reach the contact’s voicemail, leave a message (DO NOT HANG UP) indicating the location of the incident, an estimate of the size of the spill, a brief description of what has happened and what agencies are already on the scene.

C. **SPILL AMOUNT DETERMINATION**

These guidelines are most applicable in petroleum product spills of 25 gallons or more. Releases less than 25 gallons will also require cleanup but can be addressed on an individual basis at the discretion of the Environmental Contact in conjunction with the Zone Manager. If the spill is less than 25 gallons and can easily be contained, you should assist with traffic management and the containment of the spill to the maximum extent practicable.

If you have determined the spill to be more than 25 gallons, refer to the Guidelines for the Mitigation of Accidental Discharges of Motor Vehicle Fluids (Attachment C). After successfully containing the spill as best as possible, conditions are safe and there are no serious injuries to the parties involved, obtain the Responsible Party information.

D. **CONTAMINATION REPORTING**

If there has been a petroleum products release of 25 gallons or more, the Turnpike is required to notify the Florida Department of Environmental Protection (FDEP). For further information regarding spills from the Florida Department of Environmental Protection please refer to (Attachment H). If you are a first responder and have determined that FDEP should be notified at this point, please contact the state warning point at the number below:

<table>
<thead>
<tr>
<th>FDEP STATE WARNING POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office: (850) 413-9911</td>
</tr>
<tr>
<td>Or</td>
</tr>
<tr>
<td>(800) 320-0519</td>
</tr>
<tr>
<td>(24-hour service)</td>
</tr>
</tbody>
</table>
The FDEP State Warning Point will notify a representative at the applicable regional FDEP office as well as the County Emergency Agency and Health Department involved. Again this cannot be guaranteed, so at the first opportunity you should contact the appropriate County Agencies. A listing of County Agencies is included as (Attachments J & K). One of these individuals might contact you to inquire about the spill.

E. RESPONSIBLE PARTY NOTIFICATION

The “Responsible Party” is the individual or company that owns or operates the vehicle that has spilled the fuel, not the vehicle that caused the accident. The Responsible Party will contact an Environmental Emergency Response Contractor to clean up the contaminated area. Should the Responsible Party not have a contractor, please refer them to the list of FDEP Approved Environmental Emergency Response Contractors (Attachment I). The contractor will be required to remove all contaminated materials. The Responsible Party or their insurance company will pay the contractor. The Responsible Party will also be required to return the disturbed area to its original appearance and condition. For additional requirements of the Responsible Party please refer them to the Memorandum to the Responsible Party and provide it to them (Attachment G).

The Turnpike has an environmental emergency response contract with Handex Environmental Inc., to respond to environmental emergencies. The contract is used to contain, cleanup, and dispose of hazardous materials, which threaten the safety of Turnpike personnel, the public, or the environment. Handex is considered the “second responder”, performing remediation services supplemental to the first response of a fire department of other emergency service. Handex will respond as soon as possible from its nearest location. This contract will only be used if the Responsible Party does not or cannot respond in a timely manner. A phone number for Handex is shown below:

**Handex Environmental, Inc.**
**Emergency Response: 1-866-427-0911**

The Director of Environmental Management Office (DEMO) manages the environmental emergency response contract. Only the DEMO Director and persons he has authorized may initiate work. If the use of the Handex Contract is required please call one of the individuals below:

- **Zones 1 & 2**  David Soto (see page 3 for contact numbers)
- **Zones 3 & 4**  Chris Grossenbacher (see page 4 for contact numbers)
- **Alternate**  Jeremiah Marek (see page 5 for contact numbers)
If neither of these individuals is available contact the DEMO directly at these numbers

**MARK MULLIGAN, CONTAMINATION IMPACT COORDINATOR**
Office: (407) 264-3408
Mobile: (407) 951-2375

The removal of contaminated soils and/or free product following a spill falls on the approved Environmental Emergency Response Contractor, selected by the Responsible Party. **A permit is not required for emergency work to contain the spill, prevent further contamination, and any cleanup necessary to open the roadway. A permit is required for follow-up work including further cleanup and soil remediation.** The FDEP mandates the remediation services. The contractor is responsible for adhering to all rules and regulations as outlined in Florida Administrative Code (F.A.C.) Chapter 62.770, and all other applicable regulations. **For more information please refer to the Memorandum to the Responsible Party. (Attachment G).**

F. **UNKNOWN OR HAZMAT RELEASES**

Unknown substances will be treated as hazardous materials until the nature of the substance is verified. The response procedure for hazardous materials releases are dictated by the guidelines set forth in the Florida Administrative Code (F.A.C.) Chapter 62-730, Hazardous Waste. Certain rules and regulations regarding hazardous waste have been adopted by FDEP from Title 40 of the Code of Federal Regulations (C.F.R.) Parts 260-270. The procedures regarding hazardous waste notification and response for emergency clean up are similar to those for petroleum-based spills. Responsible Party Notification and Public Information responsibilities are identical to those listed for Petroleum Product Releases.

**NO TURNPIKE PERSONNEL SHOULD ATTEMPT TO INVESTIGATE A KNOWN HAZMAT SPILL. UNDER NO CIRCUMSTANCES WILL TURNPIKE PERSONNEL ACT AS THE FIRST RESPONDERS IN A SPILL OF THIS TYPE**

G. **PUBLIC INFORMATION NOTIFICATION**

A representative of Florida’s Turnpike Enterprise Public Information Office (PIO) shown below will provide all statements requested by public media. Under no circumstances should other Turnpike personnel offer information to any media source. Should the incident attract various media, the Zone/Contract Manager should notify the PIO of pending media interest. If there are no other Turnpike Emergency Response personnel on the scene and you are the first responder then you should contact the PIO, via the TMC.
After hours notification of the PIO is also required and should be performed by calling the TMC and informing them of pending media interest. They will in-turn notify the appropriate personnel from the PIO.

<table>
<thead>
<tr>
<th>CHAD HUFF</th>
<th>KIM POUlTON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office: (954) 975-4855 x 1289</td>
<td>Office: (954) 975-4855 x 1288</td>
</tr>
<tr>
<td>Mobile: (954) 914-1333</td>
<td>Mobile: (954) 520-1931</td>
</tr>
</tbody>
</table>
ATTACHMENT A

EMERGENCY SPILL RESPONSE
GUIDELINES
FLOW CHART
ATTACHMENT B

FLORIDA’S
TURNPIKE ENTERPRISE
SYSTEM MAP
ATTACHMENT C

FLORIDA'S
TURNPIKE ENTERPRISE
GUIDELINES FOR THE
MITIGATION OF ACCIDENTAL
DISCHARGES OF MOTOR
VEHICLE FLUIDS
(NON-CARGO)
FLORIDA’S TURNPIKE ENTERPRISE

Guidelines

for the

MITIGATION OF ACCIDENTAL DISCHARGES OF MOTOR VEHICLE FLUIDS (NON-CARGO)

March 3, 2003

Attachment C
Page 1
Note: The following guidelines were prepared to outline steps that can be taken by early responders to motor vehicle crashes to reduce the confusion and subsequent delays in re-opening roadways when spilled vehicle fluids are involved. Refer to the existing policies in place for dealing with Hazardous Material releases.

Guidelines for the
MITIGATION OF ACCIDENTAL DISCHARGES OF MOTOR VEHICLE FLUIDS (NON-CARGO)

Purpose, Goal and Objectives

These guidelines were developed by the multi agency, Florida Statewide Incident Management Program (IMP) to clarify the goals, objectives and processes for clearing the highway of spilled motor vehicle fluids resulting from crashes and other vehicle incidents. The guidelines were reviewed and endorsed by the Florida Department of Transportation (DOT), Florida Department of Environmental Protection (DEP), and Florida Highway Patrol. The content of these guidelines is based on and consistent with the open letter to Fire-Rescue Departments and other response agencies from the Department of Environmental Protection dated June 14, 2002.

Spilled vehicle fluids are generally petroleum products, and most commonly are crank-case engine oil or diesel fuel, but they may also include transmission, hydraulic, or other fluids. Typically, absorbed vehicle fluids rarely fail the Toxicity Characteristic Leaching Procedure (TCLP) and thus are usually not hazardous wastes.

The goal is to provide guidance to responders and assist them in meeting the primary Incident Management goal of the Open Road Policy (ORP), namely to clear the incident scene within 90-minutes of the arrival of the first responder. In many incidents involving this level of spill, this goal can be far exceeded if these guidelines are followed.

The objectives of these guidelines are to:

- Provide specific procedural guidance for spilled vehicle fluid cleanup, and;
- Provide a reference for the disposal of spill materials.

Definitions

For the purposes of these guidelines, the following definitions apply:

- **Absorbent materials** are any materials, manufactured or natural that may be used to absorb spilled fluid, and may include commercial absorbents, saw dust, floor sweep, peat moss, absorbent pads, sand, clay or even topsoil.
- **Cargo** means the commercial (or other) materials being transported by the motor vehicle. Materials that are an intrinsic part of the vehicle itself are "non-cargo", even if the vehicle is a commercial vehicle.

March 3, 2003

Attachment C
Page 2
- **Commercial vehicle** is one that carries cargo of commercial materials for pay, and may include, but not limited to, small, medium and heavy trucks; panel trucks and vans; tractor-trailers; commercial busses.
- **Hazardous materials (HAZMAT)** are materials posing immediate life-threatening danger to people and property, as defined in the US DOT "North America Hazardous Materials Guidebook".
- **Private vehicle** is any vehicle that is used for the personal transportation of its occupants on a not-for-hire basis, and may include, but not be limited to, passenger cars and cycles, vans and SUVs, motor homes and recreational vehicles, and busses used for private purposes.
- **Responders** may include fire rescue, wrecker operators, Road Rangers, contractors, and DOT or local highway agencies.
- **Responsible party** is the entity having dominion over the product prior to the spill, not necessarily the party responsible for the accident.
- **Spill** means the expulsion of any vehicle fluids upon the roadway itself or the abutting areas that cause an immediate threat to traffic by hindering its normal operation in any way (covering surfaces causing slicks, dripping onto traffic below, etc.).
- **Vehicle fluid**, or simply **fluid(s)**, are non-cargo liquid materials that are spilled from the vehicle, such as gasoline, diesel fuel; motor oil; coolants; transmission, brake and hydraulic fluids. These may originate from the engine, drive train, fuel tanks, wheel assemblies, compressors, air handlers or any component of the vehicle, including tractor and trailer, as applicable.

**Scope**

These guidelines only apply to spilled motor vehicle fluids from private and commercial vehicles used for the operation of the vehicle. They do not apply to any hazardous material cargo spill.

The full extent of these guidelines cover crashes involving commercial vehicles. Spilled fluids from passenger vehicle crashes are exempt from regulation with respect to removal and reimbursement, but should be routinely cleaned up by responders and/or vehicle owners in accordance with this guideline for clearance.

**Clearance Procedure**

In situations involving the spillage of vehicle fluids on a roadway from both commercial vehicles and private vehicles, the preferred **clean-up** method is to soak up as much material as possible using absorbent materials. Also, move the absorbent materials out of the travel lanes and store at the roadside, preferably well off the shoulder. In some cases the material may be containerized and placed in the damaged vehicle(s) for removal by the towing company. **Note:** DOT and other crash-scene responders may apply absorbents and sweep off travel lanes regardless of the quantity. It is **not** necessary to await a licensed clean-up contractor.

Clean up normally involves the use of granular absorbents or vermiculite, floor sweep, peat moss, pads and booms, clay or topsoil. In limited situations, sand can also be used but it is better suited for increasing friction than to be used as an absorbent. If immediately available, an alternative method for dealing with the thin film that may remain after absorbents are used is to apply a light dusting with Portland cement.

March 3, 2003

Attachment C  
Page 3
Defensive efforts can include containment or diking, soil berms, and stopping the leak at the source. These efforts not only limit the size of the release, but also can help prevent the spilled material from entering storm drains. Pails, buckets, kiddie pools, as well as hand transfer pumps are typical items used to contain and limit diesel fuel spills on roadways.

The Responsible Party [RP] is accountable for vehicle fluid spillage, including the final removal and proper disposal of absorbents and if needed the subsequent site remediation. If the RP does not or cannot handle this responsibility in a timely manner, the governing authority [State of Florida, County, City, etc.] will initiate disposal and the responsible party will be billed. Clean-up actions taken by early responders do not affect or limit this responsibility.

Responders should be aware that it often takes several hours for a clean-up contractor to arrive on-scene. Therefore, priority should be given to re-opening the travel lanes. In many cases lanes can be re-opened with a minimal effort using available absorbents applied by on-scene personnel.

Additional or incidental material spilled during the relocation of the vehicle out of the travel lanes of the roadway can be cleaned up and moved to the roadside with the other absorbents used at the scene. The responsible party remains accountable.

Absorbent material moved out of travel lanes may be bagged in heavy-duty trash bags, wrapped or 'diapered' in plastic sheeting, or containerized in pails or barrels. The material should be well off the travel portion of the roadway and can remain there a reasonable time to allow for disposal by the responsible party or a contractor, [paid by the responsible party]. The material may also be placed in the damaged vehicles and removed by the towing company.

The containers used to hold the material should be tagged and clearly marked to indicate the type of absorbent used and the material that was spilled. It is also desirable to indicate the responsible party. Care should be taken not to overload the containers used to store the absorbents. If trash bags are used, double bag and limit each bag to about 15 pounds.

The reportable quantity of 25 gallons does not automatically prevent or limit on scene actions to mitigate the spill. In fact prompt intervention is encouraged to limit the congestion impact and prevent the high probability secondary incidents as a result of extended traffic blockage. It is very important that every effort be made to limit the amount time the spilled fluids are in contact with asphalt pavement.

Traffic cones or other readily identifiable method should be used at the site to mark the location of the material for later retrieval.
Spill clean up by a fire department, highway agency, wrecker operator, roadway contractor or the responsible party should be limited to spills of a magnitude within their capabilities. However, no responder is restricted from taking prompt action to stop the spill at its source, to contain and limit the size of the spill, to limit the damage to the pavement surface, and to prevent any flammable material from catching fire.

Vehicle fluid spills which have soaked into soil will require cleanup but may be completed at a later date. Care must be taken to locate any underground utilities prior to the excavation of contaminated soil.

Disposal options for non-hazardous fuels, oils, and other vehicle fluids include, but not limited to:
- Thermal treatment at a permitted soil burner
- The use of an approved oil hauler for liquids
- Incineration at a local landfill incinerator
- And delivery to a local Household Hazardous Waste Facility. (Some limitations may apply)

Responders should have ‘Right to know’ instruction for handling these vehicle fluids and have completed the “Awareness” level of Hazardous Material Training.

Summary
A quick-reference of these guidelines is included on the next page.

NOTIFICATION and REPORTABLE QUANTITIES

Florida DEP has adopted the US Environmental Protection Agency reportable quantity of 25 gallons for spilled petroleum products. The notification requirement can be met by calling the State Warning Point, who will contact DEP’s Bureau of Emergency Response (BER).

STATE WARNING POINT [800] 320-0519, 24 hours, 7 days
When calling be prepared to give the location, type of fluid spilled, RP name, address and phone number.

March 3, 2003
Attachment C
Page 5
VEHICLE FLUID SPILL CLEAN-UP GUIDELINES

Quick Action Guide

- Identify spill as a vehicle fluid
- Stop leaking material at the source
- Contain and limit spill from spreading
- Apply available absorbents
- Sweep material off travel lanes
- Second application if necessary
- Gradually restore traffic flow
- ID RP and mark location of material
- Assure proper notification made
ATTACHMENT D

FLORIDA’S TURNPRIKE ENTERPRISE SPILL RESPONSE FIELD REPORT FORM
Attachment “D”
Florida’s Turnpike Spill Response Field Report Form

Date: ___________________ County: _________________________
Milepost: ______________ Location: _________________________
Latitude: ________ ° ________ ’ ________ " N Longitude: ________ ° ________ ’ ________ " W

Responsible Party
Name: ___________________ Company: _________________________
Phone: ___________________ Address: _________________________

Insurance Company
Name: ___________________ Company: _________________________
Phone: ___________________ Policy #: _________________________

Environmental Emergency Response Company
Name: ___________________ Company: _________________________
Phone: ___________________ Fax: _________________________

Other Agencies
Name: ___________________ Agency: _________________________
Phone: ___________________ Fax: _________________________

Fire Department
Name: ___________________ Agency: _________________________
Phone: ___________________ Fax: _________________________

Florida Highway Patrol
Case Number: _________________________
Trooper on scene: _________________________

Accident Vehicle Information
Description: _________________________
Vehicle Tag: _________________________ Trailer Tag: _________________________
Vehicle ID No. _________________________

Description of Contaminants and Quantities Involved
______________________________

Time of incident: ___________ Time of notification: ___________ Time I arrived at the site: ___________
Time road cleared: ___________ Time road reopened: ___________ Time I left site: ___________
Time Spill Response contractor arrived at site: ___________

2/4/2004
Attachment D
Page 1
Revised 10-5-03
Attachment "D"
Florida's Turnpike Spill Response Field Report Form

Physical Description of contaminated area (size, location, color, odor)

Event that led to Release

Location and contamination potential of nearest surface water body

Location and contamination potential of nearest drinking water source

Comments, Follow up needed

Site Drawing

Notes:

Attachment D
Page 2

2/4/2004
Revised 10-5-03
ATTACHMENT E

ASSET MANAGEMENT CONTRACTOR

INCIDENT RESPONSE PLAN
4. Operation Plan

ICA has been fortunate to build an extremely effective professional and technical staff with extensive experience in highway, structures, and facilities maintenance, construction, structures design and inspection, and incident response services. ICA is proud to submit these technical plans for incident response, routine/periodic maintenance, and bridge maintenance operations, and is committed to meeting the Turnpike Enterprise’s requirements for incident response, emergency management, roadway and bridge maintenance, and customer service, as described throughout the remainder of this plan.

4. A. Incident Response Operations

Experienced, effective, and timely response to emergency situations is ICA’s most urgent and critical service. For over a decade, ICA has seized opportunities to build strong partnerships with State Departments of Transportation, State Law Enforcement, and other emergency responders, enabling us to excel in the delivery of incident response and emergency services. This experience has allowed ICA to develop an unparalleled depth of capability, knowledge, and proven dedication to service under emergency conditions. The quality and speed of the ICA Emergency Response Plan have received accolades from State Departments of Transportation and State Law Enforcement Agencies.

We believe that our team is the best qualified to provide incident response services for the Turnpike Enterprise Project for the following reasons:

- ICA is well versed on Turnpikes response levels having spent 7 years of service to the Polk Parkway, Veteran’s Expressway, and Suncoast Parkway from 2003 to 2010.
- Exceptional Team credentials.
- Wealth of existing professional and technical personnel, equipment, and materials located in the region due to our current work for OOCEA on SR-429 and SR-414 in the Orlando area. Our extensive existing presence and involvement on this and other nearby roadway and structures project offers Turnpike tremendous resources to meet the needs of any routine or emergency situation.
- ICA has actively participated on the Turnpike, Tampa Regional, and D1 Polk County Traffic Incident Management (TIM) Teams through our past work for Turnpike and our current projects, including RISC response support to teams in our FDOT District 6 project for interstates in Miami-Dade County.
- Exceptional record of emergency repair including the emergency replacement and reopening of the I-375 and Licata bridges within 25 days, nine days earlier than expected.
- Repair of severe damage to the Gandy Bridge caused by impact from a 285 foot barge carrying 1,000,000 gallons of liquefied propane within 14 days.
- Numerous major emergency repairs including major repairs to Sunshine Skyway dolphins and fender systems
- Proven timely response by ICA within Florida over the last 12 years for arrival on scene, establishment of MOT, assessment of structural damage, and response to incidents including hurricanes, vehicle fires, accidents, high winds, and fog.
- Letters of Recognition from DOT, local government, and law enforcement officials including Donald J. Skelton, FDOT District 7 Secretary, and Mayor Rick Baker of the City of St. Petersburg (see Appendix)
- Extensive ICA and Team Partner experience responding to severe and complex emergencies within Florida and across the Southeastern United States.
- Active participation in field contra-flow exercises involving I-75/US-27 with FHP, NC, and FDOT.

4. A. 2. ICA’s Emergency Response Services

ICA understands the critical emergency functions being entrusted to the Contractor through the Florida’s Turnpike System Mainline, the Seminole Expressway, the Beach Line Expressway, the East-West Expressway, the Southern Connector Extension, and the Western Beltway project, and will staff and operate this project to ensure a high level of emergency response and continuous emphasis on public safety that have become the tradition with the Turnpike Enterprise. In particular, ICA will place major emphasis on emergency operations and will be especially sensitive to timely and effective response and the impression we make on Turnpike’s behalf with FHP, local law enforcement, emergency responders, public officials, and the
community. With over 12 years of experience performing emergency response services on behalf of the Florida Department of Transportation, ICA will deliver a positive immediate and long lasting impression through the quality of emergency services and support provided to the general public, emergency response partners, and government officials.

We will prepare and maintain a dedicated incident response trailer well-stocked with brooms, buckets, cones, signs, cold patch, absorbent materials, and everything else needed to install long-term lane closures. ICA, in cooperation with FHP, will deploy the necessary equipment and manpower to reopen the roadway if there is a delay in clearing the travel lanes, or if the task is beyond the capabilities of the wrecker service on scene. ICA will assist with the relocation of spilled materials, including the possible relocation of these materials or any vehicles from the travel lane for the minimum possible distance to eliminate traffic hazards.

4.4.3. Plan for Compliance with Open Roads Policy

ICA will support the goals of the FHP/FDOT Open Roads Policy by responding and deploying resources within 15 minutes of initial notification, 24 hours per day, 7 days per week, including holidays. We will also brief the Turnpike of our plan to deploy response resources according to the goals established in the Open Roads Policy within 15 minutes of notification.

ICA trains its responders on safety standards adapted from the Federal Highway Administration and prioritizes personal safety, the safety of victims on the scene, and the safety of other motorists. To provide Turnpike with the best possible information about our response plans before deployment, it will be crucial to have well-trained dispatchers trained to take the calls and gather as much detail about the incident as possible on the front end. This helps us formulate the best possible response deployment plan within that 15 minute window.

During work hours (Monday – Friday 7:00 a.m. to 5:30 p.m.), ICA will arrive on-site with the necessary manpower and emergency response equipment to provide initial traffic control within 30 minutes from the time of initial notification. During non-working hours, ICA will arrive on-site and take necessary action within 60 minutes. ICA personnel will be ready and well-equipped to assume traffic control functions, and take over the maintenance of traffic responsibilities from law enforcement personnel at the site within 15 minutes after their arrival on scene. Emergency response personnel will be available 24/7 to ensure timely incident response services. We will submit a summary of incident responses to the Turnpike with the monthly invoice, as called for in the RFP.

4.4.4. Traffic Incident Management

Because of the strategic regional location of Florida’s Turnpike System Mainline, the Seminole Expressway, the Beach Line Expressway, the East-West Expressway, the Southern Connector Extension, and the Western Beltway project, there are Traffic Incident Management (TIM) teams involved with this project, including the Turnpike TIM and the District 5 TIM. We will participate with these teams to maintain an understanding of the essential TIM issues and build relationships with key stakeholders, and foster the communication needed to successfully coordinate and implement emergency management plans. In addition, ICA will work closely with our partners to coordinate the Department’s responsibility at the scene of an incident, including the implementation of Rapid Incident Scene Clean-up (RISC) at an incident. We have past and current experience with RISC, and our team was even featured in a RISC demonstration video created during the Semi-Annual Joint Miami-Dade/Broward Traffic Incident Management (TIM) Meeting. The meeting was held to create a platform for TIM partner agencies to discuss ongoing initiatives, activities, or events that affect the surface transportation system of the southeast Florida area. The meeting is hosted by FDOT’s District Six and District Four TIM Teams to provide partners with an opportunity to voice concerns and raise questions regarding Department-related projects. The video can be viewed by using the URL below:

http://www.youtube.com/watch?v=3HPfEj0TCqI&feature=share&list=UUZzY98VgZEdhHd0jvnjB4FA
We will serve as Turnpike's representative in all RISC activation events for this project. We will coordinate the efforts of RISC contractors and keep track of the arrival, start, clearance and completion time to make sure approved equipment is used during incident clearance. Additionally, we will assume command of the incident scene once final clearance has been achieved.

4.4.5. ICA'S Emergency Management Plan (EMP)

ICA's Emergency Management Plan (EMP) is an essential element of ICA's incident response program. The EMP has been established to provide a framework for ICA's emergency services and demonstrates ICA's commitment to performing at the highest possible level in pre-event preparation, post-event initial response, and post-event recovery. ICA's EMP includes a comprehensive plan for emergency management and incident response, and will contain a list of key personnel and their training as it relates to incident management. ICA will update the Emergency Management Plan in April of each year in coordination with the Turnpike, incorporating lessons learned from past experiences. ICA will implement the EMP consistent with the contract requirements for Florida's Turnpike System Mainline, the Seminole Expressway, the Beach Line Expressway, the East-West Expressway, the Southern Connector Extension, and the Western Beltway project. ICA'S EMP includes details and technical plans for weather and non-weather emergency related incidents including rain, flooding, fog, tornados/winds, hurricanes, wildfires, minor and major vehicle crashes, structure collisions or failures (when included in the RFP), hazardous materials releases or abandonment, and terrorist attacks. ICA'S EMP will include:

- Coordination with other emergency responders
- Notification to the Turnpike and general public
- Plans to ensure compliance with the Open Roads Policy
- Incident Management plans for specific event types
- Assistance and adherence to the Incident Command Structure
- Establishment of communication through PIC and other Division Heads
- Handling of bridge hits including immediate notification to Turnpike and FDOT
- Motorist safety
- Spill mitigation and cleanup
- Disposal of hazardous and non-hazardous waste
- Establishment and maintenance of detours
- Emergency Repair
- Debris removal
- Evacuation and one-way evacuation response
- Submission of reports

4.4.6. Third Party Claim/Damage Reimbursement

ICA recognizes the importance of restoring essential transportation system functions as soon as possible after damage has occurred to the system. ICA will notify the Turnpike's designated contact person immediately upon the occurrence of all major incidents/events and immediately upon road closure for all roadway closures exceeding one hour. Once critical functions have been restored and actual costs documented, we will pursue claims against the responsible party for reimbursement of expenses incurred, according to the contract, and consistent with Turnpike and FDOT procedures.
Damage Recovery Process

ICA employs a full-time Damage Recovery Specialist, Ms. Mary Womack. On a daily basis, she interfaces with ICA personnel and various law enforcement agencies obtaining information necessary to seek third party reimbursement for damage caused to roadway assets, including the traffic crash report, details on the precise location of the crash, and photographs documenting the damage. ICA has an excellent process for linking asset damage to actual costs for repair and subsequent reimbursement. This process encompasses the entire life cycle of the event in order to relate the initial incident response and follow up damage repair to a claim for damage reimbursement.

On average, these claims are recouped within 120 days from the date of completion of the damage repair. In some years, we see over 4,000 third party claims ranging from guardrail and sign damage to major bridge hits involving marine and roadway assets, and other severe damage. Our Damage Recovery Specialist, Ms. Womack, is also responsible for preparing the paperwork necessary to assist the Department in pursuing federal emergency relief reimbursement for catastrophic hurricane damage and other natural disasters.

4.B. Routine/Periodic Maintenance Operations

Since 2000, ICA has worked diligently to ensure the success of transportation asset maintenance as an essential tool for achieving long-term sustainability, accountability, and performance. Our Maintenance strategy for Florida’s Turnpike System Mainline, the Seminole Expressway, the Beach Line Expressway, the East-West Expressway, the Southern Connector Extension, and the Western Beltway project has been developed to encourage long-term transportation system preservation and sustainability, project performance including the enhanced performance standards included within the scope of services, and accountability for our work. Our project strategy moves beyond addressing the general requirements of the RFP to demonstrate our awareness of the long-term maintenance challenges and recurring issues inherent in rural and urban limited access facilities maintenance. We believe in consistent proactive preventative maintenance across all maintenance activities to deliver our client’s operational goals.

4.B.1. Project Maintenance Strategy

ICA will implement our routine maintenance program to ensure long-term system preservation, consistent performance, and accountability. We will develop and update our work plan to proactively monitor and maintain transportation system assets. Our work plan will include specific work orders, at specific times, at specific locations. The following paragraphs outline ICAs approach and strategy for routine maintenance and repair that will be implemented beginning on the first day of the contract. Our plan sharpens both the focus and meaning of project safety, system preservation, customer service, and ICAs accountability in achieving project goals. Using ICAs maintenance management system, managers will issue work orders, inspect work quality, verify material acceptance, document production activities, record work progress, and strive to ensure adherence to standards and specifications. ICA managers and supervisors will constantly evaluate work and compare actual results with ICAs plans and Turnpike standards. This regular daily assessment of quality will include evaluation of the amount of work accomplished, productivity being achieved, and unit cost of the work. ICA will continue to provide effective and proactive routine and periodic maintenance on behalf of the Turnpike Enterprise.

4.B.2. Materials, Equipment and Fleet Resources

ICA will obtain and manage maintenance materials, equipment and fleet resources for use on this project, and will ensure that these materials and items remain secure, well-maintained, and ready for service on demand. ICA’s Safety Manager will implement safety inspections and training to ensure the safe storage and use of fleet, materials and equipment resources.

ICA routine maintenance personnel and incident responders will use heavy duty pickup trucks as their primary operational unit. These units will provide exceptional utility for maintenance operations. Vehicles will be equipped with highway safety equipment such as traffic control equipment, arrow boards, power tools, and hand tools. Materials carried daily by all ICA crews will include sand and absorbent for minor highway spills, traffic control devices, and parts for critical repairs. All vehicles will be equipped with strobe lights and lights that are highly visible during both daytime and nighttime roadside operations. ICA will supplement our in-house fleet with specialty equipment as needed through the use of specialized subcontractors and/or rental equipment. Included as part of the Appendix is a Composition, Functionality and Capability chart that shows fleet and equipment allocations for our field crews.

4.B.3. Partners

ICA’s existing presence in Central Florida offers tremendous benefits for reaching out to the local sub-contracting community. This head-start will enhance ICAs ability to develop effective contracts, which will include acceptance standards and response times. Only contractors that are trained or pre-certified to our acceptance criteria will be selected. Multiple
contractors may be selected for some activities to ensure availability and provide vendor options for our Managers. This redundancy and buying power will also provide for a better response in a catastrophic emergency event. ICA will assist the Department in meeting the 8.6% DBE goal for this project through our use of certified DBEs.

ICA’s existing presence in Central Florida for our OOCFA contracts in combination with the substantial experienced ICA personnel and industry partners that are located throughout this region of Florida, will make mobilization for the project immediate and nearly effortless. Leading ICA’s effort alongside our Regional Manager, Derrick Jenkins, PE, and our Project Manager, Hernando Diaz, PE, will be Ernie Molina, PE, Director of Operations. Ernie possesses a unique blend of experience in public and private maintenance programs and has “hands-on experience,” having mobilized several previous start-up asset maintenance projects including direct work on our past Turnpike project for Zone 4.

4.B.5. Field Operations
Our approach will be to utilize both in-house crews and subcontractors to complete required maintenance activities. ICA’s field operations will be directed by Hernando Diaz, PE, Project Manager. Hernando will be assisted by Safety Manager Mark Sanders, Operations Manager Matt Lewis, and Larry Landrigan, Master Electrician. Supporting this effort will be ICA’s Specialized Activity Divisions for Electrical, Turf Management, and ICA’s Structure Division as needed.

4.B.6. Routine Maintenance Approach
ICA will develop an annual project work plan to ensure long term system preservation, consistent performance, and contractor accountability. A key part of our overall work planning process and our plan to achieve required MRP levels is the daily input from project staff. Our staff is trained to identify serious hazards, emergency situations, obvious MRP condition failures and rapidly deteriorating conditions. During their regular workday, ICA employees may identify features that require maintenance attention. The staff documents these deficiencies. The information is immediately entered into our tracking system which incorporates it into our routine maintenance workplan. Work plans are organized around the primary MRP elements or asset groups, which include:

- Pavement and Roadway Maintenance
- Roadside Maintenance
- Drainage Maintenance
- Vegetation Maintenance
- Traffic Services Maintenance

Pavement and Roadway Maintenance
Roadway pavement currently performs very well under standard MRP guidelines. Our current assessment of the pavement condition showcases localized unpaved shoulder failures that concur with recent MRP results. Flexible pavements are the primary pavement type on the roadway system. Pothole patching will be performed on isolated sections or by mobile operations on larger sections. Our road patrols are capable of repairing damages requiring less than 0.20 tons of material. The second component of our pavement maintenance plan includes isolated milling and resurfacing repair subcontract operations. As pavement features typically score well, ICA will continue to closely monitor the Turnpike’s pavement construction work plan and modify plans and schedules. The following identifies the key methods for pavement rehabilitation and maintenance that we will use to ensure MRP compliance.

Asphalt Pavement Repair
The focus of our work program will be prioritized first by areas indicated as poor and secondly those that scored fair. Our first step in the process will be to prioritize the system needs. Deficiencies that we have identified in our assessment are composed of depressions, pavement shoving, potholes, and edge raveling. The repair measures will be similar to those described below on the pavement type, asphalt or concrete.

- Pothole Repairs – This activity will include the use of cold patch to manually fill potholes and drop-offs. Road patrols will continually monitor their respective areas to ensure emergency repairs are made in a timely manner and within the specifications of the FDOT emergency repair guidelines.

- Skim Patching/Minor Mill and Overlays – This activity will be performed on small areas, usually <500 square feet,
with qualified subcontractors skilled and experienced with a paving operation. These repairs will occur as needed throughout the year; however, priority of completion will be continuously adjusted to accommodate safety concerns.

- **Mill and Resurface Sections** – Again, our specialty pavement subcontractors with access to Florida approved asphalt plants and materials supply, will perform areas needing mill and resurfacing on asphalt pavement.

**Concrete Pavement Repair**

Although the system is composed of very little rigid pavement, we feel it is important to have a plan in place to mitigate any rigid pavement failures. Trained ICA technicians will perform minor repairs and specialty subcontractors will be used to perform more complex concrete pours and crack sealing measures.

- **Emergency Spall Repair** – This activity will include the use of specialty concrete repair mixes found on the Department’s Qualified Product List. These mixes will be used to fill potholes and drop-offs. Similar to flexible asphalt, this task will be accomplished daily/weekly within our in-house operations.

- **Crack Sealing** – Concrete crack sealing will be our preferred preventative technique for avoiding full-depth slab repairs. These measures will be performed during the spring and summer seasons to reduce stormwater and debris infiltration into sub-base surfaces that can precipitate premature slab failures.

- **Pressure Grouting** – Functionally depressed pavement slabs are often a result of failures in the base course and will be corrected with pressure grouting techniques, which will be performed by specialty subcontractors.

**Roadside Maintenance**

The characteristics under the MRP roadside element group include unpaved shoulders, front slopes and fencing. In our assessment, unpaved shoulder and front slope showed marginal scores. ICA will closely monitor these characteristics, adjusting our maintenance work plan as conditions and scores indicate the need. These failures are typically due to excessive drop-off – over 3” for unpaved shoulders and ruts over 6” for slopes. Based on our condition assessment and analysis of historical MRP, we have determined that these areas will be a part of our concentrated efforts during our yearly work plan.

The majority of deficiencies result from low spots on the adjacent grade, and our remediation plan will include repair by our field crews. Our annual assessment will result in specific work orders for correction of designated roadway sections. After we re-establish the correct grade lines, areas will be sodded or seeded as appropriate. Shoulder and slope failures will be repaired continually throughout the year as deficiencies are identified by our assessment.

During the summer months and periods of excessive rain, slope washouts are frequent. Typically, our road service patrols identify, document, and report these deficiencies. Safety related slope washouts will be given priority in the work plan.

Fencing is a roadway feature along the project limits. This project has enhanced MRP criteria for fencing, which will require our staff to give it special attention. Failures of MRP criteria for this characteristic are usually due to damages from fallen trees, including gaps and damaged or bent posts. Our plan for management will be to stock adequate repair materials and to make repairs upon discovery.

**Drainage Maintenance**

Florida’s climate, topography, and proximity to both the Atlantic Ocean and the Gulf of Mexico make the project areas susceptible to large volumes of stormwater on the roadway system. Keeping the roadway drainage infrastructure maintained properly is essential to ensuring safety and proper roadway functionality. Although we did not identify localized MRP failures in our assessment, we do understand the critical function drainage plays in the serviceability of the roadways system. We will use identification and asset condition assessment followed by execution of work by our field crews. Most failures are due to excessive siltation, vegetation and other flow blockage, and we will proactively address these issues.

Our field crews will be equipped with typical landscaping equipment, heavy-duty trucks and trailers. The best maintenance results are achieved through manual removal of vegetation and siltation build-up following herbicide applications. These crews will be trained in effective work methods for cleaning out these structures and returning their flow capacity back to design levels. Other MRP drainage characteristics have performed well as a result of the correct maintenance methods used by our crews.

- **Side/Cross Drains** – Maintaining these structures 60% free of obstructions or to meet MRP criteria is our goal. Similar to miscellaneous drainage our crews will include aquatic herbicide to prevent vegetation obstructions.
• Roadside/Median Ditch – The current MRP criteria require that ditch bottom elevations not vary from the original design elevation more than ¾ ft the difference between the edge of pavement elevation and the ditch design elevation. Our goal will be to keep roadside and median ditches as close to the original design flow as possible. Our strategy will include preventative aquatic herbicide application followed by continuous monitoring efforts. Our crews will be fully capable of digging and re-shaping ditches as needed.

• Outfall Ditch – The performance criteria for outfall ditches requires that the original ditch bottom elevation not vary more than 1/3 of the difference between natural ground and the ditch design flow line. Most all the ditches in the system are performing well. We will continue to assess the needs as they occur and use our crews and subcontractors to ensure flow pattern are effective.

• Inlets – All inlets, curb, and sidewalk inlets, ditch bottom inlets, valley gutter inlets along mainline guardrail and manholes must be 85% clear of obstructions with no damage to the grating, structure or man lid elements. We will manage this standard using two different methods. For those inlets located on the roadside, effective turf mowing practices will be used to ensure that the structures are clear of nuisance vegetation. Also, the majority of the locations on mainline roadway, which have inlets, will include an herbicide subcontract. Where grating repairs and structure repairs are needed, our in-house crews and specialty subcontractors will perform them.

• Roadway Sweeping – Current MRP criteria requires accumulation not be greater than 3/4 inch deep for more than one continuous foot in a travel way or not exceeding 2 ¾” in depth for more than one continuous foot in any gutter. We have prepared a sweeping subcontractor contract with specifications designed to meet these performance criteria. Our specialty subcontractor using vacuum sweepers within a fully compliant mobile operation will maintain these features to ensure compliance.

Vegetation Maintenance

Some of the most visible features of the roadway system are included and scored as parts of the vegetation MRP element. Many of these features are neither safety elements nor serve as vital components of the roadway function, but do serve an important role in public perception and providing a pleasant roadway aesthetic. ICA will put significant emphasis on maximizing the elevated MRP criteria scores of this element, thereby creating a positive impression of the roadway landscape. Currently, we feel the vegetation characteristic scores can be improved.

ICA has a well-defined maintenance management plan, including detailed subcontractor specifications that will ensure that our mowing operations meet or exceed the MRP requirements. Turf, depending on an urban or rural classification, has specific mowing heights by mowing type: large and small machine between 5-12” for urban and 5-18” for rural; and 2-24” slope mowing.

Our management plan divides the roadway into sections with the needs and conditions of each section evaluated separately. System-wide cycle mowing does not always accomplish the desired goal. Our strategy is to evaluate growth conditions of each section independently. This approach helps ensure that the entire system is mowed properly. We will use our well-trained mowing and litter removal in-house crews to perform some of the work and subcontract mowing operations on the remaining portion. Our subcontracting operations will be followed by a Quality Control inspection to ensure a proper compliance with standards and specifications. In the event MRP scores, weather, or customer request merit increased activity, we have the ability to increase the prescribed mowing operation cycles to accommodate performance criteria. Mowing and litter removal are the key fundamental maintenance activities needed on the roadside to ensure that performance criteria are met.

The MRP criteria for tree trimming requires the absence of dead or dying trees combined with clear zone encroachment specifications. Our plan for management of this activity includes a systematic inspection of the ROW wood line and specific identification of dead or dying trees and clear zone encroachment.

Our assessment combined with the current MRP scores show very few sections that require immediate attention in order to become MRP compliant. Our plan for correcting these deficiencies includes the combined efforts of our in-house crews. Our in-house crews will fell/land dispose of dead trees and perform minor trimming, and our subcontractors equipped with specialty equipment such as saws, power shears, chippers and bucket trucks, will complete any long-line shearing, power trimming, clearing and mulching.

Landscaping areas have become more common on the Florida Turnpike, especially in the Orlando area. The increase in landscaped areas in recent years has made this characteristic a significant component of the vegetation management plan. Typically, these landscaped areas are composed of ornamental grasses, cabbages, date palms and flowering trees such as crape myrtles and oleanders. Our strategy for managing MRP compliance includes these main activities: weed removal, mulching,
pruning, shearing and trimming, and replanting. We will include the execution of these activities to levels corresponding to MRP criteria by our specialty-landscaping subcontractor. Our overall goal is to maximize the aesthetic appeal and attractiveness of the sites and meet MRP requirements.

Traffic Services Maintenance

RPMs, striping, symbols, guardrails, attenuators, signs, object markers, delineators and highway lighting all serve to alert a motoring traveler to risks or hazards and therefore, have higher weighting than the other elements of the MRP. Most of these characteristics are routinely affected by traffic incidents involving third parties. Our proven incident management program with quick identification, planning and execution actions ensures that these characteristics are MRP compliant. The current MRP scoring for the characteristics in the Traffic Service group are meeting the minimum characteristic score; however, guardrail is in danger of not meeting the elevated score of 95. Our assessment of the project area actually indicates that we will need to monitor guardrail closely to ensure that it meets all standards.

We ensure that traffic services characteristics will be at their designated performance level. Our defined management approach for each characteristic follows below:

- **RPMs** – Combined with our internal condition assessment, nighttime reflectivity inspection, and historical knowledge, ICA will anticipate the RPM needs of the project. MRP deficiencies are usually a combination of both missing RPMs and poor reflectivity. Our experience and analysis have shown that the most effective approach will be to schedule RPM installation in the summer, fall, and spring. At each of the three annual condition assessments, we will identify RPM failures on the system and perform sectional replacement where needed. Also, our field crews will monitor daily for missing RPMs and replace them upon discovery.

- **Pavement Striping and Symbols** – The latest MRP results indicate that striping meets current standards. ICA will continually evaluate the striping conditions within the system three times during the year as part of our annual condition assessment program and randomly as our key personnel drive the roads, especially at night. ICA will use specialty long-line striping subcontractors to perform required maintenance on roadway sections that are excessively worn, faded, or have poor reflectivity and failure to meet MRP criteria.

- **Guardrail and Attenuator Systems** – These systems are critical safety features that protect travelers from various hazards. ICA will rely on both MRP and the Department procedural inspections and its own condition assessments to identify and correct deficiencies.

Repair procedures require our traffic service maintenance technicians or supervisor to verify that the new installation is in compliance with current MRP and FDOT design standard specifications. The majority of maintenance on these systems will be performed by our specialty subcontractors. Our in-house crews and inspectors will handle the procedural inspections and minor deficiency repair that result from them.

- **Signs, Object Markers and Delineators** – These assets are critical to regulatory traffic compliance, warning, hazard identification, and informational guidance. It is essential that these features be maintained within MRP criteria. Similar to guardrail and attenuators, the traffic signs require procedural inspection. Our in-house maintenance technicians will correct deficiencies both before and after this evaluation.

Our maintenance methods, designed to ensure passing MRP scores, include sign straightening, hardware change-out, foundation repairs and modifications, panel changes and cleaning, installing new reflective sheeting and for delineators, post alignment and re-installation. Our crews work daily on these features and are responsible for completing internal checklist, which requires inspecting every feature that was worked on. Additionally, with our routine condition assessments, other MRP deficiencies will be identified and corrected. We are confident that our strict adherence to FDOT specifications and MRP criteria, our comprehensive sign, delineator and object marker maintenance program will be effective.

4.C. Bridge Maintenance Operations

ICA understands the critical emergency functions and routine/periodic bridge maintenance and operations responsibilities being entrusted to us through this project, and we will staff and operate this project to ensure a continuation of the high level of emergency response, structures operations, and continuous emphasis on public safety that have become the tradition on the Turnpike. All structure types – bridges, qualifying culverts, High Mast Light poles, over-lane sign structures and Non-qualifying culverts, will get equal attention and priority for maintenance in our work program. In particular, ICA will place major emphasis on emergency and routine operations, and we will be especially sensitive to timely and effective incident response and the impression we make on the Turnpike's behalf. With 12 years of experience performing emergency response
services and Asset Maintenance on the largest roadways and all types of structures in Florida, ICA will deliver a positive, immediate, and long-lasting impression through the quality of emergency services, and routine maintenance and operations provided to the general public, emergency response partners, and government officials.

4.C.1. Routine/Periodic Bridge Maintenance Operations

Identifying maintenance and repair needs is critical to properly maintained structures. Our team will use several methods to ensure the proper execution of preventive maintenance and to minimize minor, periodic, and major repairs:

- Structures Inspection Reports and Recommended Feasible Actions
- Maintenance Crew observations
- Observations by others such as Highway Patrol, Road Rangers or travelling public
- Scheduled routine/preventive/minor maintenance
- Notifications of damage

In addition to these planned methods, the structures will also be frequently observed by maintenance crews, subcontractors, and supervisors performing their routine duties. These observations may result in the identification of routine/preventive maintenance needs not found by other methods. Deficiencies will be classified as routine/minor or periodic and shared with appropriate Turnpike staff. Through the timely scheduling of routine maintenance and repair activities, prevention becomes a primary maintenance tool. ICA will use our proprietary asset maintenance software tool, BridgeWeb™, to assist throughout our entire structures maintenance process. Work orders for repairs will be generated from bridge inspection reports and go through our Feasible Action Review Committee (FARC) process utilizing BridgeWeb, and recommended repairs will be prioritized and tracked relative to immediacy of need.

As stated, ICA’s approach is to use both in-house crews and subcontractors to complete required structures maintenance activities. We know the Turnpike is concerned about prompt response to certain maintenance activities that may not lend themselves to outside contracting or subcontractors that struggle with quick responses to critical tasks. Consequently, ICA has programmed in-house structure crews to carry out assigned work activities, the crews will be geographically located and certified in MOT. Therefore, ICA can guarantee prompt responses to critical activities.

These crews, supplemented by ICA’s pre-existing internal Heavy Bridge Crew, will also perform time-sensitive activities, periodic repairs, and some emergency bridge repairs. Due to our extensive structures work on other FDOT contracts for the last 12 years, we have existing arrangements already in place for all underbridge access equipment, and heavy equipment needed for our work.

We have selected a small sampling of bridge related maintenance activities in a chart entitled ICA/Turnpike Maintenance Responsibility (Structures Specific), included as part of the Appendix, to further demonstrate our understanding and experience with the various Structures Maintenance Responsibilities listed in the Scope. These activities are based on the Department’s Bridge Maintenance and Repair Manual, Maintenance Management System (MMS) Handbook and staff that are highly experienced in all kinds of structures maintenance.

ICA has previously noted our philosophy of timely execution of routine and preventive maintenance as the chief source of minimizing costly repairs and rehabilitations. The development of our Structures Maintenance Operations Plan is done with that focus.

Lighting System Preventative Maintenance

ICA crews and Electricians will conduct routine lighting system checks in accordance with the FDOT Bridge Operations and Maintenance Manual requirements, including navigation lights, High Mast lights, flood lights and underbridge lights. This information will be recorded on our bridge lighting checklist and corrected per procedure. Correction items and dates will be logged. ICA recognizes the importance of the lighting system and its critical relationship to motor vehicle, pedestrian and marine traffic safety.

BridgeWeb™ Management System

At the heart of our Structures maintenance activities will be BridgeWeb™. BridgeWeb™ is an ICA owned, internet-based collaboration/management/work order system consisting of a host of tools to provide project specific shared communications between all contracted parties and our clients.
• A repository for inspection reports, plans, correspondence, etc. that are easily retrievable by structure number;
• AFARC processing system that allows “live” in-meeting editing and assignment of work orders on the screen;
• A work order tracking system that provides greater detail for work crews and QC tracking and mirroring of the MMS WOM file creation and input process;
• A storm event tracking system, tied directly into NOAA, that assists in identifying affected structures providing the necessary information and forms, in digital format, for post-event response;
• An incident response site (dedicated to “Other Incidents” such as major vehicular accidents) that is a common access point where all parties involved share information, such as photos, videos, plans, sketches, and is capable of instant group voice communications, like an open conference call, accessible by any phone calling a single number.

ICA will use our BridgeWeb™ system on this project extensively and will provide the Turnpike’s staff full access and input capability into our BridgeWeb™ FARC system. In this manner, we will be able to conduct the FARC meetings, on screen, with the inspection reports attached for reference, and edit and assign work order responsibility during the meeting. The system will then use the recommendation language (written in plain English) to create our work orders while simultaneously translating it to MMS scripted WOM file, using the necessary synonyms to fit the 100 character limitation. BridgeWeb™ tracks the MMS WOM upload file for QA purposes. It also acts as a secondary QA on the MMS. This system has been used for years successfully for the Department in Districts 1 and 7 and can quickly be implemented on this project.

Feasible Action Review Committee (FARC) and Work Orders

ICA will establish a Feasible Action Review Committee (FARC) for structures that have inspection reports routinely produced. The committee will include at least one Florida Registered Professional Engineer (PE) and will review all recommended repairs and establish a plan of action for each. The committee will work closely with the Turnpike in setting priorities for the work and discuss how and when specific repairs will be made. If the required work falls outside the RFP scope of services, ICA can develop a detailed cost estimate for the Turnpike’s approval before initiating the work. The Feasible Action Review Committee will coordinate and prepare the final actions for recommended repairs.

ICAs managers will ultimately be responsible for managing the work orders through their life cycle. Upon completion of a work order, the Crew Foreman will report on work performed in our Daily Crew Reports and include photos of all completed repairs. ICA’s Operations Manager will be responsible for approving the work performed by in-house crews, including field inspections as needed and will provide a “sign-off” on the work before the work order may be closed in MMS, verifying that it was properly completed. Our Operations Manager will also check the MMS system weekly (a standard ICA process), to ensure that there are no delinquent work orders and that work orders with a “short fuse” get completed prior to their due dates. With existing MMS access already in place for our staff and ICA having done this for 12 years for thousands of other structures around Florida, this will be a seamless and trouble-free process for the Turnpike.

Outstanding Work Orders

Upon execution of the contract with ICA and Notice to Proceed, ICA will immediately complete any outstanding Priority I or II work orders with our structures staff from other projects to meet the Performance Criteria and Timeliness requirements. For any outstanding Priority III work orders, we will convene a FARC meeting to evaluate them and review the various maintenance responsibilities, i.e., Minor, Periodic, Major, etc. The objective of this meeting will be to re-evaluate and confirm the previous work order priorities and schedule their aggressive completion. The Turnpike will always be invited participate in this and all future FARC meetings.

Incidental Structures Engineering Services

ICA will provide all engineering functions necessary to implement the maintenance and repair for the Turnpike structures under this contract. Incidental engineering that will be required has been defined into two primary categories — engineering services necessary to provide analysis and repair designs for Minor and Periodic maintenance, and analysis and design in response to emergencies resulting from major incidents and emergencies.

ICA is uniquely positioned to perform inspection and engineering services, as we have in-house services through our full service engineering subsidiary, Florence & Hutcherson. Through existing arrangements with other subconsultants, we can also immediately call on several engineering and specialty firms, if needed. Several of our team’s staff have been involved in the construction and maintenance of state bridges and responded to dozens of emergencies from over-height truck hits to fuel tanker explosions on bridges and therefore have considerable insight and experience in quickly assessing safety, damage and repair needs.
The procedure to facilitate this evaluation is as follows:

1. The Law Enforcement or Emergency Officer in charge of the accident scene shall render a decision regarding the need for a closure and if it is necessary for a structural review. If necessary, the facility shall be closed or remained closed, subject to this determination.

2. If so determined, Transfield will immediately notify our contract consultant to immediately initiate such a review.

3. Short-term detour routes will be established if necessary.

4. The consultant shall review the structure and advise Transfield of the findings and recommendations. If a deficiency is sufficiently critical to warrant immediate, substantial traffic restriction, or closing of the structure, the Transfield Project Manager or designated representative must be verbally notified immediately. Verbal notification must be confirmed with written notification within 48 hours. The Transfield Project Manager will be responsible for notifying the client.

5. Long-term detour routes will be established and maintained as required.

6. A repair plan will be formulated by the appropriate staff.

Transfield will use only qualified and experienced consultants to perform structural inspections and reviews. The consultant will meet requirements as determined by the client's rules, regulations and procedures. For example, bridges, culverts and pole inspections in Florida will be according to the National Bridge Inspection Standards or be confirmed officially by the Florida DOT as a Certified Bridge Inspector. Qualifications for certification as a bridge inspector are stated in the Rules of The Department of Transportation.

Field inspections must be conducted in strict accordance with all applicable Federal, state and local laws, rules, codes and regulations. The Professional Engineer or Certified Bridge Inspector on site shall be responsible for the detection, determination and recording of the structure's condition, which must include the personal inspection, and review of all significant deficiencies or deviations. This individual is responsible for assuring the accuracy and completeness of data and records compiled.

4.0 PETROLEUM PRODUCT SPILLS

Definitions

For the purposes of these guidelines, the following definitions apply:
Absorbent materials are any materials, manufactured or natural that may be used to absorb spilled fluid, and may include commercial absorbents, saw dust, floor sweep, peat moss, absorbent pads, sand, clay, or even topsoil.

Cargo means the commercial (or other) materials being transported by the motor vehicle. Materials that are an intrinsic part of the vehicle itself are "non-cargo", even if the vehicle is a commercial vehicle.

Commercial vehicle is one that carries cargo of commercial materials for pay, and may include, but not limited to, small, medium, and heavy trucks; panel trucks and vans; tractor-trailers; and commercial busses.

Hazardous materials (HAZMAT) are materials posing immediate life-threatening danger to people and property, as defined in the US DOT "North America Hazardous Materials Guidebook."

Private vehicle is any vehicle that is used for the personal transportation of its occupants on a not-for-hire basis, and may include, but not be limited to, passenger cars and cycles, vans and SUVs, motor homes and recreational vehicles, and busses used for private purposes.

Responders may include fire rescue, wrecker operators, service patrols (Road Rangers), contractors, and DOT or local highway agencies.

Responsible party is the entity having dominion over the product prior to the spill, not necessarily the party responsible for the accident.

Spill means the expulsion of any vehicle fluids upon the roadway itself or the abutting areas that cause an immediate threat to traffic by hindering its normal operation in any way (covering surfaces causing slicks, dripping onto traffic below, etc.).

Vehicle fluid, or simply fluid(s), are non-cargo liquid materials that are spilled from the vehicle, such as gasoline, diesel fuel; motor oil; coolants; transmission, brake and hydraulic fluids. These may originate from the engine, drive train, fuel tanks, wheel assemblies, compressors, air handlers, or any component of the vehicle, including tractor and trailer, as applicable.

Scope and Purpose

These guidelines only apply to spilled motor vehicle fluids from private and commercial vehicles used for the operation of the vehicle. They do not apply to any hazardous material cargo spill.

The full extent of these guidelines covers crashes involving commercial vehicles. Spilled fluids from passenger vehicle crashes are exempt from regulation with respect to removal and reimbursement, but should be routinely cleaned up by responders and/or vehicle owners in accordance with this guideline for clearance.

Spilled vehicle fluids are generally petroleum products, and most commonly are crankcase engine oil or diesel fuel, but they may also include transmission, hydraulic, or other
fluids. Typically, absorbed vehicle fluids rarely fail the Toxicity Characteristic Leaching Procedure (TCLP) and thus are usually not hazardous wastes.

The purpose of this procedure is to facilitate the removal and disposal of all contamination resulting from a petroleum products release. In full adherence with the Florida’s Turnpike Enterprise Emergency Spill Response Guidelines, it’s their intent to expedite the entire process of clearing a roadway incident while safeguarding the environment and maintaining the safety of all parties involved. Depending upon the extent of contamination and other factors, the Transfield procedure consists of the following areas:

- Transfield Notification
- Client Notification
- Initial Site Inspection
- Cleanup Coordination

TRANSFIELD SERVICES area personnel will be responsible for traffic control. An explanation of our responsibilities regarding the above referenced items follows coordination of cleanup contractor’s activities as directed by the Project Manager.

**STAY CLEAR OF ALL SPILLS, VAPORS, FUMES AND SMOKE APPROACH INCIDENTS FROM UPWIND**

4.1.A. **Transfield Notification**
Transfield may be made aware of petroleum product releases by the client, highway patrol, Sheriffs and the local fire department or, in some instances by Transfield area personnel during their day-to-day operations.

4.1.B. **Initial Site Inspection**
An initial site visit should confirm that accurate information is being relayed to all involved parties. A Transfield representative will perform the initial site visit. Also, the initial site visit should be done with extreme caution if the type of material involved is unknown. Abatement should be attempted with caution using commercial absorption materials or sand. Information to be gathered during the initial site visit is as follows:
- Location, route and milepost of spill;
- Type, amount and physical state of all hazardous materials involved;
- Flares or other heat generating devices will not be used until it is confirmed that no surface, airborne or other combustibles are present;
- Type of traffic control setup required; traffic control coordination;
- Name and phone number of responsible party, owner and vehicle driver, if applicable;
- Possibility of direct discharge into surface waters;
- Names and phone numbers of representatives of any regulatory agencies involved;
- Estimate of duration of closure;
- Names of agencies notified;
- Detour information;
- Name of environmental contractor responsible for cleanup, if known; and
- The Highway Patrol accident case number.

This information will be entered into an "Incident Report" form (included at the end of this section). Items on this incident report form must be completed, kept on file and forwarded to the client on request. Part of this field report may be a sketch of the area. This sketch should show the area of contamination and appropriate distance from various landmarks such as the R/W fence or edge of roadway.

During this site inspection it might be necessary to arrange or assist in providing a means of traffic control. This could involve providing barricades or directing the cleanup contractor, if present, in the proper location for their traffic control devices. Traffic control provided by Transfield will only be used until the cleanup contractor can replace them. If violator is unknown, Transfield will continue traffic control until cleanup is complete.

4.1.C. **FHP/Client Notification**

The Florida Highway Patrol (Troop K) is usually the first responder on the scene of an accident. If they are not at the scene of an accident Transfield will notify at *FHP or (561) 640-2831 or (954) 934-2200 24 hs.
Immediately after Transfield will notify the Turnpike’s Traffic Management Center at: TURKEY LAKE HEADQUARTERS (ORLANDO) TRAFFIC MANAGEMENT CENTER (407) 264-3363 (Nextel: 158*21*1960)

The TMC will handle all communications between various Turnpike Departments and will coordinate information and communication for the incident.
In case TRANSFIELD SERVICES be unable to contact the TMC the following primary and secondary contacts will be contacted:

<table>
<thead>
<tr>
<th>Zone Manager</th>
<th>David Tilki</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office:</td>
<td>(813) 558-1117 x 25</td>
</tr>
<tr>
<td>Mobile:</td>
<td>(813) 376-3120</td>
</tr>
</tbody>
</table>

In the event Transfield is unable to reach anyone listed above the following contacts will be called:

<table>
<thead>
<tr>
<th>Jeremiah Marek</th>
<th>Ademola Adelekan</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPDES Coordinator</td>
<td>Roadway Operations Manager</td>
</tr>
<tr>
<td>Office:</td>
<td>(954) 934-1213</td>
</tr>
<tr>
<td>Mobile:</td>
<td>(954) 868-4851</td>
</tr>
<tr>
<td>Home:</td>
<td>(954) 472-5907</td>
</tr>
<tr>
<td>Office:</td>
<td>(954) 934-1224</td>
</tr>
<tr>
<td>Mobile:</td>
<td>(954) 868-4796</td>
</tr>
<tr>
<td>Home:</td>
<td>(954) 922-8649</td>
</tr>
</tbody>
</table>

Many instances involving fuel spills attract the attention of the media. Public statements are to be given by the client. A representative of Florida’s Turnpike Enterprise Public Information Office (PIO) will provide all statements requested by public media. Under no circumstances should Transfield representatives offer information to any media source. Transfield and environmental response personnel should notify the Zone/Contract Manager of pending media interest. If there are no other Turnpike Emergency Response personnel on the scene Transfield will contact the PIO.
via the TMC. Transfield will keep the client informed of details, as they are known.

4.1.D. **Cleanup Coordination**

It is the duty of the "Responsible Party" for causing the incident to hire a HazMat contractor. Responsible Party is the individual or company that owns or operates the vehicle that has spilled the fuel, not the vehicle that has caused the accident. The Responsible Party will contact an Environmental Emergency Response Contractor to clean up the contaminated area. Should the Responsible Party not have a contractor Transfield will refer them to the FDEP list of Approved Environmental Emergency Response Contractors (Attachment M). The contractor will be required to remove all contaminated materials. The Responsible Party or their insurance company will pay the contractor. The Responsible Party will also be required to return the disturbed area to its original appearance and condition. Transfield shall ensure that the cleanup is done to client standards and in accordance with FDEP requirements.

If the Responsible Party does not or cannot respond in a timely manner or if RISC (Roadway Incident Scene Clearance) has been activated the Turnpike’s Environmental Emergency Response Contractor, Handex Environmental Inc. will be called in.

In this situation the Responsible Party will forfeit the right to have their Environmental Emergency Response Contractor conduct the initial clean-up.

```
HANDEX ENVIRONMENTAL, INC.
EMERGENCY RESPONSE: (561) 573-9384 or (561) 573-5299
Contact: Bobby Sevret, Senior Project Manager
Office: (352) 735-1803
```

Only the Director of Environmental Management Office (DEMO) and persons he has authorized may initiate work by Handex Environmental. If the use of Handex Contract is required Transfield Project Manager will call Mr. Mark Mulligan or Jeremiah Marek (contact information listed in section 4.1.E)
Clearance Procedure

In situations involving the spillage of vehicle fluids on a roadway from both commercial vehicles and private vehicles, the preferred clean-up method is to soak up as much material as possible using absorbent materials. Also, move the absorbent materials out of the travel lanes and store at the roadside, preferably well off the shoulder. In some cases the material may be containerized and placed in the damaged vehicle(s) for removal by the towing company. Note: DOT and other crash-scene responders may apply absorbents and sweep off travel lanes regardless of the quantity. It is not necessary to await a licensed clean-up contractor.

Clean up normally involves the use of granular absorbents or vermiculite, floor sweep, peat moss, pads and booms, clay, or topsoil. In limited situations, sand can also be used, but it is better suited for increasing friction than to be used as an absorbent. If immediately available, an alternative method for dealing with the thin film that may remain after absorbents are used is to apply a light dusting with Portland cement.

Defensive efforts can include containment or diking, soil berming, and stopping the leak at the source. These efforts not only limit the size of the release, but also can help prevent the spilled material from entering storm drains. Pails, buckets, kiddy pools, as well as hand transfer pumps are typical items used to contain and limit fuel spills on roadways.

The Responsible Party (RP) is accountable for vehicle fluid spillage, including the final removal and proper disposal of absorbents and, if needed, the subsequent site remediation. If the RP does not or cannot handle this responsibility in a timely manner, the governing authority [State, County, City, etc.] will initiate disposal and the responsible party will be billed. Clean-up actions taken by early responders do not affect or limit this responsibility.

5.0 HAZARDOUS MATERIALS

Unknown substances should be treated as hazardous materials for health and safety reasons until it has been determined otherwise. The response procedure for a hazardous materials release is dictated by the rules and regulations regarding hazardous waste adopted by DEP from 40 Code of Federal Regulations (CFR) parts 260-270. Also, the North American Emergency Response Guidebook for First Responders during the initial phase of a Hazardous Materials/Dangerous Goods Incident will supplement these procedures.

The procedures regarding hazardous waste notification and response for emergency clean up are very similar to those for petroleum-based spills. Responsible Party
Notification and Public Information responsibilities are identical to those listed for Petroleum Products Spills.

**STAY CLEAR OF ALL SPILLS, VAPORS, FUMES AND SMOKE - APPROACH INCIDENT FROM UPWIND**

Depending on the type of hazardous waste and the amount of contamination, the steps taken to remove or clean up a hazardous waste will vary slightly from that listed below:

5.1.A. Transfield Notification

The Project Manager is usually made aware of regulated substance releases by the Highway Patrol, County Sheriffs and the local fire department or in some instances the responsible party. Depending upon the location of the discharge, an Inspector will be notified. No project personnel shall be instructed to investigate the site at this time.

5.1.B. Site Inspection

Because of the varying nature, hazardous waste release sites should be declared “safe for entry” prior to any authorized site visit. Under no circumstances will Transfield personnel act as the first responder. A Licensed hazardous response team or other qualified professional must act as the first responders. They should be present at the site and declare the site “safe for entry” prior to visitation by Project personnel.

This information will be entered into an "Incident Report" included at the end of this section. Items on this incident report form must be completed, kept on file and forwarded to the client's office on request. Part of this field report may be a sketch of the area. This sketch should show the area of contamination and appropriate distance from various landmarks such as the R/W fence or edge of roadway.

During this site inspection it might be necessary to arrange or assist in providing a means of traffic control. This could involve providing barricades or directing the cleanup contractor, if present, in the proper location for their traffic control devices. Traffic control provided by Transfield will only be used until the cleanup contractor can replace them. If violator is unknown, Transfield will continue traffic control until cleanup is complete.
ATTACHMENT F
LISTING OF ENVIRONMENTAL EMERGENCY RESPONSE CONTRACTORS
<table>
<thead>
<tr>
<th>CONTRACTOR NAME</th>
<th>OFFICE (County)</th>
<th>24-HOUR #</th>
<th>RESPONSE TYPE</th>
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<tbody>
<tr>
<td>AAA Coastal Pollution Cleanup Services</td>
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<tr>
<td>AAS Oil Recovery of Florida, Inc.</td>
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<td>AAG Environmental</td>
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<tr>
<td>Affordable Environmental Audits</td>
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<tr>
<td>Cape Canaveral Marine Services</td>
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<td>Clark Environmental, Inc.</td>
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<td>Class Harbor Environmental Services, Inc.</td>
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<td>Cliff Berry, Inc.</td>
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<td>Dutch's Environmental Services</td>
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<td>EcoCare, Inc.</td>
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<td>Environmental Remediation Services</td>
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<td>Environmental Research and Restoration</td>
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<td>Florida Environmental Compliance Corporation</td>
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<td>Florida Environmental Regulations Specialists, Inc.</td>
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<td>HEPACO, Inc.</td>
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<td>Land Remediation, Inc.</td>
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<td>Landmark Consulting, Inc.</td>
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<td>Marine Industrial Services, Inc.</td>
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<td>Moran Environmental Recovery, Inc.</td>
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<td>Oil Spill Response Company</td>
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<td>On-Time Environmental Services</td>
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<td>Petroleum Management, Inc.</td>
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<tr>
<td>Railor Environmental</td>
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<td>Reactive Explosive Materials Training Group</td>
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<td>REP Associates, Inc.</td>
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<tr>
<td>Company</td>
<td>City</td>
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<tr>
<td>SWS Environmental First Response</td>
<td>Polk</td>
<td>(800)</td>
<td>852-8878</td>
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<td>Superior First Response</td>
<td>Okaloosa</td>
<td>(800)</td>
<td>350-2506</td>
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<tr>
<td>US Filter Recovery Systems</td>
<td>Broward</td>
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<td>US Filter Recovery Systems</td>
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<tr>
<td>US Filter Recovery Systems</td>
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</tr>
<tr>
<td>US Liquid Environmental Services</td>
<td>Hillsborough</td>
<td>(800)</td>
<td>624-5302</td>
</tr>
<tr>
<td>WRS Infrastructure &amp; Environment, Inc.</td>
<td>Hillsborough</td>
<td>(813)</td>
<td>610-1432</td>
</tr>
</tbody>
</table>

*Key for above response categories: Hn=Hazardous Materials, P=Pesticides, X=Explosives, R=Radiactive*
ATTACHMENT G

MEMORANDUM TO THE RESPONSIBLE PARTY
Attachment "G"
Memorandum to the Responsible Party

To: Responsible Party and Environmental Emergency Response Contractor  
From: Jorge E. Garcia, P.E., Florida's Turnpike Enterprise Acting Maintenance Engineer  
Date: December 30, 2003  
Subject: Responsible Party Requirements Following a Petroleum Products Release

---

### Requirements for the Responsible Party

The Responsible Party must contact an Environmental Emergency Response Contractor (herein after referred to as a Response Contractor) to perform clean up activities at the contaminated area. A list of Environmental Emergency Response Contractors, provided by the Department Environmental Protection, can be provided if requested.

#### Requirements of the Response Contractor

For emergency situations a permit for work on the Turnpike Enterprise is not required as the Department of Environmental Protection mandates the services. Emergency work for the purpose of this memorandum is initial remedial action as defined in the Florida Administrative Code Chapter 62-770. All required remediation after the initial remedial action will require a "special permit" from the Turnpike District. Questions regarding this permit should be addressed to the Turnpike Enterprise Maintenance Permits Department at the number shown below:

<table>
<thead>
<tr>
<th>Permits Department, Contact: Bob May, Orlando</th>
<th>Office: (407) 532-3999 ext 3473</th>
<th>Mobile: (407) 466-3636 #1802</th>
</tr>
</thead>
</table>

The Response Contractor will be responsible for ensuring the following items have been completed while performing initial remedial action on Turnpike property:

- The Response Contractor will be held responsible for following all the rules and regulations as stated in FAC Chapter 62-770 and all other local and applicable requirements.
- Prior to soil excavation, it is the Response Contractor's responsibility to have the location of all utilities field verified by contacting SUNSHINE at 1-800-432-4770. The Response Contractor is liable for any damage to utilities during excavation. The Response Contractor must provide erosion control devices as necessary to prevent sediment from entering the Turnpike Enterprise drainage system.
- If all contaminated soils are believed to have been removed, backfilling with an acceptable material can begin after a Turnpike Enterprise Environmental Contact grants approval. A Turnpike Enterprise Environmental Contact may examine soil conditions prior to granting approval for the backfilling operation. Any examination of soil conditions will be determined by the use of a Photo Ionization Detector (PID). The Response Contractor will notify the appropriate Environmental Contact at least 24 hours prior to backfilling to allow for site inspection.
- The Response Contractor may only store contaminated soils on Turnpike Enterprise property with approval from the affected Turnpike Enterprise Zone/Rightway Maintenance Contract Manager. An impervious surface such as visqueen (must be black and not less than 10 mils thick) must be placed below and above the soil to protect the contaminated soil from the effects of wind and rain. The condition of this stored soil must be checked daily to assure that it remains covered. Stored soils will be no less than 40' from the travel lane or behind a guardrail as directed by the Turnpike Enterprise property for more than 72 hours without written approval from the Turnpike Enterprise.
- After all excessively contaminated soils have been removed, backfilling with an acceptable material may begin. Approval to commence backfilling will be granted following the review of soil PID readings from the contaminated area by the Turnpike Enterprise Environmental Contact.

---
The Response Contractor will also comply with the following specific conditions while performing any of the required activities:

- The Response Contractor agrees to coordinate work at all times so as not to interfere with, or cause increased costs to any Tumpke Enterprise Contractor working in the area, or take any action which might be the basis for a claim for delay, interference, or increased costs by a Tumpke Enterprise Contractor.

- In the event that the Response Contractor or its agents or employees receive any information, either express or implied, and either directly from a Tumpke Enterprise Contractor or otherwise, which indicates delay, interference, or increased costs have been or might be caused as a result of the Response Contractor's work, the Response Contractor will immediately cease all work and notify the Environmental Contact personnel of the circumstances so an investigation may be performed and steps taken to avoid any delay, interference, or increased costs. The Response Contractor agrees to be responsible and pay for all damages that are caused by their negligence.

- Maintenance of traffic will be in accordance with the Florida Department of Transportation Lane Closure Policy and Procedure, the current edition of the Florida Department of Transportation Roadway and Traffic Design Standards, Index Series 600 through 651, and the Manual of Uniform Traffic Control Devices as a minimum criterion. Appropriately trained personnel representing the Responsible Contractor must supervise any Maintenance of Traffic.

- The Response Contractor is cautioned that Tumpke Enterprise highway lighting circuits may run in the area of this work. It is the Response Contractor's responsibility to have the circuits located prior to the start of his work in order to avoid conflicts. If a lighting circuit is hit and damaged, the Response Contractor has a period of 24 hours in which to contact the applicable Roadway Zone/Contract Manager and repair the damaged circuit.

- In case of extreme traffic or weather conditions, the Response Contractor may be required to remove their operation from the roadway and/or right-of-way, at the discretion of the Tumpke Enterprise Maintenance Zone/Roadway Contract Manager or the Florida Highway Patrol, Troop "K", who has jurisdiction on this roadway.

- While work is in progress, all vehicles must be parked as far off the roadway as possible. All vehicles must be equipped with working amber strobe lights. In addition, all contractor employees while on Tumpke Enterprise property must wear safety vests.

- No U-Turns will be allowed on the Tumpke System. Authorized U-turns are made at the Service Plazas or at designated interchanges. Should a Service Plaza be utilized, an attendant at the service plaza or gas station will stamp your fare ticket.

- The Response Contractor will be required to pay tolls as applicable to the general public.

- The areas where fencing, signage, lighting, guardrail, paving, grading and/or sodding have been completed will be given maximum protection while work is in progress. Any damaged work will be completely restored to original or better condition at the expense of the Response Contractor. Any conflicts with existing work will be brought to the immediate attention of the appropriate Roadway Zone/Contract Manager.

Comments:

______________________________________________________________________________

If you have any questions or comments regarding this matter you may contact one of the individuals listed on the following page:
ATTACHMENT H

EMERGENCY RESPONSE
WITHIN THE FLORIDA
DEPARTMENT OF
ENVIRONMENTAL
PROTECTION
An open letter to Fire, Police, Sheriff, Emergency Management, and Public Safety Departments

Updated June 14, 2002

EMERGENCY RESPONSE WITHIN THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
...protection through appropriate response

This “Green Book” provides information regarding the emergency response program of the Florida Department of Environmental Protection (DEP). The Bureau of Emergency Response (BER) operates under the DEP Division of Law Enforcement and provides a wide range of response and support functions statewide. The attached handout contains information on the BER organization, capabilities, limitations, and activities. Our web page can also be accessed for further information at http://www.dep.state.fl.us/law/ber.

It’s more important than ever that member’s of the response community work closely together. We hope that this information will better acquaint you with our program. Please pass it along to your staff, especially field response personnel, for the widest possible circulation. Additional copies are available upon request. You can reach us via any of our responders or in Tallahassee at 850/488-2974; fax 850/488-5957. We welcome your feedback on this information and any aspect of our operations.

Sincerely,

P. Wiczynski, Chief
Bureau of Emergency Response
Division of Law Enforcement

Enclosures: Information Pages
Environmental Terrorism Response Team (ERT)
Emergency Response Contractors List
Map of BER organization statewide

"More Protection, Less Process"

Printed on recycled paper.
emulsifier is desired, then DEP approval must be obtained first, as the use of such agents will make the residue more soluble and could have a greater environmental impact.

Response Guidelines for Certain Types of Incidents

There are a number of excellent response guides that are available including the North American Emergency Response Guidebook. They provide useful information for first responders. The following are offered as additional guidance that can potentially reduce the risk and environmental impact.

Acids: should be neutralized and then diluted, using baking soda (sodium bicarbonate), lime or soda ash (sodium carbonate), rather than absorbed, whenever possible or appropriate. Neutralization converts the acid to a salt and water, and usually requires no further cleanup actions. (Certain incidents may require further cleanup depending on the amount, location, etc., but most will require no further cleanup.) But, used absorbent materials will still have the acid, requiring cleanup and special disposal.

Biomedical waste: (needles, syringes, bodily fluids, etc.) The first contact should be the local County Public Health Unit, for technical assistance and possibly disposal (if small amounts). Another disposal option is a local hospital, or even disposal with paramedics’ biomedical wastes. If the amount is beyond the capabilities of local government, and the Health Unit advises that it is biomedical, then contact the DEP for assistance.

Vehicle accidents: due to limited funds and a very limited staff, BER cannot physically nor financially respond to all incidents, and rarely responds to small spills from vehicle crashes. The small amounts of vehicle fluids released should usually be within the capabilities of local governments to clean up, via the FD, road department, or Fla. DOT. If needed, BER will provide technical assistance via phone. Wastes generated from cleanup of spills from private (non-commercial) vehicles are covered by the household waste exemption, which exempts household hazardous wastes from Federal and State hazardous waste regulations. So, those wastes can be disposed of as "non-regulated" waste. Commercial vehicles should be expected to handle cleanup, or be prepared to reimburse a local government. Reimbursement can often be obtained through a vehicle’s insurance company.

Truck accidents spilling more than 25 gallons of fuel should be reported, and BER will respond on a case-by-case basis. Your local road department or DOT office should be contacted for additional absorbents if needed. Or, the truck owner should hire a contractor. A BER contractor is rarely needed for these situations. BER may not be able to respond to the scene for all spills of less than 100 gallons, due to the lack of staff, the frequency of such incidents, and the capability of local governments to usually handle them.

It is not always necessary to clean up a spill immediately. A quick cleanup minimizes the environmental impact and spreading of contamination, but sometimes can be delayed for a day or so. Sometimes, a possible option is to absorb the material (or dig up contaminated soil), containerize or wrap the debris in plastic, and take it to a storage site or sometimes even leave it on the roadside to await disposal by the responsible party, contractor, or road department. Note: Soil excavation often has to be delayed until checks are made for underground utilities/cables.
Typically, absorbed vehicle fluids rarely fail the Toxicity Characteristic Leaching Procedure (TCLP), and thus are usually not hazardous wastes. [All hazardous wastes must be disposed at a hazardous waste facility, except exempted wastes such as household wastes.] Disposal options for non-hazardous fuels, oils, and debris include the following: thermal treatment at a permitted soil burner; the use of an oil hauler for liquids; incineration of non-hazardous materials at a local landfill incinerator; and delivery to a local household hazardous waste program. Note that there may be specific limitations that apply to each of the above options.

**Complaints:** (non-emergency) Complaints such as storage and housekeeping practices of businesses, ongoing (non-emergency) improper disposal, lack of required permits or registrations, and other non-emergency non-spill complaints should be reported to the DEP district office during normal business hours. The district Hazardous Waste Section or the district Tanks Section will be the most common points of contact for these types of complaints.

**Household Hazardous Waste (HHW) Facilities**

Many counties have HHW facilities or periodic collection programs, for small amounts of wastes from homes and small businesses. FDs should become familiar with these contacts, as some will help arrange for disposal of wastes from emergency response actions, and can be a valuable resource. Updates can be obtained from the DEP Hazardous Waste Section by calling 813/744-6100 ext. 320, or 850/488-0300. Information on local used oil collection sites can be obtained by calling 800/741-4337.

**Reimbursement**

The State of Florida does not have a reimbursement program for local governments. However, occasionally BER will reimburse a FD for an occasional item that would have been used by BER anyway (such as an overpack drum, when a FD has overpacked a drum for BER). DEP strongly suggests that local governments develop local ordinances to recover costs from responsible parties, as some have done. Some responsible parties may willingly reimburse for expenses.

**What Fire Departments Can Do for DEP**

A local or city FD can be of enormous help to DEP in many ways, some of which have been mentioned above. They can also help by becoming well equipped (including booms, absorbents, and acid neutralizers), developing and training HazMat teams, taking an active role in helping the BER sample and field test abandoned drums, relaying information regarding an incident to the BER responders, providing temporary storage for abandoned drums, making early notifications, and handling small spills on a local level. DEP needs the help of FDs and greatly appreciates their efforts.

**What DEP Can Do for Fire Departments**

DEP can help local governments by providing technical assistance, including chemical information, cleanup and disposal information, environmental assessment, and regulatory guidance. DEP can provide enforcement powers, and extra pressure to get a reluctant responsible party to address a problem. BER can provide a contractor for situations in which the responsible party is unknown or will not hire one in a timely manner. BER provides disposal of abandoned drums, when other options are not viable.
ATTACHMENT I

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
DISTRICT EMERGENCY RESPONSE CONTACT LIST
Responders

Arleo, Jamie  Hillsborough  Emergency Response Specialist

Address:  13051 North Telecom Parkway
          Temple Terrace, FL 33637-0926

Voice:  (813) 632-7641
Fax:  (813) 632-7669
Email:  Jamie.Arleo@Dep.state.fl.us

Brown, Kenton  Broward  Emergency Response Manager

Address:  7251 West Palmetto Park Rd., Suite 303
          Boca Raton, FL. 33433

Voice:  (561) 393-5877, ext. 107
Fax:  (561) 393-5868
Email:  kenton.l.brown@Dep.state.fl.us

Edwards, Terry  Orange  Emergency Response Manager

Address:  3319 Maguire Blvd., Suite 232
          Orlando, FL. 32803-3767

Voice:  (407) 893-7878
Fax:  (407) 893-3163
Email:  Terry.L.Edwards@Dep.state.fl.us

Fortune, Holly  Orange  Emergency Response Specialist

Address:  3319 Maguire Blvd., Suite 232
          Orlando, FL. 32803-3767

Voice:  (407) 893-7877
Fax:  (407) 893-3163
Email:  Holly.Fortune@Dep.state.fl.us

Gannon, Ana  Broward  Emergency Response Specialist

Address:  7251 West Palmetto Park Rd., Suite 303
          Boca Raton, FL. 33343

Voice:  (561) 393-5877
Fax:  (561) 393-5868
Email:  Ana.Gannon@Dep.state.fl.us

Gedeon, Robyn  Hillsborough  Emergency Response Specialist

Address:  13051 North Telecom Parkway
          Temple Terrace, FL. 33637-0926
Gordon, Lisa
Monroe    Emergency Response Specialist
Address:
2796 Overseas Highway, Suite 219
Marathon, FL. 33050
Voice:    (305) 289-7070
Fax:      (305) 289-2314
Email:    Lisa.Gordon@Dep.state.fl.us

Hamby, Caroline
Hillsborough OPS Forensic Technician
Address:
13051 North Telecom Parkway
Temple Terrace, FL. 33637-0926
Voice:    (813) 632-7641
Fax:      (813) 632-7669
Email:    Caroline.Hamby@Dep.state.fl.us

Harris, Matthew
Duval    Emergency Response Specialist
Address:
7777 Baymeadows Way West Suite 100
Jacksonville, FL. 32256
Voice:    (904) 256-1527
Fax:      (904) 256-1586
Email:    Matthew.J.Harris@Dep.state.fl.us

Horton, Caroline
Leon     Emergency Response Specialist
Address:
3900 Commonwealth Blvd., MS 659
Tallahassee, FL. 32399-3000
Voice:    (850) 245-2874
Fax:      (850) 245-2882
Email:    Caroline.Horton@dep.state.fl.us

Johnson, John
Leon     Emergency Response Specialist
Address:
3900 Commonwealth Blvd., MS 659
Tallahassee, FL. 32399-3000
Voice:    (850) 245-2871
Fax:      (850) 245-2882
Email:    John.S.Johnson@Dep.state.fl.us

Kennedy, Gracie
Duval    Emergency Response Specialist
Address: 7777 Baymeadows Way, Suite 100
          Jacksonville, FL 32256-7577
Voice: (904) 256-1528
Fax: (904) 256-1586
Email: Gracie.Kennedy@Dep.state.fl.us

LetoBarone, Domenic
Hillsborough Emergency Response Specialist
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          Temple Terrace, FL 33637-0926
Voice: (813) 632-7641
Fax: (813) 632-7669
Email: Domenic.LetoBarone@Dep.state.fl.us

McMullen, Tim
Lee Emergency Response Manager
Address: 2295 Victoria Ave, Suite 166
          Ft. Myers, FL 33901
Voice: (239) 344-5706
Fax: (239) 338-2719
Email: Tim.McMullen@Dep.state.fl.us

McNutt, Bruce
Escambia Emergency Response Specialist
Address: 160 Government Center
          Pensacola, FL 32502-5794
Voice: (850) 595-8300
Fax: (850) 595-8637
Email: Bruce.McNutt@Dep.state.fl.us

Mozick, Don
Duval Emergency Response Specialist
Address: 7777 Baymeadows Way West, Suite 100
          Jacksonville, FL 32256-7577
Voice: (904) 256-1529
Fax: (904) 256-1586
Email: Donald.Mozick@Dep.state.fl.us

Paris, Jennifer
Leon Emergency Response Manager
Address: 3900 Commonwealth Blvd., MS 659
          Tallahassee, FL 32399-3000
Voice: (850) 245-2873
Fax: (850) 245-2882
Email: Jennifer.Paris@Dep.state.fl.us
Rice, Timyn  Hillsborough  Emergency Response Manager
Address:  13051 North Telecom Parkway
          Temple Terrace, FL. 33637-0926
Voice:  (813) 632-7641
Fax:  (813) 632-7669
Email:  Timyn.Rice@Dep.state.fl.us

Staples, Dave  Escambia  Emergency Response Manager
Address:  160 Government Center
          Pensacola, FL. 32502-5794
Voice:  (850) 595-8300
Fax:  (850) 595-8637
Email:  Dave.Staples@Dep.state.fl.us

Tobergte, Jeff  Hillsborough  Emergency Response Specialist
Address:  13051 North Telecom Parkway
          Temple Terrace, FL. 33637-0926
Voice:  (813) 632-7641
Fax:  (813) 632-7669
Email:  Jeff.Tobergte@Dep.state.fl.us

Vincent, Jeremy  Broward  Emergency Response Specialist
Address:  7251 West Palmetto Park Rd., Suite 303
          Boca Raton, FL. 33433
Voice:  (561) 393-5877
Fax:  (561) 393-5868
Email:  Jeremy.Vincent@Dep.state.fl.us

Waters, Jeff  Orange  Emergency Response Specialist
Address:  3319 Maguire Blvd., Suite 232
          Orlando, FL. 32803-3767
Voice:  (407) 893-3996
Fax:  (407) 893-3163
Email:  Jeff.Waters@Dep.state.fl.us

White, Doug  Leon  Environmental Administrator
Address:  3900 Commonwealth Blvd., MS 659
          Tallahassee, FL. 32399-3000
Voice:  (850) 245-2869
Fax: (850) 245-2882
Email: Doug.White@Dep.state.fl.us

Wieland, Darrel  Broward  Emergency Response Manager

Address: 7251 West Palmetto Park Rd., Suite 303
          Boca Raton, FL 33433

Voice: (561) 393-5877, ext. 107
Fax: (561) 393-5868
Email: Darrel.Wieland@Dep.state.fl.us

Zilko-Miller, Teresa  Lee  Emergency Response Specialist

Address: 2295 Victoria Ave, Suite 364
          Ft. Myers, FL 33901

Voice: (239) 344-5707
Fax: (239) 338-2719
Email: Teresa.Zilkomiller@Dep.state.fl.us
ATTACHMENT J

COUNTY EMERGENCY CONTACT LIST
<table>
<thead>
<tr>
<th>County</th>
<th>Contact Person</th>
<th>Department/Agency</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dade (MP 0.0 - 40.1) (MP 0x - 3.3x)</td>
<td>Mike Graham</td>
<td>Environmental Resources Mgmt.</td>
<td>24 Hr Line: (305) 372-6955, Pager: (305) 881-6767</td>
</tr>
<tr>
<td>Osceola (MP 190.5 - 249.2) (Southern 2.91 mi.)</td>
<td>Kevin Yelvington</td>
<td>Emergency Services</td>
<td>Office: (407) 343-7000, 24 Hr Dispatch: (407) 348-8688</td>
</tr>
<tr>
<td>Broward (MP 47.2 - MP 73.0) (Sawgrass)</td>
<td>Nick Kontax</td>
<td>Dept. of Planning &amp; Environmental Protection</td>
<td>Office: (954) 519-1499 (24 hour) or (954) 519-0315</td>
</tr>
<tr>
<td>Orange (MP 249.2 - 274.4) (Southern 2.19 mi.)</td>
<td>Arnaldo Mercado/Andrea Stermer</td>
<td>Orange County Env. Protection Dept.</td>
<td>Office: (407) 836-1400/321-689-8461 (24 Hr)</td>
</tr>
<tr>
<td>Palm Beach (MP 73.0 - 117.6)</td>
<td>John O’Malley</td>
<td>Environmental Health &amp; Engineering</td>
<td>Office: (561) 355-3070 Ext. 1157</td>
</tr>
<tr>
<td>Lake (MP 274.4 - MP 297.8)</td>
<td>Eric Palmer</td>
<td>Lake County Fire Department</td>
<td>Office: (352) 343-9458, 24 Hr Dispatch: (352) 383-1200</td>
</tr>
<tr>
<td>Martin (MP 117.6 - MP 138.1)</td>
<td>Keith Holman</td>
<td>Department of Emergency Mgmt.</td>
<td>24 Hr Line: (772) 287-1668 or (772) 287-1662</td>
</tr>
<tr>
<td>Sumter (MP 297.8 - MP 308.7)</td>
<td>Milton Hill</td>
<td>Emergency Mgmt. Office</td>
<td>24 Hr Line: (352) 793-2621</td>
</tr>
<tr>
<td>St. Lucie (MP 138.1 - 173.1)</td>
<td>Victor Faconto</td>
<td>Environmental Health Dept.</td>
<td>Office: (772) 873-4931 Emergency: (772) 462-3800</td>
</tr>
<tr>
<td>Seminole (Seminole X-Way)</td>
<td>Steve Watts</td>
<td>Emergency Mgmt. Division</td>
<td>Office: (407) 665-5131, 24 Hr Line: (407) 830-1411 or (407) 665-0311</td>
</tr>
<tr>
<td>Indian River (MP 138.1 - 181.0, 188.2 - 190.5)</td>
<td>Elta LoPresti</td>
<td>Emergency Mgmt. Division Contact</td>
<td>Office: (772) 567-8000 Ext. 444 or (772) 569-2338</td>
</tr>
<tr>
<td>Hillsborough (Veterans X-Way)</td>
<td>Ron Cope</td>
<td>Env. Protection Commission</td>
<td>Office: (813) 627-2600 Ext. 1292, 24 Hr Line: (813) 272-5960</td>
</tr>
<tr>
<td>Okeechobee (MP 181.0 - 188.2)</td>
<td>Gene O’Neill</td>
<td>Emergency Management Office</td>
<td>Office: (863) 763-3212, 24 Hr Line: (863) 763-3117 (Sheriff)</td>
</tr>
<tr>
<td>Polk (Polk County Parkway)</td>
<td></td>
<td>Polk County Fire Department</td>
<td>24 Hr Dispatch: (863) 534-0360</td>
</tr>
<tr>
<td>Pasco (Suncoast Parkway, MP 17 - 37)</td>
<td>James Johnston</td>
<td>Emergency Management Office</td>
<td>Office: 727-847-8137</td>
</tr>
<tr>
<td>Hernando (Suncoast Parkway, MP 37 – 56)</td>
<td>Thomas LeTo</td>
<td>Emergency Management Office</td>
<td>Office: 352-754-4083</td>
</tr>
</tbody>
</table>
ATTACHMENT K

COUNTY HEALTH
DEPARTMENT LIST
Attachment "K"
Health Department Contact List

State Office
Edith Cauther or Ed Golding
DOH-HSEF
4052 Bald Cypress Way, BIN A08, Tallahassee, FL 32399-1710
(850) 245-4444 Ext. 2335 or 4444 or 2336
Fax (850) 487-0864 or SC 277-0864

Miami-Dade
Candace Moore, Griselyn Schmidt, Francis Arab or Jose Fabre
Miami-Dade CHD, Environmental Health Section
1725 NW 167th Street, Miami, FL 33056
(305) 623-3500 or SC 428-3500
Fax (305) 623-3502 or SC 428-3502

Broward
Malcolm Spence, Marvin Berger RS, MPH or Michael Spindell RS
Broward CHD, Environmental Health Section
2421 SW 6th Avenue, Ft. Lauderdale, FL 33315-2613
(954) 467-4935 or SC 453-4935 or (954) 467-4926 or SC 453-4833
Fax (954) 713-3116

Palm Beach
Dianne Stock (Ext. 1160), Bob Gallo (Ext. 1162), Joel Gordon (Ext. 1137), or Paige Cook
(Ext. 1158)
Palm Beach CHD, Environmental Health Section
901 Evernia Street, P.O. Box 29, West Palm Beach, FL 33401
(561) 355-3022 or SC 273-3015
Fax (561) 355-3164 or SC 273-3164

Martin
Greg Kearney, Michelle Fredette, or Bob Washam, EH Director
Martin CHD, Environmental Health Section
620 S. Dixie Hwy., Stuart, FL 34994
(772) 221-4090 or SC 269-4090
Fax (772) 221-4967 or SC269-4967

St. Lucie
Jodi Polisky
St. Lucie CHD, Environmental Health Section
P.O. Box 580, Ft. Pierce, FL 34954
(772) 873-4931 or SC 245-4931
Fax (772) 873-4893 or SC 245-4893

Indian River
Gabriele Klaesen or Glen Schuessler, Asst. EH Director
Indian River CHD, Environmental Health Section
1900 27th Street, Vero Beach, FL 32960-3383
(772) 794-7440 or SC 259-7440
Fax (772) 794-7447 or SC 259-7447

Okeechobee
Kathy Shorter
Okeechobee CHD, Environmental Health Section
1728 NW 9th Ave, P.O. Box 1879, Okeechobee, FL 34972
(863) 462-5813 or SC 761-5813
Fax (863) 462-5218
Osceola
Doug Garner
Osceola CHD, Environmental Health
1875 Boggy Creek Rd., P.O. Box 450309, Kissimmee, FL 34745-0309
(407) 343-2070 or SC 357-2070
Fax (407) 343-2072 or SC 357-2072

Orange
Jim Craig (Ext. 78134) or Sylvette Morales (Ext. 78176)
Orange CHD, Environmental Health
832 W. Central Blvd., Bldg. #2, Orlando, FL 32805
(407) 836-2550 or SC 356-2550
Fax (407) 836-2622 or SC 356-2622

Lake and Sumter
Jim Robinson
Marion CHD, Environmental Health Section
1801 SE 32nd Avenue, Ocala, FL 34478
(352) 629-0137 or SC 657-2086
Fax (352) 695-7505

Seminole
Yves Philidor or John Cochrane, EH Director
Seminole CHD, Environmental Health
400 W. Airport Blvd., Sanford, FL 32773
(407) 665-3000 or SC 355-3613
Fax (407) 665-3622 or SC 355-3604

Polk
Andrew Burns
Polk CHD, Environmental Health Section
2090 E. Clower Street, Bartow, FL 33830
(863) 519-8330 Ext. 1110 or SC 515-7365
Fax (863) 534-7245 or SC 515-1999

Hillsborough
David Valleri (Ext. 5943) or Elizabeth Crowell (Ext. 5945)
Hillsborough CHD, Environmental Health Section
P.O. Box 5135, Tampa, FL 33675-5135
(813) 307-8000 or SC 582-2001
Fax (813) 272-7242 or SC 582-7242

Pasco
Bill Bongiovanni, Gina Vallone or Stan Stoudenmire
Pinellas CHD, Environmental Health Section
12420 130th Ave., North, Largo, FL 33774
(727) 869-3900 Ext. 111 or SC 513-2094 Ext. 111
Fax (727) 588-4011 or SC 513-2074

Hernando
Al Holmes
Hernando CHD, Environmental Health Section
300 South Main Street, Brooksville, FL 34601
(352) 754-4072 Ext. 158 or SC 669-4072 Ext. 158
Fax (352) 754-4132

Attachment K
Page 2
ATTACHMENT L

LANE CLOSURE POLICY AND PROCEDURE
Lane Closure Policy and Procedure

Purpose: To establish guidelines to minimize the disruption of the flow of traffic in conjunction with any production or operations activities on Florida's Turnpike System.

Authority: Sections 334.046, 335.15, Florida Statutes

ADT: Average Daily Traffic Volumes

Department: Florida Department of Transportation, Turnpike Enterprise

Emergency: Any occurrence, or threat thereof, whether accidental, natural, technological, or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property [F.S. 252.34(3)].

Engineer: The Department's Engineer(s) authorized to monitor and control activities on the State Turnpike System. [F.S. 334.14]

Lane Closure: Temporary closure of one (1) or more through traffic lane(s), auxiliary lane(s) or ramp lane(s).

MUTCD: Manual on Uniform Traffic Control Devices, Millennium Edition

Indexes: FDOT Design Standard indexes (600 series), current edition

General Policy: NO LANE CLOSURE SHALL OCCUR ON THE TURNPIKE SYSTEM UNLESS ALL OTHER POSSIBLE ALTERNATIVES HAVE BEEN EXPLORED AND FOUND TO BE NOT POSSIBLE OR PRACTICABLE. THE REASONS FOR THE CLOSURE MUST BE WARRANTED AND DOCUMENTED. WHEN ABOVE CONDITIONS ARE MET, THEN CLOSURES CAN ONLY OCCUR DURING SPECIFIED HOURS AND MUST BE APPROVED BY THE DEPARTMENT AT LEAST 48 HOURS IN ADVANCE.

During the holiday weekends of Memorial Day, Independence Day, Labor Day, and Veterans Day, no lane closures will be permitted from 12:01 p.m. the preceding Friday to 11:59 p.m. Monday. If Independence Day or Veterans Day occurs midweek, there will be no lane closure restrictions.

During Easter, no lane closures will be permitted from 12:01 p.m. the preceding Friday to 11:59 p.m. Sunday.

During Thanksgiving, no lane closures will be permitted from 12:01 p.m. the preceding Wednesday to 11:59 p.m. Sunday.

Lane closure restrictions during the Christmas and New Year's Day holiday periods will be dependent upon which day of the week the legal holiday falls.

- During Christmas, lane closures will not be permitted from 12:01 p.m. Christmas Eve through 11:59 p.m. the following Sunday.
- During New Year's, lane closures will not be permitted from 12:01 p.m. New Year's Eve through 11:59 p.m. the following Sunday.
- When Christmas and New Year's occur on Monday, lane closures will not be permitted from 12:01 p.m. the previous Friday through 11:59 p.m. Monday.
I. Production and Operations Activities (excluding Department Work Program Construction Projects)

1. See general policy. When lane closures are allowed, every possible effort must be made to minimize the length of time of closure.

2. All lane closure requests should be accompanied by a Maintenance of Traffic (MOT) plan that is in compliance with the Department's Design Standards and the MUTCD. If the proposed MOT is not a Standard Index, a separate signed and sealed Plan, by an engineer registered in the State of Florida, shall be provided for the anticipated work activity.

3. Lane closures will not be allowed on the Turnpike during peak traffic hours, unless site-specific conditions dictate otherwise. Requestor shall provide supporting evidence of "site specific conditions." Peak hours are generally defined as 6:30 a.m. to 9:30 a.m. and 3:30 p.m. to 6:30 p.m., Monday through Friday. However, they may vary from location to location.

4. The basis for establishing time of closure limits, other than above, will be the consideration of ADT, peak hour volumes, site-specific conditions, available lane capacity, and personal knowledge of traffic patterns and roadway conditions.

5. Allowable lane closure time for all activities authorized by the Department will be specified by the Department on the lane closure form.

6. The Department reserves the right to modify previously approved or specified time of closure when, if in the opinion of the Engineer, it becomes necessary to do so in the interest of public safety.

7. A variance from the "most current edition" will be accepted if projects were let using previous editions of the Design Standards.

8. The Department may require the construction of lane shifts or additional (temporary) pavement to maintain the same number of traffic lanes as in the pre-activity condition.

9. Notification to the Florida Highway Patrol (FHP) of lane closure durations in excess of two (2) hours must be made as required by FDOT Rule Chapter 14-65.007. The following FHP posts should be notified:

   Miami Post 1
   (305) 252-4423

   West Palm Beach Post 4
   (561) 640-2831

   Orlando South Post 7
   (407) 855-5383

   Notification must also be made to local Fire Departments and emergency medical services.

10. Notification of proposed lane closures must be accomplished by completing the "Anticipated Lane Closure Form" (see attached) a minimum of two (2) weeks in advance of the proposed closure. Media notification by the Public Information Office will occur upon approval of the lane closure by the Department. The Anticipated Lane Closure Form is processed through Turnpike Traffic Operations, PO Box 9828, Fort Lauderdale, FL 33310.

11. Prior to any lane closure, the Engineer must approve in writing, any exceptions to the criteria established herein.

II. Department Work Program Construction Projects

1. Lane closure requirements within the limits of individual Department construction projects will be established during the development of Maintenance of Traffic (MOT) Plans for each project (or during the PD&E phase for large, complex projects). These will be developed using 24-hour counts to determine peak hour restrictions and will comply with the limitations of the other categories of work.

2. The Contractor shall comply with all the provisions outlined in this policy.
3. If lane closures are required, the "Anticipated Lane Closure Form" will be needed for every phase of the MOT plan a minimum of two (2) weeks in advance of the proposed closure. Media notification by the Public Information Office will occur upon approval of the lane closure by the Department. The Anticipated Lane Closure Form is processed through Turnpike Traffic Operations, P.O. Box 19828, Fort Lauderdale, FL 33310.

4. MOT implementation phase involving lane closures, will not be allowed until the construction work requiring the lane closure is ready to begin nor will it be allowed to remain in place for longer than the work's duration.

5. Construction projects with lane closures will be monitored. If, in the opinion of the Engineer and the Turnpike Construction Project Manager, the lane closure is unsafe, unnecessary, or is creating undue traffic delay and congestion, he/she may suspend the contract or modify the MOT plans. This includes maintenance, permits, utilities, and other work within the limits of an active construction project.

III. Emergency Conditions
1. Restricted hours of lane closures are waived under emergency conditions as defined under Florida Statute 252.34 (2).
2. Unless otherwise approved by the Engineer, work is to be performed on a continuous round-the-clock basis to minimize time of closures.
3. The Turnpike Public Information and Traffic Operations Offices are to be notified of any lane closure that exceeds or is expected to exceed two (2) hours.

Recommended: [Signature]
Bruce D. Seller, P.E.
Director of Highway Operations
Florida's Turnpike Enterprise
3/27/03 Date

Approved: [Signature]
James L. Ely, D.P.A.
Executive Director
Florida's Turnpike Enterprise
3/10/03 Date
ATTACHMENT M

OPEN ROADS POLICY
QUICK CLEARENCE FOR
SAFETY AND MOBILITY
State of Florida

“OPEN ROADS POLICY”

Quick Clearance for Safety and Mobility

This agreement by and between the Florida Highway Patrol (FHP) and the Florida Department of Transportation (FDOT) establishes a policy for FHP and FDOT personnel to expedite the removal of vehicles, cargo, and debris from roadways on the State Highway System to restore, in an URGENT MANNER the safe and orderly flow of traffic following a motor vehicle crash or incident on Florida’s roadways.

Whereas: Public safety is the highest priority and must be maintained especially when injuries or hazardous materials are involved. The quality of life in the State of Florida is heavily dependent upon the free movement of people, vehicles, and commerce. The FHP and FDOT share the responsibility for achieving and maintaining the degree of order necessary to make this free movement possible. Agencies have the responsibility to do whatever is reasonable to reduce the risk to responders, secondary crashes, and delays associated with incidents, crashes, roadway maintenance, construction, and enforcement activities.

The following operating standards are based on the philosophy that the State Highway System will not be closed or restricted any longer than is absolutely necessary.

Be it resolved: Roadways will be cleared of damaged vehicles, spilled cargo, and debris as soon as it is safe to do so. It is understood that damage to vehicles or cargo may occur as a result of clearing the roadway on an urgent basis. While reasonable attempts to avoid such damage shall be taken, the highest priority is restoring traffic to normal conditions. Incident caused congestion has an enormous cost to society.

Florida Highway Patrol Responsibilities

Members of FHP who respond to the scene of traffic incidents will make clearing the travel portion of the roadway a high priority. When an investigation is required, it will be conducted in as expedient a manner as possible considering the severity of the collision. Non-critical portions of the investigation may be delayed until lighter traffic conditions allow completion of those tasks. The FHP will close only those lanes absolutely necessary to safely conduct the investigation. The FHP will coordinate with FDOT representatives to set up appropriate traffic control, establish alternate routes, expedite the safe movement of traffic at the scene, and restore the roadway to normal conditions as soon as possible.
Whenever practical, damaged vehicles on access controlled roadways will be removed to off ramps, accident investigation sites, or other safe areas for completion of investigations to reduce the delays associated with motorists slowing to "gawk." Tow trucks will be requested as soon as it is evident that they will be needed to clear the roadway. FHP will assure that all authorized tow operators have met established competency levels and that the equipment is of appropriate size, capacity, and design to meet all standards of the State of Florida.

The FHP will not unnecessarily cause any delay in reopening all or part of a roadway to allow a company to dispatch its own equipment to off-load cargo or recover a vehicle or load that is impacting traffic during peak traffic hours or creating a hazard to the public. The FHP and FDOT will cooperate in planning and implementing clearance operations in the most safe and expeditious manner.

**Florida Department of Transportation Responsibilities**

When requested by FHP or other emergency agency, FDOT will respond and deploy resources to major traffic incidents 24 hours a day, 7 days per week. Each FDOT District will develop and implement response procedures to meet the goal of providing initial traffic control within **30 minutes** of notification during the assigned working hours of each maintenance yard, and **60 minutes** after hours.

The FDOT, in coordination with FHP, will upgrade traffic controls, determine detour routes, and discuss clearance strategies. When requested, FDOT will provide temporary traffic controls to ensure a safe work zone for all responders and the motoring public.

The FDOT, in cooperation with the FHP, will determine and deploy the necessary heavy equipment and manpower to reopen the roadway if there is a delay in clearing the travel lanes, or if the task is beyond the capabilities of the wrecker service on scene. If cargo or spilled loads [non-hazardous] are involved, FDOT will make every effort to assist in the relocation of the materials in the shortest possible time, using whatever equipment necessary. All such materials or any vehicles relocated by FDOT will be moved the minimum possible distance to eliminate traffic hazards.

FDOT personnel will document all hours and equipment used for traffic control, roadway clearance, and debris clean up. FDOT will place traffic control devices at the scene should any damaged vehicles or cargo remain on the shoulder adjacent to the travel lanes for removal at a later time.

The FDOT and FHP will continually work together to ensure that the needs of motorists on state roadways are being met in the most professional, safe, and efficient manner.
Therefore, it is agreed as follows:

The FHP and the FDOT will evaluate and continually update and modify their operating policies, procedures, rules, and standards to assure they are consistent with this "OPEN ROADS POLICY" agreement.

FHP, together with FDOT, will research, evaluate, and conduct training in the most advanced technologies, equipment, and approved methods for the documentation and investigation of crash or incident scenes. FHP, using these techniques, will prioritize the investigative tasks and reopen travel lanes upon completion of tasks that must be conducted, without the impediment of traffic flowing.

Roadways will be cleared as soon as possible. It is the goal of all agencies that all incidents be cleared from the roadway within 90 minutes of the arrival of the first responding officer. This goal being made with the understanding that more complex scenarios may require additional time for complete clearance.

It is further agreed that:

FHP and FDOT will actively solicit and enlist other state, county, and local agencies, political subdivisions, industry groups, and professional associations to endorse and become party to this "OPEN ROADS PHILOSOPHY" for the State of Florida.

In witness whereof, each party hereto has caused this document to be executed in its name and on its behalf by its duly authorized Chief Executive.

By: [Signature]
Thomas F. Barry, Jr., P.E.
Secretary
Florida Department of Transportation
Date: 10/30/02

Reviewed By:

By: [Signature]
Agency's General Counsel Office

By: [Signature]
Col. Christopher Knight
Director
Florida Highway Patrol
Date: 11/02

Agency's General Counsel Office
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1.0 INTRODUCTION

The purpose of this Statewide Stormwater Management Plan (SSWMP) is to describe the activities, methods, and procedures that will be implemented to reduce the discharge of pollutants to and from the Phase 1 Florida Department of Transportation (FDOT) municipal separate storm sewer systems (MS4s) throughout the State of Florida.

The SSWMP supports FDOT’s documentation and procedures for annual reporting as a co-permittee under the MS4 Phase 1 permits. As stated in Section II of the Phase 1 permit, the FDOT SSWMP is incorporated into the permit by reference once approved by the Florida Department of Environmental Protection (FDEP) and shall serve as the guiding document for compliance by FDOT as a co-permittee under Florida’s Phase 1 MS4 program.

The SSWMP has been prepared in accordance with Section 62-624.440(2), Florida Administrative Code (F.A.C.), Title 40 Code of Federal Register (CFR) 122.26(d)(2)(iv), and the U.S. Environmental Protection Agency (EPA) publication 833-B-92-002 (November 1992) Guidance Manual For The Preparation Of Part 2 Of The NPDES-MS4 Permit Applications For Discharges From Municipal Separate Storm Sewer Systems.

Section 62-624.440(2), F.A.C., provides that the SSWMP is a fundamental element of the MS4 program, and the required components of the SSWMP are listed in Title 40 CFR 122.26(d)(2)(iv). Regulations in Title 40 CFR, Part 122.26(d)(2)(iv) Stormwater Discharges Proposed Management Plan state that the pollutants are to be reduced to the maximum extent practicable (MEP) using management practices, control techniques and system, design, and engineering methods, and such other provisions that are appropriate.

The regulations also require that the management program describe priorities for implementing controls. This SSWMP describes how FDOT intends to demonstrate compliance with Chapters 62-624, 62-621, 62-620 and 62-4, F.A.C., and Title 40 CFR 122.26(d)(2)(iv), in close association with its co-permittees. Sections 3 and 4 of the SSWMP list the required elements, practices and structural controls required to reduce pollutants, as listed in Title 40 CFR 122.26(d)(2)(iv).
The SSWMP is a Statewide document and serves as guidance to the seven FDOT Districts and the Florida Turnpike Enterprise (FTE). The SSWMP outlines the minimum requirements that all Districts must maintain under their individual Stormwater Management Programs. Under those individual Stormwater Management Programs, implemented either by District or by individual Phase I MS4 permit, District or MS4 permit specific elements will exist which will at a minimum meet all components outlined in the SSWMP. This will include Standard Operating Procedures (SOP) to be developed by each District to meet MS4 permit requirements.

1.1 FDOT Structure

FDOT is divided into seven regional, semi-autonomous Districts under the direction of a District Secretary and the FTE (Table 1-1). Figure 1-1 provides a map of the seven FDOT Districts in Florida by counties along with the roadways currently operated by the FTE. The FTE facilities covered under the Phase 1 permits are located within Palm Beach County, Broward County, Polk County, and Miami-Dade County. The roadways included are:

- Portions of the Florida Turnpike
- Sawgrass Expressway
- Homestead Extension
- Polk Parkway

Table 1-1. Districts of the Florida Department of Transportation

<table>
<thead>
<tr>
<th>District</th>
<th>Headquarters Location</th>
<th>Counties Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bartow</td>
<td>Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk and Sarasota</td>
</tr>
<tr>
<td>3</td>
<td>Chipley</td>
<td>Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton and Washington</td>
</tr>
<tr>
<td>4</td>
<td>Fort Lauderdale</td>
<td>Broward, Indian River, Martin, Palm Beach and St. Lucie</td>
</tr>
<tr>
<td>5</td>
<td>DeLand</td>
<td>Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter and Volusia</td>
</tr>
<tr>
<td>6</td>
<td>Miami</td>
<td>Miami-Dade and Monroe</td>
</tr>
<tr>
<td>7</td>
<td>Tampa</td>
<td>Citrus, Hernando, Hillsborough, Pasco and Pinellas</td>
</tr>
<tr>
<td>FTE</td>
<td>Turkey Lake Rest Area in Orlando</td>
<td>Hernando, Pasco, Hillsborough, Sumter, Lake, Orange, Seminole, Polk, Osceola, Indian River, Okeechobee, St. Lucie, Martin, Palm Beach, Broward and Miami-Dade</td>
</tr>
</tbody>
</table>
The Central FDOT office, located in Tallahassee, provides overall program guidance, training, and statewide functions and also serves as a general clearinghouse for the Districts. Each District Secretary reports to the Secretary of FDOT.

1.2 FDOT Authority and Limitations

FDOT's authority is defined in Chapter 334, Florida Statutes (F.S.), Transportation Administration. FDOT's control is limited to its rights-of-way and does not extend off FDOT owned or controlled land. FDOT does not have taxing and policing power. FDOT does not have the right to control activities on private properties and does not exercise jurisdiction by
passing laws and approving developments. FDOT is limited in funding by the Florida Legislature. For these reasons, FDOT’s jurisdiction is much different than that of traditional municipalities, despite being classified as such by the State and Federal governments.

FDOT facilities have been included in the definition of MS4s in Section 62-624.200(8) and (11), F.A.C., and Title 40 CFR Part 122.26(b)(8). However, FDOT is neither a traditional nor “legal” municipality in that it does not possess statutory taxing or enforcement powers. FDOT does not regulate land use or zoning, issue building permits or development permits, or exercise any sort of similar controlling authority over lands beyond the linear right-of-way associated with FDOT facilities.

FDOT’s regulatory powers, in terms of stormwater, are defined in F.A.C. Rule Chapter 14-86, *Drainage Connections*. This rule is derived from riparian law foundations and essentially establishes FDOT as a lower order property owner seeking capacity protection (drainage) from higher order owners (i.e., those who own property that abuts FDOT facilities). In other words, those who own property adjacent to FDOT facilities can be granted access as long as they do not create a situation that exceeds the roadway capacity and they do not increase the runoff quantity to FDOT. The FDOT drainage connection permit (DCP) has the ability to require applicants to certify that they have met all other State water quality treatment requirements and also meet State water quality standards for stormwater discharge for the duration of the permit.

FDOT budgets are legislatively approved on an annual basis. FDOT relies heavily on Federal funds in budgeting monies for proposed projects, although these funds cannot be used for maintenance. Therefore, full implementation of the SSWMP within projected time frames is highly dependent on budget approval and funding appropriations by both the Florida Legislature and the United States Congress.

1.3 SSWMP Jurisdictional Area

This SSWMP outlines the methods and procedures to be implemented by FDOT within the roadway rights-of-way and other FDOT owned and operated facilities within the jurisdictional areas covered under the Phase 1 permits. Figure 1-2 provides a map showing the limits of the Phase 1 jurisdictional areas throughout Florida. For this SSWMP, Table 1-2 lists the various Phase 1 permits with descriptions of the extent of permit coverage.
Table 1-2. Florida Phase 1 MS4 Permits with FDOT Districts and Jurisdictional Boundaries

<table>
<thead>
<tr>
<th>Permit ID Number</th>
<th>County</th>
<th>FDOT District(s)</th>
<th>Jurisdictional Boundaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLS0000016</td>
<td>Broward</td>
<td>4, FTE</td>
<td>Broward County Boundary</td>
</tr>
<tr>
<td>FLS0000012</td>
<td>Duval</td>
<td>2</td>
<td>Duval County Boundary</td>
</tr>
<tr>
<td>FLS0000019</td>
<td>Escambia</td>
<td>3</td>
<td>Escambia County Boundary</td>
</tr>
<tr>
<td>FLS0000006</td>
<td>Hillsborough</td>
<td>7</td>
<td>Hillsborough County Boundary</td>
</tr>
<tr>
<td>FLS000035</td>
<td>Lee</td>
<td>1</td>
<td>Lee County Boundary</td>
</tr>
<tr>
<td>FLS0000033</td>
<td>Leon</td>
<td>3</td>
<td>Leon County Boundary</td>
</tr>
<tr>
<td>FLS000033</td>
<td>Manatee</td>
<td>1</td>
<td>Manatee County Boundary</td>
</tr>
<tr>
<td>FLS000003</td>
<td>Miami-Dade</td>
<td>6, FTE</td>
<td>Miami-Dade County Boundary</td>
</tr>
<tr>
<td>FLS0000011</td>
<td>Orange</td>
<td>5</td>
<td>Orange County Boundary</td>
</tr>
</tbody>
</table>
Table 1-2. Florida Phase 1 MS4 Permits with FDOT Districts and Jurisdictional Boundaries

<table>
<thead>
<tr>
<th>Permit ID Number</th>
<th>County</th>
<th>FDOT District(s)</th>
<th>Jurisdictional Boundaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLS0000018</td>
<td>Palm Beach</td>
<td>4, FTE</td>
<td>Palm Beach County Boundary</td>
</tr>
<tr>
<td>FLS0000032</td>
<td>Pasco</td>
<td>7</td>
<td>Pasco County Boundary</td>
</tr>
<tr>
<td>FLS000005</td>
<td>Pinellas</td>
<td>7</td>
<td>Pinellas County Boundary</td>
</tr>
<tr>
<td>FLS000015</td>
<td>Polk</td>
<td>1, FTE</td>
<td>Polk County Boundary</td>
</tr>
<tr>
<td>FLS000004</td>
<td>Sarasota</td>
<td>1</td>
<td>Sarasota County Boundary</td>
</tr>
<tr>
<td>FLS000038</td>
<td>Seminole</td>
<td>5</td>
<td>Seminole County Boundary</td>
</tr>
</tbody>
</table>

1.4 SSWMP Updates and Modification Procedures

FDEP’s National Pollutant Discharge Elimination System (NPDES) and MS4 permitting requirements affect all FDOT Districts since there is at least one qualifying Phase 1 county within each District’s boundary. Each District has its own organizational structure and budget and, therefore, varying degrees of participation in the Memorandum of Agreement (MOA) and Joint Participation Agreement (JPA) process, participation level depending on agreements reached with the coordinating local counties and municipalities.

Implementation of District stormwater management programs has a significant impact on budgeting and consistency of management practices within the FDOT. Therefore, FDOT has prepared this SSWMP and associated maintenance and inspection schedules for use by all Districts within Phase 1 jurisdiction and it is intended to establish consistent minimum requirements and compliment District stormwater management programs. In accordance with MS4 permit requirements, future changes to current District stormwater management programs may be approved by one of the following two methods.

1. If the District stormwater management program is changed by adding elements, but not subtracting any elements, this request to FDEP can be made at any time. A description of the modification must be provided in the annual report.

2. If the District stormwater management program is being changed by modifying or subtracting any existing approved items, the request must be made at the time of the annual report, or during the Year 4 permit reauthorization request. Any modification requests should include an analysis of why an activity or schedule was ineffective or infeasible (including cost prohibitive). The request should provide expectations and
effectiveness of the replacement activity, if applicable, and an analysis of why the replacement activity or schedule will achieve the goals of the activity that is being replaced.

Documentation shall be maintained at each District office in accordance with the permit requirements, including the following:

- Copies of all reports required by the permit;
- All Stormwater Management Program operation and maintenance records;
- All sampling and analytical records (where appropriate);
- Records of all data, including reports and documents used to complete the application for the permit; and
- All original recordings for any continuous monitoring instrumentation.
2.0 INTER-GOVERNMENT COORDINATION

Through the State NPDES program, EPA has emphasized that the cumulative discharges of stormwater from industries and municipalities must all be considered. The permitting of these dischargers will affect a complimentary relationship. This situation exists for the municipalities, drainage control districts, water management districts (WMDs), FDEP, EPA, and FDOT, where a cooperative effort can aid in the attempt to control impacts of stormwater discharges to United States waters.

2.1 Coordinated Stormwater Management between Districts

The FDEP's Phase 1 NPDES-MS4 permitting requirements affect all Districts since there is at least one permit within each of the District's boundaries. Each FDOT District has its own organizational structure and budget and, therefore, varying degrees of participation in the permit implementation process, depending upon agreements reached with the local municipalities and local conditions. FDOT has prepared the SSWMP to be used by each of the Districts to define their minimum levels of stormwater management within the Phase 1 boundaries. It is anticipated that certain management practices unique to individual Districts may be developed and incorporated into their Stormwater Management Programs beyond those outlined within the SSWMP. Each District is responsible for implementing its own stormwater management program, which will include the minimum requirements outlined in the SSWMP, for each Phase I MS4 Permit for which they are co-permitees.

2.2 Other State Agency Considerations

Chapters 373 and 403, F.S. designate FDEP as the lead State agency having regulatory authority over water quality. The WMDs have similar authority and operate under the general supervision and partial funding from FDEP. Consistent with this authority, FDEP and WMDs have developed policies, rules, standards, and criteria to regulate actions that could impact water quality. FDOT will rely on those agencies to provide enforcement actions and require water quality treatment systems to be built for new and redevelopment projects for DCP-permitted areas that discharge into the FDOT MS4 system. FDOT requires proof of compliance with State permits and associated water quality treatment elements under the FDOT DCP (Chapter 14-86, F.A.C.)
2.3 Lead Permittee/Co-Permittee Considerations

FDOT relies upon co-permittees to handle various actions or activities outlined in the MS4 permit, including enforcement of local ordinances. These activities are handled through various forms of interlocal agreement including Joint Participation Agreements (JPA), Memorandum of Agreement (MOA), and Memorandum of Understanding (MOU). This co-permittee arrangement has created a situation in which the responsibility of completing some of the SSWMP components may not be the same for all co-permittees. The SSWMP specifies a number of components that each District is to accomplish. The District may initiate and complete these procedures, or it may contract this work to co-permittees, depending on individual Interlocal Agreements.

2.4 Interlocal Agreements

In many instances, local municipalities (co-permittees) within a Phase 1 MS4 area are in a better position to perform some of the required tasks under the permit, especially if the task would require FDOT personnel to leave the FDOT-owned right-of-way. In these instances, FDOT typically enters into MOA or JPA with the municipality and pays the municipality for performing the required services. The interlocal agreements are retained pursuant to the record keeping requirements by each individual District. FDOT then typically reports the activities completed through the JPA or MOA in its annual report. Additionally, the County and City codes and ordinances provide a means for correcting pollutant source problems located within their jurisdiction, but that may ultimately discharge to or through the FDOT systems. Specific activities typically accomplished through JPA or MOA agreements may include the following:

- Water quality monitoring
- Spill response
- Illicit discharge control
- Inspection/monitoring of offsite targeted High Risk Facilities industries
- Street sweeping
- Litter control
- Public education
- Enhanced mapping
Cost savings and efficiency of effort for these services by co-permittees and municipalities should be achieved wherever possible.
3.0 STATEWIDE STORMWATER MANAGEMENT PLAN COMPONENTS

3.1 Structural Controls and Stormwater Collection Systems Operation

3.1.1 Inventory Development

In accordance with Chapter 62-624, F.A.C., an inventory describing all existing controls and major outfalls that discharge from FDOT MS4s will be maintained and updated. Currently, FDOT is keeping and updating the roadways characteristics inventory (RCI) database on 5-year cycles. FDOT Districts provide input to the RCI database for new roads and substantial improvements. FDOT will, for the life of the permit, locate and identify all outfalls and structural controls owned or controlled by FDOT in the permit area. The methodology for the inventory effort will include:

1. Review of existing inventories and maps,
2. Review of existing State Highway Plans,
3. Review of proposed State Highway Plans, and
4. Field reviews.

3.1.2 Inspection/Maintenance Schedules and Activities

Inspection/maintenance of FDOT roadways, stormwater treatment facilities, and conveyance structures will be performed as described in the Minimum Inspection and Maintenance Frequencies (Table 3-1). Inspection and maintenance frequency and activities are to occur on all stormwater/drainage-related structures located in the MS4 coverage areas and identified within Table 3-1. The table presents minimum frequencies for all stormwater/drainage-related maintenance and inspection activities that FDOT will execute.

Items 1 through 9 in Table 3-1 include structural elements that provide direct water quality treatment or are key structural elements within the MS4 system. For these items, specific inspection frequency requirements are provided along with recommended inspection and maintenance activities. Items 10 through 12 include traditional conveyance structures not directly associated with water quality treatment. The inspection and maintenance of these structural elements are addressed through FDOT's present Maintenance Rating Program (MRP) and Maintenance Management System (MMS).
<table>
<thead>
<tr>
<th>Item</th>
<th>Structural Control</th>
<th>Inspection Frequency</th>
<th>Maintenance Frequency</th>
<th>Recommended Inspection Activities</th>
<th>Recommended Maintenance Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wet Detention</td>
<td>New Projects: Once per year for first two years. Existing System w/o Chronic Problems: Once per three years. Existing System w/ Chronic Problems: Once per year until fixed.</td>
<td>As needed per inspection</td>
<td>1. Inspect pond/control structure for proper treatment volume drawdown. 2. Inspect pond for silt accumulation in design pond volume. 3. Inspect inflow and outflow structures for cracks, blockages or signs of erosion. 4. Inspect vegetation on side slopes for cover and signs of erosion. 5. Inspect the pond for signs of exotic overgrowth and nuisance species.</td>
<td>1. Remove blockages, restore drawdown capability as necessary. 2. Remove accumulated silt. 3. Repair erosion and cracks if necessary and remove blockages. 4. Restore healthy grass cover as needed on all slopes and around structures. 5. Remove excess growth of exotic/nuisance species if they are significantly impacting the hydraulic capacity or otherwise impeding the proper functioning of the pond, when allowed or authorized by WMD or other permits. 6. Dispose of accumulated sediments properly.</td>
</tr>
<tr>
<td>2</td>
<td>Dry Retention</td>
<td>New Projects: Once per year for first two years. Existing System w/o Chronic Problems: Once per three years. Existing System w/ Chronic Problems: Once per year until fixed.</td>
<td>As needed per inspection</td>
<td>1. Inspect pond for proper drawdown, signs of standing water (dead grass) longer than designed, mosquito larvae and/or reduced percolation. 2. Inspect basin bottom for accumulation of silt, lost volume. 3. Inspect for clogging of inflow pipes. 4. Inspect vegetation on side and bottom slopes for proper coverage/no erosion.</td>
<td>1. If needed restore the infiltration capacity of the retention basin by scraping, discing, or otherwise aerating the basin bottom so that it meets the permitted recovery time for the required treatment volume. 2. Remove accumulated sediment from retention basin bottom and inflow pipes and dispose of properly. If possible, sediment removal should be done when the system is dry and when the sediments are cracking. 3. Maintain healthy vegetative cover to prevent erosion in the basin bottom, side slopes or around inflow and outflow structures. Mow as needed. 4. Conduct repairs to prevent undercutting or piping. Remove trash and debris from inflow structures, trash racks and other system components to prevent clogging or impeding flow. 5. Note any signs of excessive petroleum hydrocarbon contamination and handle appropriately.</td>
</tr>
<tr>
<td>3</td>
<td>Dry Detention</td>
<td>New Projects: Once per year for first two years. Existing System w/o Chronic Problems: Once per three years. Existing System w/ Chronic Problems: Once per year until fixed.</td>
<td>As needed per inspection</td>
<td>1. Inspect pond for proper drawdown, signs of standing water (dead grass) longer than designed, mosquito larvae and/or reduced percolation. 2. Inspect basin bottom for accumulation of silt, lost volume. 3. Inspect for clogging of inflow and outflow pipes. 4. Inspect vegetation on side and bottom slopes for proper coverage/no erosion.</td>
<td>1. If needed restore the infiltration capacity of the detention basin by scraping, discing, or otherwise aerating the basin bottom so that it meets the permitted recovery time for the required treatment volume. 2. Remove accumulated sediment from detention basin bottom and inflow pipes and dispose of properly. If possible, sediment removal should be done when the system is dry and when the sediments are cracking. 3. Maintain healthy vegetative cover to prevent erosion in the basin bottom, side slopes or around inflow and outflow structures. Mow as needed. Monitor seepage and repair if needed. 4. Conduct repairs to prevent undercutting or piping. Remove trash and debris from inflow structures, trash racks and other system components to prevent clogging or impeding flow. 5. Note any signs of excessive petroleum hydrocarbon contamination and handle appropriately.</td>
</tr>
<tr>
<td>Item</td>
<td>Structural Control</td>
<td>Inspection Frequency</td>
<td>Maintenance Frequency</td>
<td>Recommended Inspection Activities</td>
<td>Recommended Maintenance Activities</td>
</tr>
<tr>
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</tr>
<tr>
<td>4</td>
<td>Dry Detention with Filtration</td>
<td><strong>New Projects:</strong> Once per year for first two years. <strong>Existing System w/o Chronic Problems:</strong> Once per 18 months</td>
<td>As needed per inspection</td>
<td>1. Inspect pond for proper drawdown, signs of standing water (dead grass) longer than designed, mosquito larvae and/or reduced percolation. 2. Inspect basin bottom for accumulation of silt, lost volume. 3. Inspect for clogging of inflow and outflow pipes. 4. Inspect vegetation on side and bottom slopes for proper coverage/no erosion.</td>
<td>1. If needed, restore the infiltration capacity of the detention basin by scraping, discing, or otherwise aerating the basin bottom so that it meets the permitted recovery time for the required treatment volume. 2. Remove accumulated sediment from detention basin bottom and inflow pipes and dispose of properly. If possible, sediment removal should be done when the system is dry and when the sediments are cracking. 3. Maintain healthy vegetative cover to prevent erosion in the basin bottom, side slopes or around inflow and outflow structures. Mow as needed. Monitor seepage and repair if needed. 4. Conduct repairs to prevent undercutting or piping. Remove trash and debris from inflow structures, trash racks and other system components to prevent clogging or impeding flow. 5. Note any signs of excessive petroleum hydrocarbon contamination and handle appropriately.</td>
</tr>
<tr>
<td>5</td>
<td>Exfiltration Trench/French Drain Systems</td>
<td><strong>New Projects:</strong> Once per year for first two years. <strong>Existing System w/o Chronic Problems:</strong> Once per three years. <strong>Existing System w/ Chronic Problems:</strong> Once per year until fixed</td>
<td>As needed per inspection</td>
<td>1. If present, inspection ports and observation wells should be checked following three days minimum dry weather for drawdown and sediment accumulation. 2. Inspect upstream appurtenances such as sediment and oil and grit separation traps or catch basins as well as diversion weirs or boxes. Diversion facilities and overflow weirs should be clear of debris. Sedimentation and oil/grit chambers should be scheduled for cleaning when sediment approaches the cleanout level. Cleanout levels should be established at least one foot below the invert of the chamber.</td>
<td>1. Conduct minor maintenance measures to restore infiltration rates to acceptable levels. This may include removal of accumulated sediments or high-pressure jetting of the pipe. 2. Major maintenance (total rehabilitation) is required to remove accumulated sediment in most cases or to restore recovery rate when minor measures are no longer effective or cannot be performed due to design configuration. Replace rock and filter fabric if applicable. 3. Remove trash and debris from diversion facilities and overflow weirs. Clean out sedimentation and oil/grit separators when sediment depth approaches cleanout level and dispose of properly. 4. Remove debris from the outfall or “smart box” (diversion device in the case of off-line facilities).</td>
</tr>
<tr>
<td>6</td>
<td>Dry Treatment Grass Swales</td>
<td><strong>New Projects:</strong> Once per year for first two years. <strong>Existing System w/o Chronic Problems:</strong> Once per three years. <strong>Existing System w/ Chronic Problems:</strong> Once per year until fixed</td>
<td>As needed per inspection</td>
<td>1. Inspect swale for storage volume recovery within 72 hours. Dead or dying grass, cattails/aquatic vegetation in the swale and/or standing water following three days of dry weather is an indicator of potential clogging and reduced infiltration capacity. 2. Inspect swales for debris or litter accumulation or damage to structures including diversion devices, inflow pipes, driveway culverts and swale blocks. 3. Inspect and monitor sediment accumulation in the swale or at inflows to prevent clogging of the swale or inflow pipe. 4. Inspect vegetation of bottom and side slopes to assure it is healthy, maintaining coverage, and that no erosion is occurring within the swale. 5. Inspect the swale for potential mosquito breeding areas such as where standing water occurs after 72 hours or where cattails or other invasive vegetation becomes established. 6. Inspect swale to determine if parking, filling, excavation, construction of fences, or other objects are damaging or obstructing stormwater flows in the swale.</td>
<td>1. If needed, restore the infiltration capacity of the swale system by scraping, discing, or otherwise aerating the swale so that it meets the permitted recovery time for the required treatment volume. 2. Remove trash and debris, especially from inflow or outflow structures to prevent clogging or impeding flow. Repair any damages to structures within the swale system as needed to maintain proper operation. 3. Remove accumulated sediment from swale and inflow and outflow pipes and dispose of properly. If possible, sediment removal should be done when the system is dry and when the sediments are cracking. 4. Maintain healthy vegetative cover to prevent erosion of the swale bottom side slopes. Now grass as needed. 5. Repair any damage to the swale system and remove any obstructions to flow.</td>
</tr>
</tbody>
</table>
Table 3-1. FDOT Stormwater Inspection and Maintenance Frequency and Activities

<table>
<thead>
<tr>
<th>Item</th>
<th>Structural Control</th>
<th>Inspection Frequency</th>
<th>Maintenance Frequency</th>
<th>Recommended Inspection Activities&lt;sup&gt;2&lt;/sup&gt;</th>
<th>Recommended Maintenance Activities&lt;sup&gt;2&lt;/sup&gt;</th>
</tr>
</thead>
</table>
| 7    | Pollution Control Boxes | Once per three months unless clean-out records indicate a more or less frequent schedule is needed | As needed per inspection | 1. Inspect inlets, outlets, and other system components for damage that would prevent proper flow conditions and operation.  
2. Inspect and monitor sediment accumulation in the pollution control box and at the inflow/outflow to prevent loss of storage volume or clogging of the inflow/outflow pipes.  
3. If applicable, inspect and monitor vegetation and debris accumulation in the pollution control box screens to prevent loss of storage volume or clogging of the system.  
4. If applicable, inspect absorbent materials used to trap hydrocarbons or bacteria to determine if they need replacement. | 1. Repair any damage needed to assure proper flow conditions and operation.  
2. Remove accumulated sediment (including floatables) and dispose of properly.  
3. Remove accumulated vegetation and debris and dispose of properly.  
4. Replace absorbent materials as required for proper operation.  
5. Follow all manufacturers recommended maintenance schedules and activities. |
| 8    | Stormwater Pump Stations | Once per six months<sup>6</sup> | As needed per inspection | 1. Inspect pump for proper operation.  
2. Inspect inlets, bar screens (if used) and other associated components for debris or litter to assure that the pump operates properly. | 1. Maintain or repair pump as needed to assure proper operation.  
2. Remove debris, litter, and sediments as needed to assure proper operation. Properly dispose of the litter, sediments and debris collected.  
3. Remove debris, litter, and sediments as needed to assure proper operation. Properly dispose of the litter, sediments and debris collected.  
4. Repair any structural damage to assure proper operation.  
5. Maintain healthy vegetative cover to prevent erosion of banks near outfalls.  
6. Ensure that discharges from outfalls are not causing erosion and sedimentation. |
| 9    | Major Stormwater Outfalls/Canals<sup>8</sup> | Once per year, unless historical operation records demonstrate that a more or less frequent schedule is appropriate. | As needed per inspection | 1. Inspect outfalls to assure they are not clogged with litter, debris or sediment and they are flowing properly.  
2. Inspect for damaged headwalls, seepage, around pipe, erosion of bank around outfall, erosion or sedimentation at outfall discharge point, and damaged or clogged riprap. | 1. Remove debris, litter, and sediments as needed to assure proper operation. Properly dispose of the litter, sediments and debris collected.  
2. Repair any structural damage to assure proper operation.  
3. Maintain healthy vegetative cover to prevent erosion of banks near outfalls.  
4. Ensure that discharges from outfalls are not causing erosion and sedimentation. |
| 10   | Weirs and Control Structures | MRP<sup>9</sup> | As needed per inspection | 1. Inspect weirs/control structures for damage that would prevent proper flow conditions and operation.  
2. Inspect and monitor sediment accumulation behind weirs/control structures to prevent loss of storage volume and adverse impacts on flow and operation.  
3. Inspect and monitor litter/debris accumulation behind weirs/control structures to prevent loss of storage volume and adverse impacts on flow and operation. | 1. Repair any damages to weirs/control structures as needed to ensure proper flow conditions and operation.  
2. Remove accumulated sediments to restore permitted storage volume and dispose of properly.  
3. Remove accumulated sediments as needed to ensure proper flow conditions and operation.  
4. Repair any damages to weirs/control structures as needed to ensure proper flow conditions and operation.  
5. Remove vegetation and litter/debris as necessary to ensure proper flow conditions and operation and dispose of properly.  
6. Maintain healthy vegetative cover to prevent erosion of the conveyance bottom or side slopes. |
| 11   | Pipes and Culverts | MRP<sup>9</sup> | As needed per inspection | 1. Inspect pipes and culverts for structural deficiencies or damage that would prevent proper flow conditions and operation.  
2. Inspect pipes and culverts to monitor sediment accumulation to prevent loss of storage volume and adverse impacts on flow and operation.  
3. Inspect pipes and culverts to monitor vegetation and litter/debris accumulation to prevent loss of hydraulic capacity. | 1. Repair any damages to pipes or culverts as needed to ensure proper flow conditions and operation.  
2. Remove accumulated sediments as needed to ensure proper flow conditions and operation.  
3. Remove vegetation and litter/debris as needed to ensure proper flow conditions and operation and dispose of properly.  
4. Maintaining healthy vegetative cover to prevent erosion of the conveyance bottom or side slopes. |
| 12   | Inlets, Catch Basins, Grates, Ditches and Other Stormwater Conveyances | MRP<sup>9</sup> | As needed per inspection | 1. Inspect for damage that would prevent proper flow conditions and operation.  
2. Inspect and monitor sediment accumulation to prevent loss of storage volume and adverse impacts on flow and operation.  
3. Inspect and monitor litter/debris accumulation to prevent loss of storage volume and adverse impacts on flow and operation.  
4. Inspect vegetation on bottom and side slopes of conveyances to assure it is healthy, maintaining coverage and that no erosion is occurring within the conveyance system. | 1. Repair any damages to weirs/control structures/inlets/grate structures as needed to ensure proper flow conditions and operation.  
2. Remove accumulated sediments to restore permitted storage volume and dispose of properly.  
3. Remove litter/debris as needed to ensure proper flow conditions and operation and dispose of properly.  
4. Maintain healthy vegetative cover to prevent erosion of the conveyance bottom or side slopes. |
<table>
<thead>
<tr>
<th>Item</th>
<th>Structural Control¹</th>
<th>Inspection Frequency</th>
<th>Maintenance Frequency</th>
<th>Recommended Inspection Activities²</th>
<th>Recommended Maintenance Activities²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes:</td>
<td>The structural controls listed herein are not intended to be a complete listing of all possible stormwater structures owned and operated by FDOT. Additionally, all stormwater structures listed may not be present in every District. FDOT has the responsibility to perform and record inspections and maintenance of all structures that comprise the municipal separate storm sewer system (MS4).</td>
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<tr>
<td>1.</td>
<td>In addition, all stormwater structures listed may not be present in every District. FDOT has the responsibility to perform and record inspections and maintenance of all structures that comprise the municipal separate storm sewer system (MS4).</td>
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<td>2.</td>
<td>The inspection and maintenance activities listed above are not intended to be applicable to every inspection need or maintenance activity that may be required to assure that all components installed in the MS4 continue to function properly or as permitted.</td>
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<td>3.</td>
<td>Excessive petroleum hydrocarbons can present severe sediment disposal / cleanup problems. Evidence of such pollution includes very dark oily stains, particularly at inlet and outlet locations, and strong odors of gasoline. The source of such pollutants discharges to the MS4 should be determined and removed if possible. Test should be performed to determine if directly contaminated soils should be handled as hazardous waste.</td>
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<td>4.</td>
<td>Use only pesticides approved by the USEPA and FDCS for aquatic sites to control weed pests in and around treatment facilities. Use of pesticides and chemicals for the control of invasive species such as cattails should be minimized in lieu of mechanical removal for larger areas.</td>
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<td>5.</td>
<td>Careful herbicide selection and application is essential to minimize harm to desirable plants and animals. If done on a routine basis, mechanical control removal can help control unwanted aquatic and nutrients (fertilizer) should be used as needed to establish and maintain a healthy and vigorous cover on the banks of treatment facilities. However, normal rates of fertilizer should be lowered or eliminated entirely in the immediate vicinity of treatment facilities to avoid over-enrichment in soils and in the waters of the treatment pond. Only apply supplemental nutrients when grass shows signs of distress once the ground cover is well established. Undesirable vegetation should not be added to the water but, instead, be removed.</td>
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<td>6.</td>
<td>Solids disposal. Stormwater system sediments including street sweepings, catch basin sediments, and other solids shall be handled and disposed of pursuant to FDEP rules and guidance, which are available at <a href="http://www.dep.state.fl.us/water/nonpoint/May2014/SweepGuidance.pdf">http://www.dep.state.fl.us/water/nonpoint/May2014/SweepGuidance.pdf</a>. FDOT will continue to re-use recovered materials as allowed per 62-701.220(3)(a).</td>
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<td>7.</td>
<td>Unless specifically impractical to inspect due to lack of access or perennial submerged conditions. In this case, it should be determined whether retrofit and maintenance is possible without flooding property or other health and safety issues.</td>
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<td>8.</td>
<td>Chronic problems are defined as those problems that cause flood control problems, results in a decrease in water quality treatment volumes or cause a decrease in the treatment capability of the system.</td>
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<tr>
<td>9.</td>
<td>Unless a different schedule is warranted due to site conditions or manufacturer's specifications.</td>
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<td>10.</td>
<td>Major outfall means a major municipal separate storm sewer outfall, which is defined as a municipal separate storm sewer outfall that discharges from a single pipe with an inside diameter of 36 inches or more or its equivalent (discharge from a single conveyance other than a circular pipe that is associated with a drainage area of more than 50 acres), or for municipal separate storm sewers that receive stormwater from lands zoned for industrial activity (based on comprehensive zoning plans or the equivalent), an outfall that discharges from a single pipe with an inside diameter of 12 inches or more or its equivalent (discharge from other than a circular pipe associated with a drainage area of 2 acres or more).</td>
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MRP refers to the Statewide Maintenance Rating Program. MRP is the program under which FDOT conducts visual and mechanical evaluations of routine highway maintenance conditions.
The MRP is the method that FDOT uses to conduct visual and mechanical evaluations of routine highway maintenance conditions. The purpose of the evaluation is to provide information that is used to schedule and prioritize routine maintenance activities and provide uniform maintenance conditions that meet established Departmental objectives. It is divided into five different elements, which include roadway, roadside, traffic services, drainage, and vegetation/aesthetics. Under the program, random areas of roadway are designated for inspection by trained District MRP personnel. Some of these inspections identify areas where the stormwater structural controls and water quality elements are not performing adequately. MRP personnel responsible for water quality aspects of stormwater will be trained in:

- Illicit discharge detection and reporting;
- Proper erosion and sediment control, as appropriate

These are then entered into and scheduled for maintenance through the FDOT MMS. Appendix A presents MMS Activity Sheets that outline the present work program activities to take place for various stormwater and drainage components.

The MRP is just one tool that FDOT uses to ensure the roadways are maintained consistently and systematically. Other tools include Quality Assurance reviews performed on each District by the Central Office, where FDOT compares the District's planned work activities to what has actually been accomplished. This is done using the Department's MMS and work needs supervisors who regularly inspect the highways for characteristics that require maintenance.

### 3.2 Areas of New Development or Redevelopment

Areas of new development or redevelopment that discharge to FDOT's MS4 system are required through Chapter 14-86, F.A.C., to obtain a DCP. The DCP requires review of surface water management connections to FDOT drainage facilities. The purpose of the rule is to ensure safe conditions and the integrity of FDOT transportation facilities, to prevent an unreasonable burden on downstream properties, and to ensure that waters discharging from the site to the FDOT right-of-way meet acceptable water quality.
In addition to the traditional flood concern issues, the DCP must also ensure through the permit review process that appropriate stormwater treatment occurs prior to discharge into the FDOT system. The mechanism for this assurance is twofold:

1. Require proper water quality treatment design pursuant to WMD and FDEP permitting requirements, and
2. Ensure through construction inspections that proper stormwater, erosion, and sediment control BMPs of the permitted treatment facility are adequate for water quality treatment.

Acceptable structural controls that FDOT or entities requesting FDOT DCPs may utilize include but are not limited to the following: infiltration devices/filtration systems, detention, retention, porous pavement, vegetated swales and pollution control boxes. Connecting entities that are known to violate water quality standards will be reported to FDEP or the appropriate WMD and, where applicable, the MS4 co-permittee having jurisdiction for enforcement action. FDOT may revoke a DCP if the facilities are not constructed, operated, or maintained in accordance with the permit, including meeting water quality standards. Connecting entities that are believed to be violating water quality standards will be reported to FDEP or the appropriate WMD and, where applicable, the MS4 co-permittee having jurisdiction for enforcement action. Records will be kept of all permit violations and subsequent referrals by FDOT under the DCP program.

3.3 Roadways
In addition to F.A.C., statutes, guidelines, and numerous municipal and county codes regulating stormwater, FDOT has specific policies, procedures, and guidelines for protecting surface water. All policies and procedures must be followed to ensure proper stormwater management.

3.3.1 Formal Procedures for Scheduling Road Maintenance
Currently, the *Roadway and Roadside Maintenance Procedures* provides guidance for maintaining the roads and highways in a safe and comfortable condition and to protect the public’s investment in those facilities. In addition to *Roadway and Roadside Maintenance Procedure*, the MRP rates roadside features continuously, on a random basis, to determine if additional maintenance work is needed.
3.3.2 Practices for Controlling Erosion for Road Maintenance Activities

Erosion, sediment and stormwater control methods shall be used as needed to ensure that State water quality requirements are met. FDOT roadside maintenance activities utilize the State of Florida Erosion and Sediment Control Designer and Review Manual (FDOT, 2007) and, where appropriate, sedimentation control EMPs from the Florida Stormwater, Erosion, and Sedimentation Control Inspector’s Manual (FDEP, 2008) to minimize the potential for erosion, sedimentation, and stormwater pollution from roadside maintenance activities. Personnel responsible for the inspection of stormwater-related aspects of construction activities within rights-of-way are required to have appropriate training in stormwater erosion and sediment control.

3.3.3 Street Sweeping

Currently, the specific standards for roadway sweeping are dictated by the FDOT Maintenance Rating Plan Manual and scheduled through the MMS. Each District is responsible for complying with these standards and has schedules for road sweeping mainly through private contractors either under direct contract or through JPAs or MOAs.

Under the MS4 reporting requirements, Districts will provide annual reports outlining the frequency of street sweeping, miles swept, and quantity (or estimate of quantity) of material removed under their street sweeping program. Additionally, estimates of the quantities of total nitrogen (TN) and total phosphorus (TP) will be reported, utilizing relationships developed by FDEP that equate the quantity (volume or weight) of material with the weight of TN and TP removed. Appendix B provides an overview of the methodology to be utilized to calculate the TN and TP from either the gross weight of material removed, the quantity of material removed, or lane miles swept. Appendix B also provides an overview of the present FDOT contracts for street sweeping and why lane mile calculations are needed on an interim basis. Specific FDEP links relative to TN and TP street-sweeping calculations and tools are provided in Appendix B.

3.3.4 Litter Control

Currently, the specific standards for roadway litter control are rated by the FDOT Maintenance Rating Plan Manual and scheduled through the MMS. Each District is responsible for complying with these standards and has schedules for litter control mainly through private contractors either under direct contract or through JPAs or MOAs. The work is performed by a combination of FDOT maintenance crews and contractors and through contracts with the municipality or
county within the District, Adopt-A-Highway (Chapter 403.4131, F.S.), and Florida Department of Corrections work crews. The quantities of litter are reported in terms of area as per current FDOT contracts, with a few exceptions. Districts will provide annual reports outlining the frequency and an estimate of the quantity of litter removal.

3.3.5 Maintenance Yards

Each District (except the FTE) has maintenance facilities for storing equipment and materials used in highway and road maintenance. These facilities may be small-quantity generators of hazardous waste that have contingency plans for handling and disposal. All hazardous materials are managed according to applicable regulations. Procedures for handling and disposal of excess asphalt material and cleaning materials such as solvents are outlined in the Guide to Asphalt Repair. Hazardous materials are stored according to Material Safety Data Sheet (MSDS) recommendations. Inventories are kept of all materials at each facility.

Used oil at all facilities is properly stored in approved containment vessels until it can be recycled. All underground tanks at the facilities are monitored in accordance with FDEP regulations for underground tanks as stated in Chapter 62-761, F.A.C. Underground Tank Systems. Above-ground tanks are inspected and maintained in compliance with 62-762, F.A.C., Above Ground Tank Systems.

Through annual inspections by each District, FDOT will identify the equipment yards and maintenance shops that support road maintenance activities and determine the necessary control measures and procedures to be employed at each facility. Districts will maintain documentation of the inspections and procedures that demonstrate that potential stormwater co-mingling or pollutant concerns have been reviewed, and the appropriate control measures and procedures have been implemented for the annual reporting requirements. Standard operating procedures (SOPs) reducing the potential for introduction of pollutants from maintenance yards will be developed by the individual Districts as part of their Stormwater Management Programs.

3.4 Flood Control

FDOT's permitted storm sewer systems are designed to comply with Chapters 373 and 403 F.S., and rules promulgated thereunder including Chapter 62-40, F.A.C., and, therefore, are required to maintain, during and after construction and development, the pre-development storm characteristics, hydrology and flood levels. FDOT projects typically require permitting by other
regulatory agencies including FDEP, WMDs, and the U.S. Army Corps of Engineers (USACE). In addition to these permits and associated water quantity and quality requirements, FDOT is committed to incorporating structural and non-structural water quality controls into its new facilities to reduce the discharge of pollutants.

Occasionally, FDOT may develop projects that reduce or lessen flooding conditions in an area for the purpose of ensuring flood-free roadways. These projects would be required to comply with Chapters 373 and 403, and rules promulgated there under including Chapter 62-40, F.A.C., and, therefore, will assess and reduce the impacts of stream channel erosion, siltation, sedimentation, and stormwater pollutant loading to waters of the State. Toward this end, the WMD (or FDEP) requires stormwater treatment for most flood control projects depending on permitting thresholds.

The WMDs have the authority and responsibility for developing long-range comprehensive water management plans that will assess the flood protection and water quality management problems within each WMD. These plans include the WMDs’ strategies, priorities, and schedules to develop pollutant load reductions as necessary to maintain water quality consistent with Chapter 62-40, F.A.C. There may be occasions when FDOT will participate with local agencies and WMDs to provide specific water quality improvements. FDOT participation may range from providing data, research, joint funding, or other functions.

### 3.5 Municipal Waste Treatment, Storage, and Disposal Facilities Not Covered by an NPDES Stormwater Permit

Currently, FDOT does not maintain any waste treatment, storage or disposal facilities. Therefore, at this time, no operating procedures or methodologies are presented in the SSWMP.

### 3.6 Application of Pesticides, Herbicides and Fertilizers

FDOT is committed to reducing pollutants in discharges from MS4s resulting from application of pesticides, herbicides and fertilizers. This is currently accomplished through personnel training and certification regarding the proper use of equipment and chemicals. At present, FDOT has limited use of fertilizers statewide and, generally, this use is limited to initial periods of seeding and/or turf establishment to initiate growth and reduce potential erosion. Where feasible, FDOT
reduces the use of pesticides, herbicides, and fertilizer. The following sections provide an overview of additional components of the program to be implemented by the Districts.

3.6.1 Training and Certification

FDOT currently requires all personnel involved in the chemical weed and grass control program to be competent, able, and knowledgeable to implement a safe and effective program. In addition, employees must complete training and certification regarding the proper use of equipment and disposal of chemicals.

FDOT requires proper certification and licensing from the Florida Department of Agriculture and Consumer Services (FDACS) for all FDOT personnel applying pesticides or herbicides on FDOT property or rights-of-way. FDOT District offices will be responsible for maintaining a list of all personnel, along with documentation of the proper FDACS certification and licensing. The list of personnel and any new training will be reported annually.

FDOT requires proper certification and licensing from FDACS for all contractors applying pesticides or herbicides on FDOT property or rights-of-way. FDOT District offices will be responsible for maintaining a list of all certified contractors. The list of certified contractors used by the District will be reported annually.

By January 2014, all personnel applying fertilizer will be trained and certified through the Green Industry (GI) BMP Program and FDACS, respectively. The list of trainees and number of trained personnel will be reported annually. By that same date, FDOT will require that any contracts for fertilizer application use only commercial applicators of fertilizer who have been trained through the GI-BMP Program and have obtained a limited certification for urban landscape commercial fertilizer application under Section 482.1562, F.S.

3.6.2 Chemical Control Plan

In establishing a complete and effective chemical control plan, FDOT follows three principles of good management:

- Planning
- Organization
- Control
The planning process involves making decisions regarding timing, species identification, coordination with work crews, determination of required application rates and distribution, equipment requirements and others. Factors that must be considered include weed types, soil conditions, application location and weather conditions.

The organization process involves gathering of materials and tools and the scheduling and calibration of application equipment. FDOT recommends that an application area be identified in advance using the MMS Work Determination and Scheduling System.

The final management process involves control. This is the process of checking the progress, effectiveness, efficiency and quality of a particular job. Control requires that adjustments be made as field conditions change to ensure that proper chemical dosages are applied.

FDOT and State regulators require that all herbicide applications be reported and that these reports be filed and maintained. Daily logs include the following information:

- Name of applicator
- Date and time of application
- Application equipment used
  - Type of chemical used, trade name, formulation, and manufacturer
  - Amount of active ingredient and product used per acre
- Type of treatment
- Location and specific facilities treated
- Total area treated
- Weather, wind speed, and direction
- Remarks
- Nozzle type, operating pressure, gallon per minute rating and application angle

FDOT keeps and maintains a complete listing of approved chemicals, as well as an inventory of chemicals kept at the maintenance facilities. The inventory includes the shelf life of chemicals used, MSDSs for approved chemicals, and disposal schedules.
3.6.3 Application Guidelines

The following is a description of the procedures and guidelines FDOT uses and requires to reduce to the contamination of stormwater as a result of chemical usage.

- Fertilizer application, if any, shall be conducted in accordance with all department procedures and guidance in order to minimize the use of fertilizer within FDOT rights of way. By 2014, the GI-BMP Program requirements will be applicable, and contracted fertilizer applicators will be limited to commercial applicators who have been trained in the GI-BMP Program and have obtained a limited certification for urban landscape commercial fertilizer application.
- Fertilizers should be used only where needed to maintain a strong stand of vegetation in poor soils. Lower fertilizer rates, if fertilizer is used at all, should be used in the immediate vicinity of treatment pond bank slopes and other water bodies, and within swales.
- FDOT encourages the use of manual vegetation removal and the use of track-driven roller wiper application methods instead of spray application to minimize the potential for environmental degradation.
- Only pesticides approved by EPA and FDACS should be used for aquatic sites to control weed pests in and around treatment ponds.
- Storage and handling methods
  - Pesticides, herbicides, and fertilizers shall be stored in a clean and dry location. The storage facility should be protected from the weather, have a concrete floor, and be locked when not in use. Pesticides, herbicides, and fertilizers should be handled in a manner to reduce uncontrolled spreading, drift and spillage, especially to adjacent water bodies.
  - All pesticide, herbicide and fertilizer containers must be correctly labeled. FDOT and State law requires that labels are cleared and registered through the EPA.
- Cleaning of equipment and container disposal:  
  - Containers will be discarded in authorized disposal areas or as recommended by the manufacturer. FDOT requires the rinsing of containers a minimum of three times with proper solvent prior to disposal. The solvent rinse is recovered and saved as the diluent for the next application. Under no circumstances will an FDOT employee
drain or wash equipment where wash water can discharge directly to a lake, stream, or other water body, or into a storm sewer or stormwater management system.

- When spraying near water bodies or other water sources, extra care must be taken to ensure precise application to prevent harm to the environment.

3.6.4 Standard Operating Procedures for Use and Handling of Herbicides on FDOT Rights-of-Way

FDOT Central Office approves all non-restricted herbicides purchased on a statewide contract basis. The Districts have the option to purchase and use any non-restricted herbicide. FDOT policy encourages the use of non-chemical control methods to reduce cost and environmental impact from chemical applications. This policy has resulted in gradual reduction of chemical herbicide application to control nuisance vegetation.

The application frequency of herbicides is determined by the Engineered Work Needs or Routine Work Performance Standards. All herbicide application is in compliance with label and MSDS recommendations, and FDOT Roadway and Roadside Maintenance Procedure and Guide to Chemical Weed and Grass Control Handbook. These documents are maintained by the FDOT State Maintenance Office, and copies are made available to District maintenance facilities.

Copies of MSDSs for herbicide are available at each FDOT maintenance facility. All herbicides are used according to label and MSDS specifications. An inventory is kept for all herbicides at each maintenance facility. A daily log is kept for all herbicide applications. Empty containers are triple rinsed and punctured prior to disposal or returned to the manufacturer for recycling. Rinse water is reused as a diluent and added to the chemical feed tank.

3.6.5 Fertilizer Application Control

Fertilizer application, if any, shall be conducted in accordance with all department procedures and guidance in order to minimize the use of fertilizer within FDOT rights of way. As part of routine maintenance, nurse crops such as clover may be used. Nurse crops enrich the soil by accumulating and restoring nitrogen, a nutrient essential for turf grass growth. This reduces the amount of fertilizer needed. In addition, soil aeration may be used along roadsides in some Districts. This also reduces the amount of fertilizer used without causing additional runoff.
Fertilizer should only be applied where it is absolutely needed and for initial establishment of ground cover at new construction sites.

3.7 Illicit Discharges and Improper Disposal
Under the SSWMP, FDOT Districts will implement the following plan for the detection and elimination of illicit discharges to its MS4. The following outlines FDOT’s Proactive Illicit Discharge Program, Reactive Illicit Discharge Program, High Risk Facilities, Spill Response, and Public Education.

3.7.1 Proactive Program
At present, FDOT implements its MRP/MMS program throughout the State of Florida and, as described in Section 3.1, this program provides significant coverage of the FDOT MS4 under the inspection and maintenance requirements. As such, the fundamental component of a proactive illicit discharge program, that is, inspectors visiting all areas of the MS4, is achieved through the MRP/MMS program.

FDOT’s Proactive Illicit Discharge Program will utilize this existing infrastructure within the District through the implementation of a two-tier training program. The first tier (Tier 1) will be provided to all appropriate MRP/MMS personnel and will include basic training in the identification and reporting of potential illicit discharges. Additionally, FDOT contractors will be required to obtain Illicit Discharge and Spill Response training. These personnel will be instructed to report potential discharges to District NPDES staff.

The District NPDES staff will be fully trained in illicit discharge identification and reporting procedures (Tier 2). When an illicit discharge to the FDOT MS4 is reported, the District NPDES staff will conduct a complete inspection of the discharge, including documentation and appropriate reporting to FDEP or appropriate co-permittee. If it is determined that constituents common to wastewater are found within the discharge, District staff will report the discharge to the appropriate local utility responsible for wastewater treatment in the area and the co-permittee pursuant to any interlocal agreements for this activity. FDOT Districts will report the number of inspections and actions resulting through the inspection program described above as part of their annual report. If an illicit discharge is found outside of the FDOT right-of-way, FDOT will report it to the applicable MS4 operator, FDEP or WMD for further investigation and enforcement action.
3.7.2 Reactive Response Program
FDOT maintains telephone lines at the District offices so the public can report illicit discharges and accidental spills. FDOT will investigate and report on the information received from the public and other agencies about incidents of spills or illicit discharges on the FDOT right-of-way. Reports of spills and illegal dumping outside the FDOT right-of-way will be reported to the appropriate local municipality or FDEP.

A report on the number of suspected illicit discharges and illegal dumping incidents called in along with follow-up documentation and referral information will be required to be included in the annual report for each District.

3.7.3 High Risk Program
Due to the nature of the FDOT MS4 and the limited access by personnel outside of the right-of-way, FDOT Districts typically enter into JPAs or MOAs with municipal co-permitees to satisfy components of the High Risk Program. FDOT inspection is limited to outfalls from facilities that are immediately adjacent to the FDOT right-of-way and discharge stormwater directly into the FDOT system.

Under the MS4 program, FDEP and EPA have identified the following specific facilities as having the potential to be high priority stormwater pollution sources:

- Operating and closed municipal landfills
- Hazardous waste treatment, disposal or recovery facilities
- Superfund Amendments and Reauthorization Act (SARA) Title III Facilities identified from the Toxic Release Inventory (list obtained from Local Emergency Planning Council)
- Industrial facilities listed by Standard Industrial Classification (SIC) Code in Title 40 CFR, Part 122.26(b)(14)(i-xi)

For all JPA/MOA programs, the selection process begins as a system-wide identification and prioritization of potential problem areas focused in a systematic manner to a particular outfall or pollutant contributor. In entering JPA/MOA agreements, the Districts should assure that the co-permittee program meets the requirements of FDEP.
FDOT Districts will report the number of inspections and actions resulting through JPA/MOA agreement. FDOT Districts shall keep track of the reactive and proactive inspections performed by its co-permitees through the JPA/MOA agreement for facilities discharging to the FDOT MS4.

While each District will develop its own approach to handling High Risk facilities within its individual Phase 1 MS4 permits, including the development of appropriate SOPs where applicable, each District will maintain, at a minimum, a list of the High Risk facilities with the potential to discharge to the FDOT MS4 system within the Phase 1 jurisdictional areas.

### 3.7.4 Spill Response

FDOT Districts employ the emergency response spill procedures and associated contracts with local governments, police, fire and rescue, and environmental response teams. FDOT personnel and its associated spill response team respond, test, collect, dispose and report all spills larger than 25 gallons to FDEP. FDOT has established procedures for reporting spills and repairing damage to the roadway or right-of-way resulting from spills. These procedures are outlined in Reporting Incidents and Management of Damage Repair (FDOT Form 850-005-001-j). These existing plans and procedures are employed in each District to respond to accidental spills. A report on the spill prevention and response activities, including the number of spills, will be included in the annual report for each District. Each District will maintain documentation of reported spills as well as any spill prevention, response activities, and procedures.

### 3.7.5 Public Education

As part of the DCP Program, FDOT provides handouts with all approved DCP permits outlining information on used oil recycling, proper hazardous waste disposal, stormwater regulations, and spill reporting.

### 3.8 Construction Site Runoff

All construction projects that disturb land adjacent to and within FDOT rights-of-way are controlled and regulated through jurisdiction by one of the State's five WMDs through Chapters 40 (A through E)-4 and Chapter 40 (A through E) - 40, F.A.C., and FDEP through Chapter 62-621 and other appropriate chapters of the F.A.C. Permitting through these agencies requires the developer, property owner, or authorized agent to submit construction plans and supporting
documentation for review and approval and/or develop and implement a Stormwater Pollution Prevention Plan (SWPPP). Construction and stormwater pollution control plans must clearly identify erosion and sediment controls and stormwater management practices and provide details for all stormwater facilities.

Current FDOT requirements consist of reducing pollution at the source and preventing offsite discharge from causing adverse impacts to receiving waters. The following sections describes FDOT’s role in controlling runoff from construction activities both onsite and offsite. Erosion, sediment, and stormwater management controls shall always be used as needed to ensure that State water quality requirements are met. FDOT requires that all stormwater erosion and sediment control inspectors working on FDOT construction projects be qualified either by attending FDEP’s stormwater erosion and sediment control inspector training program, through another recognized equivalent training program, or through other training or practical experience in the field of stormwater pollution prevention and erosion and sedimentation control.

### 3.8.1 Onsite Construction Within the FDOT Right-of-Way

Construction sites that disturb 1 acre of land or more and that discharge to waters of the State or an MS4 must obtain NPDES Construction Generic Permit (CGP) coverage from FDEP and implement a SWPPP to address erosion and sediment control and minimize stormwater pollutants discharged offsite. Inspections of construction activities shall be conducted in accordance with permit requirements to ensure proper installation, maintenance, and operation of erosion, sediment and stormwater controls and prevent adverse water quality impacts.

For all FDOT construction projects that meet NPDES construction generic permit criteria (construction projects that disturb 1 acre or more of land), FDOT has a procedure to prepare SWPPPs in the *Plans Preparation Manual* (Volume 1, Chapter 11). In addition, to control erosion and sedimentation on construction projects, FDOT’s *Standard Specifications for Road and Bridge Construction*, Section 104, and FDOT’s *Design Standards* (100 to 106) provide specific measures and design specifications. The purpose of these measures is to prevent pollution of water, detrimental effects to public or private property adjacent to the project right-of-way, and damage to work on the project. The measures consist of construction and maintenance of temporary erosion and sediment controls or, where practical, the construction and maintenance of permanent erosion and sediment controls as shown in the construction plans.
As an attachment to the Year 1 Annual Report, each FDOT District will submit a written plan that details the standard operating procedures for implementation of the stormwater, erosion and sedimentation inspection program, including training, for construction sites discharging into the MS4. This requirement applies to FDOT-operated projects and privately owned projects that require a DCP and are located within the FDOT right-of-way. All inspectors of construction sites shall be certified through the Florida Stormwater Erosion and Sedimentation Control Inspector Training Program or an equivalent training program approved by FDEP.

3.8.2  FDOT Drainage Connection Permit Program

Through the permitting requirements of Chapter 14-86, F.A.C., FDOT DCP requires review of surface water management connections to FDOT drainage facilities. FDOT can provide or allow drainage connections from properties that adjoin the FDOT rights-of-way so that the historical drainage rate and volume is not increased. The purpose of the rule is to ensure safe conditions and the integrity of FDOT transportation facilities, to prevent an unreasonable burden on downstream properties, and to ensure that waters discharging from the site to the FDOT right-of-way meet acceptable water quality.

In addition to the traditional flood concern issues, the DCP must also ensure through the permit review process that appropriate stormwater treatment occurs prior to discharge into the FDOT system. The DCP requires that all construction projects draining to the MS4 meet water quality standards and specifies the use of stormwater, erosion, and sediment control BMPs during construction.

Under the DCP Program, the applicant for a permit must provide reasonable assurance that the quality of water conveyed by the connection meets all applicable water quality standards, and such assurance shall be certified in writing. In the event the discharge is identified causing or contributing to a violation of applicable water quality standards, the permittee will be required to incorporate such abatement as necessary to bring the permittee's discharge into compliance with applicable standards. FDOT provides inspection of the proposed outfall conditions during construction and, if it is determined that the discharge is not meeting the requirements listed above, or that the facility is not being constructed as designed, FDOT personnel will report the discharge to the appropriate agency or local municipality. Additionally, following construction of
the project, if it is determined that a permitted discharger is violating the conditions listed above, FDOT will report the discharge to the appropriate agency or local municipality.
4.0 PUBLIC EDUCATION

Generation of public awareness and encouraging reporting of possible water quality impacts from FDOT stormwater discharges requires an effective public education program. The following are examples of public education:

- Explanations of what stormwater is, how it is managed, and why
- Effects of improper waste disposal on stormwater
- Definition of an illicit discharge
- The need to report illicit discharges and to whom

When feasible and appropriate, FDOT will participate in public awareness programs developed by municipalities and environmental regulatory agencies within each District through JPAs or MOAs. As stated earlier under the DCP program, FDOT will include a notice with each approved FDOT DCP with information on used oil recycling, proper hazardous waste disposal, stormwater regulations, and spill reporting. The number of notices distributed through the DCP will be provided on the annual report. Additionally, FDOT will provide in its annual reports an overview of public education programs directly initiated and those done through JPA/MOA agreements.
5.0 MONITORING PLAN PROGRAM

A monitoring plan program for the duration of the permit is required by Chapter 62-624, F.A.C. The goals of the monitoring program are as follows:

- Characterize and quantify stormwater loads
- Determine sources of specified pollutants
- Evaluate the performance of the specific source controls and BMPs
- Identify chemical, physical, and biological impacts
- Evaluate compliance with water quality standards
- Evaluate the effectiveness of permittees' stormwater management programs

The monitoring program objective is to assist MS4 permittees in determining the overall effectiveness of their stormwater program implementation, to assist in prioritizing portions of the MS4 requiring additional controls, and to identify where stormwater discharges are adversely affecting surface water bodies. FDOT's outfalls and delineated drainage watersheds are interspersed and shared with the outfalls of its co-permittees. FDOT and co-permittees share information about discharge characterization (with most of FDOT's monitoring conducted as part of JPA or MOA with co-permittees), sources of specified pollutants, and the performance of the specific source controls in reducing annual pollutant loads. Districts participate in local monitoring efforts by municipal co-permittees through JPA or MOA where appropriate and feasible. Monitoring program data will be reported by the appropriate municipal co-permittee and referenced in the District's annual report.

Permittees are required to provide estimates of the annual pollutant load and event mean concentration (EMC) for biochemical oxygen demand (BOD), total copper, total nitrogen, total phosphorus, total suspended solids, and total zinc for each major outfall or major watershed within their MS4. A major watershed must contain at least one major outfall. A major outfall is defined by Rule 62-624.200(5), F.A.C. Permittees are required to include a table in Year 3 of the annual report comparing the current calculated annual pollutant loadings with those from the previous two annual reports, and specify the source of EMCs and data used for each of the three calculations. Based on this comparison, the permittees shall indicate whether the pollutant loadings are increasing or decreasing for each major watershed or major outfall for
overall pollutant removal effectiveness. If the total pollutant loadings have not decreased over the past two permit cycles, the permittees shall re-evaluate their stormwater management program and identify and submit revisions to the plan, as appropriate, in the Year 4 annual report to reduce pollutant loadings, especially to impaired waters. Where feasible, it is recommended to complete these requirements through JPA/MOA or cooperative efforts with co-permittees.
6.0 YEARLY REVIEW ON EFFECTIVENESS OF IMPLEMENTATION OF STORMWATER MANAGEMENT PROGRAM

In addition to the requirements outlined in Section 5.0, the Districts are required to determine the effectiveness of their stormwater management program in reducing pollutant loads discharged from the MS4. At a minimum, each annual report shall include, as an attachment, an explanation of how the stormwater program addressed each of the following:

1. Have stormwater pollutant loadings discharged from the MS4 decreased? Why or why not?
2. Which components of the stormwater management program are working well and are effective in reducing stormwater pollutant loadings? Why are they effective?
3. Which components of the stormwater management program are not working well and need to be revised to make them more effective in reducing stormwater pollutant loadings?
4. Which components of the stormwater management program do not contribute to reducing stormwater pollutant loads and could be revised or eliminated, and why?
5. Is the monitoring program providing data that can be used to assess the effectiveness of the stormwater management program in reducing stormwater pollutant loadings, assess the effectiveness of specific BMPs, and determine where stormwater retrofitting projects should be prioritized for implementation?

Additionally, the Districts shall annually undertake an analysis of the financial and staffing resources needed to successfully implement its activities under their stormwater management program.

It is important to note, as stated in Section 1.2, that FDOT budgets are legislatively approved on an annual basis. FDOT relies heavily on Federal funds in budgeting monies for proposed projects, although these funds cannot be used for maintenance. Therefore, full implementation of the stormwater management program within projected time frames is highly dependent on budget approval and funding appropriations by both the Florida Legislature and the United States Congress.
Appendix A

MMS Activity Sheets
**FLORIDA DEPARTMENT OF TRANSPORTATION**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**ROUTINE MAINTENANCE ACTIVITY**

| CLEAN DRAINAGE STRUCTURES | MMS ACTIVITY: 451  
| MRP: DRAINAGE |

**DESCRIPTION**

Manual or Mechanical:  
Cleaning storm drains, french drains, manholes, side drains, cross drains, inlets, piped outfalls, box culverts, and other miscellaneous drain structures. Not to include bridge drains.

**PURPOSE**

To maintain proper drainage system for protection of the roadway.

**SCHEDULING FREQUENCY**

As determined by the Work Needs Survey.

**RECOMMENDED WORK SEQUENCE**

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Remove debris such as lumber, tree branches or material that might create an obstruction to proper drainage. Load into truck and haul away to appropriate disposal site.
3. Check the outfall end of the drainage system to be sure it is not plugged by sediment and vegetation and that there is no serious scour damage (See Activity No. 464 for cleaning outfall ditches).
4. Control soil run-off and other soil erosion in accordance with publications listed below.
5. Clean up work site.
6. Complete crew report before moving to new site.
7. Pick up work signs and other safety equipment.

**SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES**

***All referenced publications shall be current edition with supplements***

2. FDOT Roadway and Traffic Design Standard Index No. 600 & 200 series.
4. BT 07-0022 - Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
5. Operator’s Manual (Sewer Cleaner)
MRP CRITERIA
Refer to Drainage element under the following:

- Side / Cross Drain: 60% of the cross-sectional area is not obstructed
- Inlets: 85% of the opening is not obstructed
- Misc. Drainage Structures: 90% of each structure functions as intended

METHOD OF REPORTING
1. Use a tape or measuring wheel and report the length cleaned to the nearest hundredth.
2. Each inlet cleaned equals 2 meters (6 linear feet)
   If only inlet top cleaned, report one (1) meter (3 feet)

REPORTING UNITS = meters (linear feet)

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Safety and traffic control assistance as required

SMALL TOOLS
- Hoe
- Various Hand Tools
- Shovels
- Swing Blades
- Hand Pipe Shovels
- Pry Bar
- Hydraulic Jack
- Measuring Devices
- Work signs and safety equipment
- Personal Safety Equipment

MATERIAL
- Litter bags
- Sod

EFFECTIVE DATE: July 1, 1996

APPROVED BY

State Maintenance Engineer
### REPAIR or REPLACE STORM DRAINS, SIDE DRAINS, CROSS DRAINS

**MMS ACTIVITY:** 456  
**MRP:** DRAINAGE

#### DESCRIPTION

Repair or replacement of storm drains, side drains, cross drains, french drains and mitered ends. Not to include repair of items listed for Activity 457.

#### PURPOSE

To maintain drainage structures in good operating condition.

#### SCHEDULING FREQUENCY

As determined by the Work Needs Survey.

#### RECOMMENDED WORK SEQUENCE

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Repair or replace sections of damaged pipe. Be sure grates and manhole covers are not damaged and are secured in place by tack welding or chaining. Be sure all joints are sealed.
3. Control soil run-off and other soil erosion in accordance with publications listed below.
4. Clean up work site.
5. Complete crew report before moving to new site.
6. Pick up work signs and other safety equipment.

#### SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES

***All referenced publications shall be current edition with supplements***

2. FDOT Roadway and Traffic Design Standard Index No. 600 & 200 series.
3. FDOT Standard Specifications for Roadway and Bridge Construction.
5. BT 07-0022 - Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
**ACTIVITY NO. 456**

**MRP CRITERIA**

Refer to Drainage element under the following characteristics:

- Side / Cross Drain: 60% of the cross-sectional area is not obstructed
- Inlets: 85% of the opening is not obstructed
- Misc. Drainage Structures: 90% of each structure functions as intended

**METHOD OF REPORTING**

Report the total length of pipe repaired or replaced as units of work completed to the nearest hundredth.

**REPORTING UNITS = meters (linear feet)**

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**SMALL TOOLS**

- Shovels
- Concrete Finishing Tools
- Hand Pipe Shovel
- Diaphragm Pump
- Miscellaneous Wrenches
- Measuring Devices
- Work Signs and Safety Equipment
- Personal Safety Equipment

**MATERIAL**

- Pipe
- Cement and Aggregate
- Sand Bags
- Brick
- Forming Material
- Litter Bags

**EFFECTIVE DATE:**

July 1, 1996

**APPROVED BY**

W. A. Allman

State Maintenance Engineer
CONCRETE REPAIR

MMS ACTIVITY : 457
MRP: DRAINAGE

DESCRIPTION

Concrete repair on items such as catch basins, barrier wall, median inlets, head walls, curb inlets, pedestrian underpasses, seawalls, retention walls, and box culverts [under 6 m (20') span], curb and gutters, paved ditches, paved slopes, flumes or spillways, and rip rap. Not to include bridge or sidewalk repair.

PURPOSE

To maintain drainage structures and concrete items in good operating condition

SCHEDULING FREQUENCY

As determined by the Work Needs Survey.

RECOMMENDED WORK SEQUENCE

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Determine required forming procedures and necessary materials.
3. Form item as needed.
4. Replace or repair reinforcing steel as needed.
5. Place concrete, cement or epoxy as required, and finish.
6. Apply curing compound.
7. Place appropriate barricades if overnight material set is expected.
8. Remove forms after material has set. Control run-off and other soil erosion in accordance with publications listed below.
9. Clean up work site.
10. Complete crew report before moving to new site.
11. Pick up work signs and other safety equipment.

SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES
and TRAINING RESOURCES

*** All referenced publications shall be current edition with supplements ***

2. FDOT Roadway and Traffic Design Standard Index.
3. FDOT Standard Specifications for Roadway and Bridge Construction.
5. BT 07-0022 - Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
ACTIVITY NO. 457

MRP CRITERIA

Refer to Drainage under the following characteristics:

+ Side / Cross Drain: 60% of the cross-sectional area is not obstructed and functions as intended
+ Inlets: Broken or damaged curb inlets with exposed reinforcing steel does not meet conditions. Concrete cradle must support grates.
+ Miscellaneous Drainage Structures: Concrete cradle must support grates

METHOD OF REPORTING

Report the volume of concrete placed to the nearest hundredth using one of the following methods:

1. Calculate \( \text{Length (m)} \times \text{Width (m)} \times \text{Depth (m)} = m^3 \)
   \[ \text{Length (ft.)} \times \text{Width (ft.)} \times \text{Average Depth (ft.)} = \text{cubic yards (cu. yds.)} \]
   27 cu. ft.
2. Refer to conversion chart no. 7 - m (7).

REPORTING UNITS = meters cubed (cubic yards)

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SMALL TOOLS

Shovels
Concrete Finishing Tools
Wheelbarrow or Mortar Box
Work Signs and Safety Equipment
Concrete Curing Compound Sprayer
Air Operated Jack Hammer
Circular Saw
Power Drill
Concrete Saw
Measuring Devices
Various Hand Tools as Necessary
Personal Safety Equipment

MATERIAL

Cement, Aggregate and Sand or Batch Mix Concrete
Pre-Mixed Bagged Concrete
Reinforcing Steel
Forming Material and Necessary Hardware
Curing Compound
Water
Litter Bags

EFFECTIVE DATE: July 1, 1996

APPROVED BY

State Maintenance Engineer
### FLORIDA DEPARTMENT OF TRANSPORTATION

MAINTENANCE MANAGEMENT SYSTEM

ROUTINE MAINTENANCE ACTIVITY

<table>
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<th>ROADSIDE DITCHES - CLEAN &amp; RESHAPE</th>
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<td><strong>MRP:</strong> DRAINAGE</td>
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### DESCRIPTION

Cleaning and reshaping of ditches other than outfalls.

### PURPOSE

To maintain proper roadway drainage by restoring ditches to line, grade and slope.

### SCHEDULING FREQUENCY

As determined by the Work Needs Survey.

### RECOMMENDED WORK SEQUENCE

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Grade ditch to proper line and grade, loading excess material into truck.
3. Haul excess material to designated area.
4. Control run-off and other soil erosion in accordance with publications listed below.
5. Clean up work site.
6. Complete crew report before moving to new site.
7. Pick up work signs and other safety equipment.

### SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES

*** All referenced publications shall be current edition with supplements ***

2. FDOT Roadway and Traffic Design Standard Index No. 600.
3. FDOT Standard Specifications for Roadway and Bridge Construction.
5. BT 07-0022 - Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
ACTIVITY NO. 461

MRP CRITERIA

Refer to Drainage element under "Roadside/Median Ditch"

* The ditch bottom is * ___ * meters (feet) or more below the outside edge of pavement and functions as intended.

* Rural Limited Access - 0.9 m (3')
  Rural Arterial - 0.9 m (3')
  Urban Limited Access - 0.7 m (2 1/2')
  Urban Arterial - 0.7 m (2 1/2')
  Median (all facilities) - 0.6 m (2')

METHOD OF REPORTING

1. Use a tape or measuring wheel to measure and report length of ditch cleaned or repaired to the nearest hundredth.
2. Report the length in meters (linear feet).

REPORTING UNITS = meters (linear feet)

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SMALL TOOLS

Various Hand Tools
Measuring Devices
Work signs and safety equipment
Personal Safety Equipment

MATERIAL

Litter bags
Sod

EFFECTIVE DATE: July 1, 1996

APPROVED BY

State Maintenance Engineer
# FLORIDA DEPARTMENT OF TRANSPORTATION
## MAINTENANCE MANAGEMENT SYSTEM
### ROUTINE MAINTENANCE ACTIVITY

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</table>

## DESCRIPTION
Cleaning of outfall ditches and restoration of slopes and bottom areas. Report to activity 487 when efforts are limited to brush and weed cutting only. Piped outfalls will be reported to Activity 451. Repair of paved outfall ditch will be reported to Activity 457.

## PURPOSE
To provide adequate drainage and remove unsightly vegetation that cannot be controlled by more cost effective means.

## SCHEDULING FREQUENCY
As determined by the Work Needs Survey.

## RECOMMENDED WORK SEQUENCE
1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Clean and level access area for excavating equipment as required.
3. Proceed with cleaning operations by removing vegetation, debris and silted material to desired grade. Restore slopes and bottoms to proper shape.
4. Control run-off and other soil erosion in accordance with publications listed below.
5. Dispose of excess as appropriate.
6. Clean up work site.
7. Complete crew report before moving to new site.
8. Pick up work signs and other safety equipment.

## SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES
*** All referenced publications shall be current edition with supplements ***
2. FDOT Roadway and Traffic Design Standard Index No. 600 & 200 series
3. FDOT Standard Specifications for Roadway and Bridge Construction
5. BT 07-0022 - Work Zone Traffic Control for Maintenance and Utility Operations (Level 3)
ACTIVITY NO. 464

MRP CRITERIA

Refer to Drainage element under “outfall ditch”

Outfall Ditch - the ditch bottom is at or within the lower 1/3 of the distance between natural ground and the design flowline.

METHOD OF REPORTING

1. Use a tape or measuring wheel to measure length of ditch cleaned or repaired.
2. Report to the nearest hundredth.

REPORTING UNITS = meters (linear feet)

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>CLASS CODE</td>
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<table>
<thead>
<tr>
<th>SMALL TOOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various Hand Tools as Necessary</td>
</tr>
<tr>
<td>Measuring Devices</td>
</tr>
<tr>
<td>Work Signs and Safety Equipment</td>
</tr>
<tr>
<td>Personal Safety Equipment</td>
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<table>
<thead>
<tr>
<th>MATERIAL</th>
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</thead>
<tbody>
<tr>
<td>Litter bags</td>
</tr>
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</table>

EFFECTIVE DATE: July 1, 1996

APPROVED BY: W. J. Allman
State Maintenance Engineer
FLORIDA DEPARTMENT OF TRANSPORTATION
MAINTENANCE MANAGEMENT SYSTEM
ROUTINE MAINTENANCE ACTIVITY

<table>
<thead>
<tr>
<th>MITIGATION AREA MAINTENANCE</th>
<th>MMS ACTIVITY: 465</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRP: NONE</td>
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</tbody>
</table>

**DESCRIPTION**

All efforts required for proper maintenance of Mitigation Areas. Includes control of nuisance vegetation by herbicide and/or manual removal.

**PURPOSE**

To re-establish wetland areas to comply with current environmental regulations.

**SCHEDULING FREQUENCY**

As determined by the Work Needs Survey

**RECOMMENDED WORK SEQUENCE**

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Specific requirements for each site as shown in each individual permit.
3. Clean up work site.
4. Complete crew report before moving to new site.
5. Pick up work signs and other safety equipment.

**SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES**

*** All referenced publications shall be current edition with supplements ***

2. FDOT Roadway and Traffic Design Standard Index
3. FDOT Standard Specifications for Roadway and Bridge Construction
ACTIVITY NO. 465

MRP CRITERIA

NONE

METHOD OF REPORTING

1. Report hectares (acres) completed.
2. Report to the nearest hundredth.
3. Use Conversion Chart No. 8 - m , (8), 9 - m.

REPORTING UNITS = hectares (acres)

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<thead>
<tr>
<th>CLASS CODE</th>
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<th>EQUIPMENT DESCRIPTION</th>
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<td>OMST - III</td>
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<td>2-Ton Crew Cab</td>
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<td>OMST - I</td>
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<td></td>
<td>Safety and traffic control assistance as required</td>
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</table>

SMALL TOOLS

Various Hand Tools as Necessary
Measuring Devices
Work Signs and Safety Equipment
Personal Safety Equipment
Backpack Sprayer

MATERIAL

Litter bags
Plants as required by permit
Herbicide and Additives

EFFECTIVE DATE: July 1, 1996

APPROVED BY

State Maintenance Engineer
# FLORIDA DEPARTMENT OF TRANSPORTATION
# MAINTENANCE MANAGEMENT SYSTEM
# ROUTINE MAINTENANCE ACTIVITY

## LARGE MACHINE MOWING

<table>
<thead>
<tr>
<th>MMS ACTIVITY: 471</th>
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</thead>
<tbody>
<tr>
<td>MRP: VEGETATION and AESTHETICS</td>
</tr>
</tbody>
</table>

### DESCRIPTION

Mowing of roadside areas with large mowers where conditions accommodate the efficient use of 2 m (7') or larger mowers, alone or in combination.

### PURPOSE

To maintain the safety, appearance and drainage of the highway facility.

### SCHEDULING FREQUENCY

As determined by the Work Needs Survey.

### RECOMMENDED WORK SEQUENCE

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Service equipment for mowing operation.
3. Pick up litter prior to mowing.
4. Perform mowing operations in accordance with established procedures and appropriate publications listed below.
5. Complete crew report before moving to new site.
6. Pick up work signs and other safety equipment.

### SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES

*** All referenced publications shall be current edition with supplements ***

2. FDOT Roadway and Traffic Design Standard Index No. 600 Series.
5. BT 07-0022 Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
**MRP CRITERIA**

Refer to Vegetation and Aesthetics element under “Roadside Mowing”.

No more than 2% of vegetation exceeds 610 mm (24") rural interstate, 457 mm (18") on urban interstate, and rural primary or 305 mm (12") on urban primary roadways. Bahia seed stalks and decorative wild flowers excepted.

**METHOD OF REPORTING**

1. Report the hectares (acres) mowed to the nearest hundredth.
2. Do not report overlapping or dead heading.
3. Use \( \text{Length (m)} \times \text{Width (m)} = \text{hectares} \) or \( \text{Length (ft.)} \times \text{Width (ft.)} = \text{acres} \)
   - 10,000 m² = 43,560 sq. ft.
4. Refer to conversion chart no. 8 - m, (8), 9 - m.
5. If litter removal operations exceed .5 crew hours, report time to Activity 541.

<table>
<thead>
<tr>
<th>REPORTING UNITS</th>
<th>hectares (Acres)</th>
</tr>
</thead>
</table>

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<th>PERSONNEL</th>
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</tbody>
</table>

**SMALL TOOLS**

- Miscellaneous mechanical hand tools for on-job repairs
- Measuring Devices
- Work signs and safety equipment
- Personal safety equipment

**MATERIAL**

- Materials as required
- Litter bags

**EFFECTIVE DATE:**

July 1, 1996

**APPROVED BY**

State Maintenance Engineer
**SLOPE MOWING**  
**MMS ACTIVITY: 482**  
**MRP: VEGETATION and AESTHETICS**

### DESCRIPTION
Grass, brush and weed cutting along slopes too steep to safely mow or are inaccessible for conventional mowing tractors. All mowing and brush cutting with mechanical slope mowers are to be reported to this activity. Boom Mower cutting heads shall not be operated higher than 0.3 m (1') above ground level.

### PURPOSE
To maintain the appearance, safety and drainage of the highway facilities in areas that cannot be controlled by more economical means.

### SCHEDULING FREQUENCY
As determined by the Work Needs Survey.

### RECOMMENDED WORK SEQUENCE
1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Service equipment for slope mowing operations and brush cutting.
3. Pick up litter prior to mowing.
4. Proceed with cutting operations in accordance with established procedures and appropriate publications listed below.
5. Load and haul cut vegetation to an approved disposal site.
6. Complete crew report before moving to new site.
7. Pick up work signs and other safety equipment.

### SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES

### **All referenced publications shall be current edition with supplements**

2. FDOT Roadway and Traffic Design Standard Index No. 600 Series
5. BT 07-0022 Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
MRP CRITERIA

Refer to Vegetation and Aesthetics element under “Slope Mowing”.

No more than 2% of vegetation exceeds 610 mm (24") in height for slope mowing areas defined in the FDOT mowing guide. Bahia seed stalks and decorative wild flowers excepted.

METHOD OF REPORTING

1. Report the areas cut to the nearest hundredth.
2. \( \text{Length (m)} \times \text{Height (m)} \) or \( \text{Width (m)} \) = hectares or \( \text{Length (ft)} \times \text{Height (ft)} \) or \( \text{Width (ft)} \) = acres
   \[ \frac{10,000 \text{ m}^2}{43,560 \text{ sq. ft.}} \]
3. Refer to conversion chart no. 8 - m, (8), 9 - m.

REPORTING UNITS = hectares (acres)

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>NO.</th>
<th>SKILL CLASS</th>
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<tr>
<td>9740</td>
<td>2</td>
<td>OMS - 1</td>
<td>1002</td>
<td>1</td>
<td>2 Ton Flatbed (LWB)</td>
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<td></td>
<td></td>
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<td>3121</td>
<td>1</td>
<td>Diesel Tractor 68 H.P.</td>
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<tr>
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<td></td>
<td>3132</td>
<td>1</td>
<td>Extension Boom Mower</td>
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<tr>
<td></td>
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<td></td>
<td>4020</td>
<td>1</td>
<td>Trailer (18,000 lb. Min.)</td>
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<tr>
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<td>3125</td>
<td>1</td>
<td>LCG Tractor - Wheel Diesel</td>
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<tr>
<td></td>
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<td>3031</td>
<td>1</td>
<td>Mower 6' offset flail</td>
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</tbody>
</table>

SMALL TOOLS

- Brush hooks
- Pitchforks
- Measuring Devices
- Work signs and safety equipment
- Chain saw
- Mechanical weed cutter
- Miscellaneous mechanics hand tools for on-the-job repair
- Personal safety equipment

MATERIAL

- Litter bags

EFFECTIVE DATE: July 1, 1996

APPROVED BY

[Signature]
State Maintenance Engineer
**INTERMEDIATE MACHINE MOWING**

**MMS ACTIVITY: 484**

**MRP: VEGETATION and AESTHETICS**

**DESCRIPTION**

The intermediate machine mowing of areas (using mowers greater than 1 m (40") and less than 2 m (7") too difficult to mow with larger mowers and not practical for small mowers.

**PURPOSE**

To improve the safety, appearance and drainage of the highway facility.

**SCHEDULING FREQUENCY**

As determined by the Work Needs Survey.

**RECOMMENDED WORK SEQUENCE**

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Service equipment for intermediate mowing operations.
3. Pick up litter prior to mowing.
4. Proceed with cutting operations in accordance with established procedures and appropriate publication listed below.
5. Complete crew report before moving to new site.
6. Move work signs and safety equipment to new site.

**SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES**

***All referenced publications shall be current edition with supplements***

2. FDOT Roadway and Traffic Design Standard Index No. 600 Series
5. BT 07-0022 Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
7. Turf Management, Self-Study BT 07-0013.
ACTIVITY NO. 484

MRP CRITERIA

Refer to vegetation and aesthetics element under "Roadside Mowing".

No more than 2\% of vegetation exceeds 610 mm (24") on rural interstate, 457 mm (18") on urban interstate, and rural primary or 305 mm (12") on urban primary roadways. Bahia seed stalks and decorative wild flowers excepted.

METHOD OF REPORTING

1. Report the area mowed to the nearest hundredth.
2. Do not report overlapping or deadheading.
3. \( \text{Length (m)} \times \text{Width (m)} = \text{hectares or} \quad \text{Length (ft)} \times \text{Width (ft)} = \text{acres} \)
   \[ 10,000 \text{ m}^2 = 43,560 \text{ sq. Ft.} \]
4. Refer to conversion chart no. 8 - m, (8), 9 - m.
5. If litter removal operations exceed 0.5 crew hours, report to Activity 541.

REPORTING UNITS = hectares (acres)

<table>
<thead>
<tr>
<th>CLASS CODE</th>
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<th>SKILL CLASS</th>
<th>FLEET CODE</th>
<th>NO.</th>
<th>EQUIPMENT DESCRIPTION</th>
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<tbody>
<tr>
<td>9740</td>
<td>2</td>
<td>OMST - 1</td>
<td>3100</td>
<td>1</td>
<td>Diesel Tractor</td>
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<tr>
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<td>3030</td>
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<td>Mower 6' Flail Lift type</td>
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<td>4080</td>
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<td>Utility Trailer - 5,000 lb. Min.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>0520</td>
<td>1</td>
<td>3/4 Ton Pickup Truck</td>
</tr>
</tbody>
</table>

\( Safety and Traffic control assistance as required. \)

SMALL TOOLS

Miscellaneous mechanic hand tools for on-job repairs
Work signs and safety equipment
Push mower
Mechanical weed cutter (small)
Measuring Devices
Personal safety equipment

MATERIAL

Litter bags

EFFECTIVE DATE:

July 1, 1996

APPROVED BY:

[Signature]
State Maintenance Engineer
# SMALL MACHINE MOWING

<table>
<thead>
<tr>
<th>MMS ACTIVITY: 485</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRP: VEGETATION and AESTHETICS</td>
</tr>
</tbody>
</table>

## DESCRIPTION

Mowing the roadside with small hand or riding mowers having a cutting width of 1 m (40") or less.

## PURPOSE

To improve the safety, appearance and drainage of the highway facility.

## SCHEDULING FREQUENCY

As determined by the Work Needs Survey.

## RECOMMENDED WORK SEQUENCE

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Standards.
2. Service equipment for small machine mowing.
3. Pick up litter prior to mowing.
4. Proceed with cutting operations in accordance with established procedures and appropriate publications listed below.
5. Complete crew report before moving to new site.
6. Pick up work signs and other safety equipment.

## SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES

*** All referenced publications shall be current edition with supplements ***

2. FDOT Roadway and Traffic Design Standard Index No. 600 Series
5. BT 07-0022 Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
ACTIVITY NO. 485

MRP CRITERIA

Refer to vegetation and aesthetics element under “Roadside Mowing”.

No more than 2% of vegetation exceeds 610 mm (24") on rural interstate, 457 mm (18") on urban interstate, and rural primary or 305 mm (12") on urban primary roadways. Bahia seed stalks and decorative wild flowers excepted.

METHOD OF REPORTING

1. Report the area mowed to the nearest hundredth.
2. Do not report overlapping or deadheading.
3. \[ \text{Length (m) \times Width (m)} = \text{hectares or Length (ft.) \times Width (ft.) = acres} \]
   \[10,000 \text{ m}^2 = 43,560 \text{ sq. ft.}\]
4. Refer to conversion chart no. 8 - m, ( 8 ), 9 - m.
5. If litter removal operations exceed 0.5 crew hours, report to Activity 541.

\[
\text{REPORTING UNITS} = \text{hectares (acres)}
\]

<table>
<thead>
<tr>
<th>CLASS CODE</th>
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<tr>
<td>9740</td>
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<td>OMSST - 1</td>
<td>3040</td>
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<td>Self-Propelled Mower</td>
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<td></td>
<td>0520</td>
<td>1</td>
<td>3/4 Ton Pickup Truck</td>
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<td></td>
<td></td>
<td></td>
<td>4080</td>
<td>1</td>
<td>Utility Trailer, Small</td>
</tr>
</tbody>
</table>

Safety and Traffic Control assistance as required.

SMALL TOOLS

- Miscellaneous mechanical hand tools for on-job repairs
- Work signs and safety equipment
- Push mower
- Mechanical weed cutter (small)
- Measuring Devices
- Personal Safety Equipment

MATERIAL

- Litter bags

EFFECTIVE DATE:  
July 1, 1996

APPROVED BY  
State Maintenance Engineer
### CHEMICAL WEED AND GRASS CONTROL

**MMS ACTIVITY:** 494  
**MRP:** VEGETATION and AESTHETICS

#### DESCRIPTION

The application (handgun, basal or cut stump) of herbicides to slopes, ditches, fence, guardrail, barrier wall, reinforced earthen walls, sidewalks, bridges, curb and gutter, obstructions, shoulders, and other areas not accessible to mowers. Not to include chemical applications within landscape or mitigation areas.

#### PURPOSE

To control undesirable vegetation when mechanical or manual methods are not practical.

#### SCHEDULING FREQUENCY

As determined by the Work Needs Survey.

#### RECOMMENDED WORK SEQUENCE

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Spray prepared mix according to Publications listed below.
3. Complete crew report before moving to the next site.
4. Pick up work signs and other safety equipment.

#### SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES

***All referenced publications shall be current edition with supplements***

3. Florida Statutes; Chapter 5E-2, 5E-9 FAC; Florida Statutes 16C-20 Rules of F.D.E.P.; Florida Pesticide Law & Rules, Chapter 487; Aquatic Plant Control Permits, Chapter 369.2.
5. BT 07-0022 - Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
6. BT-07-0004, Herbicide Program Update Workshop
ACTIVITY NO. 494

MRP CRITERIA

Refer to Vegetation and Aesthetics element under "Curb/Sidewalk Edge" and "Turf Conditions":

- Chemically control the encroachment of grass and/or weeds more than 152 mm (6") onto the sidewalk or curb for more than 3.0 m (10').

No more than a cumulative 4.6 m² (50 Sq. Ft.) of bare ground should be present in the turf evaluation area or this characteristic does not meet desired maintenance conditions. Bare ground is defined as any single area 0.5 m² (5 Sq. Ft.) or more with no evidence of vegetation. Purposely stabilized areas (limerock, shell, etc.) shall not be considered as bare ground and not included in the turf evaluation.

METHOD OF REPORTING

Report liters (gallons) of mix applied.

| REPORTING UNITS = | liters (gallons) |

<table>
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<tr>
<th>PERSONNEL</th>
<th>EQUIPMENT</th>
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<tbody>
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<th>SMALL TOOLS</th>
<th>MATERIAL</th>
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<tbody>
<tr>
<td>Spray Accessories</td>
<td>Litter Bags</td>
</tr>
<tr>
<td>Various Hand Tools</td>
<td>Herbicides</td>
</tr>
<tr>
<td>Back Pack/Pump-up Garden Sprayer</td>
<td>Additives</td>
</tr>
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<td>Squeeze Type Spot Gun</td>
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<td>Basal Injector</td>
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<td>Portable Eye Wash Station</td>
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<td>Personal Safety Equipment</td>
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<td>Safety Work Signs</td>
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EFFECTIVE DATE: July 1, 1996

APPROVED BY

State Maintenance Engineer
**FLORIDA DEPARTMENT OF TRANSPORTATION**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**ROUTINE MAINTENANCE ACTIVITY**

<table>
<thead>
<tr>
<th>STORM WATER MANAGEMENT</th>
<th>MMS ACTIVITY : 498</th>
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<tbody>
<tr>
<td></td>
<td>MRP: <em>NONE</em></td>
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</tbody>
</table>

**DESCRIPTION**

All efforts required to maintain Surface/Storm Water Management Systems functioning as designed and permitted. Efforts include but are not limited to mowing, litter removal, chemical or manual weed control, fence repair, cleaning and repair of drainage structures... etc. Generally work will be confined to the permitted retention/detention areas however, other systems may be included which routinely require significant workloads greater than the statewide planning values.

**PURPOSE**

To maintain, to the maximum extent practicable, all surface/storm water management systems to a functioning state as designed and in compliance with the permit conditions and/or applicable rules and regulations.

**SCHEDULING FREQUENCY**

As determined by the Work Needs Survey and permit requirements.

**RECOMMENDED WORK SEQUENCE**

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Clean and level access area for heavy equipment as required.
3. Proceed with cleaning operations which include removing nuisance vegetation, debris, and silted material. Back flush filtration systems or replace clogged sand/fabric filter if required. Restore slopes and bottom areas to original design elevation.
4. Control run-off and other soil erosion in accordance with publications listed below.
5. Check and clean out control structures, discharge orifices, inlet/outlet pipes, and associated spillways and conveyance systems.
6. Clean up worksite and perform disposal of excess materials as appropriate.
7. Complete crew report before moving to new site.
8. Pick up work signs and other safety equipment.

**SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES**

*** All referenced publications shall be current edition with supplements ***

2. FDOT Roadway and Traffic Design Standard Index No. 600 and 200 series.
3. FDOT Standard Specifications for Roadway and Bridge Construction.
5. BT 07-0022 Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
6. Applicable permit conditions/requirements.
9. Guide to Turf Management (Procedure 850-060-004)
**ACTIVITY NO. 498**

**MRP CRITERIA**

NONE

**METHOD OF REPORTING**

1. Report hectares (acres) completed to the nearest hundredth.
2. Use Conversion Chart No. 8 - m, (8), 9 - m

**REPORTING UNITS = hectares (acres)**

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>EQUIPMENT</th>
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</thead>
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</table>

**SMALL TOOLS**

Various hand tools as necessary.
Miscellaneous mechanical hand tools for on-job repairs.
Shovels including hand - pipe type.
Push mowers.
Mechanical weed cutter small.
Chainsaws.
Work signs and safety equipment.
Personal safety equipment.

**MATERIAL**

Litter bags.
Sod.
Other materials as needed.

**EFFECTIVE DATE:**

July 1, 1996

**APPROVED BY:**

STATE MAINTENANCE ENGINEER
## LITTER REMOVAL

### MMS ACTIVITY: 541
### MRP: VEGETATION and AESTHETICS

### DESCRIPTION

Clearing roadways and roadsides of debris, tires, appliances, furnitures, trash, Adopt-A-Highway litter bags, etc. Does not include wayside parks, rest areas and service plaza barrels.

### PURPOSE

To maintain the roadways and roadsides in a clean and safe condition by removing unsightly and hazardous objects.

### SCHEDULING FREQUENCY

As determined by the Work Needs Survey.

### RECOMMENDED WORK SEQUENCE

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Pick up litter and place into litter bags.
3. Place litter into truck.
4. Dispose of collected litter at authorized locations.
5. Complete crew report before moving to the next site.
6. Pick up work signs and other safety equipment.

### SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES

*** All referenced publications shall be current edition with supplements ***

2. FDOT Roadway and Traffic Design Standard Index 600 Series.
4. BT 07-0022 - Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
ACTIVITY NO. 541

MRP CRITERIA

Refer to Vegetation and Aesthetics element under "Litter Removal":

Area will be free of litter that creates a hazard to motorist or pedestrian traffic and does not exceed 0.17 m³ (6 cu. ft.) per 0.4 hectares (1 acre) within the roadway and roadside area.

METHOD OF REPORTING

1. Measure the area that litter was removed and report length (to the nearest hundredth)
2. Use the following formula: length (m) x width (m) = hectares, or length (Ft.) x width (Ft.) = acres
   
   \[
   \text{10,000 m}^2 = \text{43,560 Sq. Ft.}
   \]
3. Refer to conversion chart no. 8 - m, (8), 9 - m.

<table>
<thead>
<tr>
<th>REPORTING UNITS = hectares (acres)</th>
</tr>
</thead>
</table>

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<td>9750</td>
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<td>9740</td>
<td>3</td>
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</tbody>
</table>

Safety and traffic control assistance as required

SMALL TOOLS

Various Hand Tools
Litter Sack
Personal Safety Equipment
Measuring Devices
Work Signs and Safety Equipment

MATERIAL

Litter Bags

EFFECTIVE DATE: July 1, 1996

APPROVED BY

[Signature]
State Maintenance Engineer
**FLORIDA DEPARTMENT OF TRANSPORTATION**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**ROUTINE MAINTENANCE ACTIVITY**

| ROAD SWEEPING (MANUAL) | MMS ACTIVITY : 542  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MRP:</strong> DRAINAGE</td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION**
Hand sweeping of roadway to protect the facility from excessive accumulation of debris.

**PURPOSE**
To remove debris from the roadway where mechanical means are not feasible before a drainage or safety problem is created or before it becomes unsightly.

**SCHEDULING FREQUENCY**
As determined by the Work Needs Survey.

**RECOMMENDED WORK SEQUENCE**
1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Sweep area with road brooms to convenient pick-up points.
3. Load and haul accumulated material to nearest approved disposal area.
4. Complete crew report before moving to new site.
5. Pick up work signs and other safety equipment.

**SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES**  
*** All referenced publications shall be current edition with supplements ***

2. FDOT Roadway and Traffic Design Standard Index No. 600
4. BT 07-0022 - Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
**ACTIVITY NO.** 542

**MRP CRITERIA**

Refer to Drainage Element under:

Roadway Sweeping - Material accumulation is not greater than 19 mm (3/4") deep for more than a continuous 0.3 m (1') in the traveled way or shall not exceed 57 mm (2 1/4") in depth for more than a continuous 0.3 m (1') in any gutter.

**METHOD OF REPORTING**

1. Report the total length of curb or edges cleaned.
2. Report to the nearest hundredth.
3. Refer to conversion chart no. 5 - m (4).

**REPORTING UNITS** = kilometers (mile)

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>NO.</th>
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<th>FLEET CODE</th>
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<tr>
<td>9750</td>
<td>1</td>
<td>OMST - II</td>
<td>1100</td>
<td>1</td>
<td>2-Ton Crew Cab</td>
</tr>
<tr>
<td>9740</td>
<td>4</td>
<td>OMST - I</td>
<td></td>
<td></td>
<td>Safety and traffic control assistance as required</td>
</tr>
</tbody>
</table>

**SMALL TOOLS**

- Wheel Barrow
- Hand Brooms
- Shovels
- Measuring Devices
- Work Signs and Safety Equipment
- Personal Safety Equipment
- Various Hand Tools

**MATERIAL**

- None
- Litter Bags

**EFFECTIVE DATE:**

July 1, 1996

**APPROVED BY**

State Maintenance Engineer
## FLORIDA DEPARTMENT OF TRANSPORTATION
### MAINTENANCE MANAGEMENT SYSTEM
#### ROUTINE MAINTENANCE ACTIVITY

<table>
<thead>
<tr>
<th>ROAD SWEEPING (MECHANICAL)</th>
<th>MMS ACTIVITY : 543</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MRP: DRAINAGE</td>
</tr>
</tbody>
</table>

### DESCRIPTION

Machine sweeping of roadway to protect the facility from excessive accumulation of debris.

### PURPOSE

To remove debris from the roadway before it creates a safety or drainage problem or it becomes unsightly.

### SCHEDULING FREQUENCY

As determined by the Work Needs Survey.

### RECOMMENDED WORK SEQUENCE

1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.
2. Operate machine so as to pick up debris from roadway.
3. Haul accumulated material to nearest approved disposal area.
4. Complete crew report before moving to new site.
5. Pick up work signs and other safety equipment.

### SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES

*** All referenced publications shall be current edition with supplements ***

2. FDOT Roadway and Traffic Design Standard Index No. 600
4. BT 07-0022 - Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
5. Operator’s Manual (Street Sweeper)
**ACTIVITY NO.** 543

**MRP CRITERIA**

Refer to Drainage Element under:

Roadway Sweeping - Material accumulation is not greater than 19 mm (3/4") deep for more than a continuous 0.3 m (1') in the traveled way or shall not exceed 57 mm (2 1/4") in depth for more than a continuous 0.3 m (1') in any gutter.

**METHOD OF REPORTING**

1. Report the total length of curb or edge miles cleaned.
2. Report to the nearest hundredth.
3. Refer to conversion chart nos. 5 - m (4).

**REPORTING UNITS = kilometers (mile)**

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<tr>
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<th>EQUIPMENT DESCRIPTION</th>
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<td>OMS - II</td>
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<td>Dump Truck</td>
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<td>1401</td>
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<td>Street Sweeper</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>4410</td>
<td>1</td>
<td>Follow Truck w/attenuator</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>9270</td>
<td>1</td>
<td>Pickup Truck as needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Arrow Board</td>
</tr>
</tbody>
</table>

**Safety and traffic control assistance as required**

**SMALL TOOLS**

Various Hand Tools  
Measuring Devices  
Work Signs and Safety Equipment  
Personal Safety Equipment

**MATERIAL**

Litter Bags

**EFFECTIVE DATE:**  
July 1, 1996

**APPROVED BY**  
[Signature]  
State Maintenance Engineer
**FLORIDA DEPARTMENT OF TRANSPORTATION**
**MAINTENANCE MANAGEMENT SYSTEM**
**ROUTINE MAINTENANCE ACTIVITY**

<table>
<thead>
<tr>
<th>EDGING AND SWEEPING</th>
<th>MMS ACTIVITY : 545</th>
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<tbody>
<tr>
<td><strong>DESCRIPTION</strong></td>
<td><strong>MRP: VEGETATION and AESTHETICS</strong></td>
</tr>
<tr>
<td>Removal of vegetation and debris from the curb, gutter, sidewalk, and pavement edges.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a pleasing appearance to roadway and to remove vegetation and debris before it becomes unsightly or creates a safety or drainage problem.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHEDULING FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>As determined by the Work Needs Survey.</td>
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</table>

<table>
<thead>
<tr>
<th>RECOMMENDED WORK SEQUENCE</th>
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</thead>
<tbody>
<tr>
<td>1. Place work zone traffic control devices in accordance with the MUTCD and Series 600 of the FDOT Roadway and Traffic Design Standards.</td>
</tr>
<tr>
<td>2. Edge roadways, paved shoulders, curb, gutter, and sidewalk using a tractor mounted or power edger.</td>
</tr>
<tr>
<td>3. Remove material by manual or mechanical and/or shoveling.</td>
</tr>
<tr>
<td>4. Load material and haul to an approved site.</td>
</tr>
<tr>
<td>5. Pick up litter and place into litter bags and clean up work site.</td>
</tr>
<tr>
<td>6. Complete crew report before moving to the next site.</td>
</tr>
<tr>
<td>7. Pick up work signs and other safety equipment.</td>
</tr>
</tbody>
</table>

**SPECIFICATIONS, STANDARDS, SPECIAL PROVISIONS, PROCEDURES and TRAINING RESOURCES**

***All referenced publications shall be current edition with supplements***

2. FDOT Roadway and Traffic Design Standard Index 600 Series.
4. BT 07-0022 - Work Zone Traffic Control for Maintenance and Utility Operations (Level 3).
**MRP CRITERIA**

Refer to Vegetation and Aesthetics elements under:

- **Curb/Sidewalk Edging** - There is no encroachment of grass and debris for more than 152 mm (6") onto the curb or sidewalk for more than a continuous 3.0 m (10') or no deviation of soil or more than 102 mm (4") above or 51 mm (2") below the top of curb and sidewalk for more than 3.0 m (10').
- **Traffic Services Standard for: Edge Stripping** - 70% of each line must function as intended. Grass growing over edge of lines will cause striping to fail MRP Standards.

**METHOD OF REPORTING**

1. Report the total length of edging for roadway, paved shoulders, curb, gutter and/or sidewalk actually completed.
2. Report to the nearest hundredth.
3. Refer to conversion chart no. 5 - m, (4)

**REPORTING UNITS = kilometers (miles)**

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</table>

**Safety and traffic control assistance as required**

**SMALL TOOLS**
- Various Hand Tools
- Hand Brooms (Road)
- Edger (Gasoline Powered)
- Power Weed-whacker
- Gas powered Blower
- Wheel Barrow
- Shovels
- Personal Safety Equipment
- Work Signs and Safety Equipment

**MATERIAL**
- Litter Bags
- Gas/oil mix

**EFFECTIVE DATE:**
- July 1, 1996

**APPROVED BY:**
- State Maintenance Engineer
Appendix B

Methodology for Calculation of Total Nitrogen and Total Phosphorus in Street Sweeping
APPENDIX B

CALCULATION OF TOTAL NITROGEN AND TOTAL PHOSPHORUS MASS FROM STREET SWEEPING FOR MS4 ANNUAL REPORTING

The following presents the methodology to be utilized to calculate the mass of Total Nitrogen (TN) and Total Phosphorus (TP) based upon street sweeping data. FDEP provides guidance documents and a spreadsheet for use in the calculations. The FDEP site can be accessed through the following link (http://www.dep.state.fl.us/water/stormwater/npdes/MS4_1.htm).

The methodology presented herein outlines three different calculations:

1. Calculation of the TN and TP mass in pounds based upon the field measured volume of material collected during street sweeping in cubic yards.
2. Calculation of the TN and TP mass in pounds based upon the field measured weight of material collected during street sweeping in pounds.
3. Calculation of the TN and TP mass in pounds based upon the road miles swept.

The three methods utilize data provided within a study conducted by the University of Florida under the guidance of the Florida Stormwater Association (FSA) (Sansalone et al., 2011). This study provides data on the mass of TN and TP based upon the dry weight of particulate matter gathered through sampling collected from multiple municipal separate storm sewer systems (MS4s) throughout Florida. The results for the street sweeping for particular land uses sampled are summarized in the following table. The three land uses are C-Commercial, R-Residential, H-Highway. For these three methodologies, the median values for Highway Land Use are utilized in all calculations.

<table>
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<tr>
<th></th>
<th>TP [mg/kg]</th>
<th>Street Sweeping (SS)</th>
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<tr>
<td></td>
<td></td>
<td>Mean</td>
<td>Median</td>
<td>St. Dev.</td>
</tr>
<tr>
<td>C</td>
<td>482.6</td>
<td>381.2</td>
<td>475.9</td>
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<tr>
<td>R</td>
<td>425.8</td>
<td>374.9</td>
<td>284.7</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>622.0</td>
<td>349.7</td>
<td>778.5</td>
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<table>
<thead>
<tr>
<th></th>
<th>TN [mg/kg]</th>
<th>Street Sweeping (SS)</th>
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<tr>
<td></td>
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<td>Mean</td>
<td>Median</td>
<td>St. Dev.</td>
</tr>
<tr>
<td>C</td>
<td>789.1</td>
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<td>944.2</td>
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<tr>
<td>R</td>
<td>1439.0</td>
<td>832.4</td>
<td>2169.9</td>
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</tr>
<tr>
<td>H</td>
<td>826.6</td>
<td>546.4</td>
<td>654.8</td>
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At present, most Florida Department of Transportation (FDOT) District contracts do not provide for reporting of weight or volume of material. Instead, most contracts provide for lane miles swept to be reported. As contracts come up for renewal, FDOT will modify contract language to provide for either volume of material or weight to be reported. In the interim, a methodology is needed to allow for conversion of lane miles swept to mass of TN and TP. Method 3 provides a conversion of lane miles swept to mass of TN and TP. It is recognized that the degree of variability in the weight of particulate matter per lane mile swept is large. This methodology
provides an interim approach to calculating the mass of TN and TP using data from existing FDOT contracts.

While the values presented in the table are related to milligrams of TN or TP and kilograms of dry material, for the following calculations, all results are converted to calculations of pounds TN or TP based upon pounds of dry material.

The methodology presented for calculation of TP and TN mass based upon road miles swept utilizes a Statewide median number from the FSA study to develop the dry weight of material. It is recognized that significant variability exists in the data of dry weight of material per lane mile swept. As such, FDOT Districts may opt to utilize available and appropriate local data in the determination of the dry weight of material. If local data are utilized, the District will be responsible for presentation and ultimate acceptance of that data by Florida Department of Environmental Protection (FDEP).

**Method 1: Calculation of TN and TP Mass from Field Measured Volume**

For the calculation of the mass of TN and TP from the measured field volume, the calculation first assumes a dry bulk density of 1.5 (specific gravity), which equates to 94 pounds of dry material per cubic foot of gross solids (Bateman, 2011) to develop the dry weight of material. The material volumes should be converted to cubic feet. The equation is as follows:

\[
\text{Dry Weight (lb)} = \text{Volume of Bulk Material (cubic feet)} \times 94.0 \text{ (lb/cubic foot)}
\]

Once the dry weight of material has been calculated, the TP and TN mass in pounds is calculated by the following formulas:

\[
\text{Mass of TP (lb)} = \text{Dry Weight of Material (lb)} \times 0.00034964016
\]

\[
\text{Mass of TN (lb)} = \text{Dry Weight of Material (lb)} \times 0.00054630650
\]

**Method 2: Calculation of TN and TP Mass from Field Measured Weight**

For the calculation of the mass of TN and TP from the measured field weight of material, a moisture content assumption is required. Initially, each District will need to assume a moisture content of the material swept to calculate based on total weight. Field tests will ultimately need to be conducted to back up or refine the moisture content assumption.

\[
\text{Dry Weight} = \frac{\text{Total Material Weight}}{1 + \text{Moisture Content}}
\]

Once the dry weight of material has been calculated, the TP and TN mass in pounds is calculated by the following formulas:

\[
\text{Mass of TP (lb)} = \text{Dry Weight of Material (lb)} \times 0.00034964016
\]

\[
\text{Mass of TN (lb)} = \text{Dry Weight of Material (lb)} \times 0.00054630650
\]

**Method 3: Calculation of TN and TP Mass from Lane Miles Swept**
Based upon the FSA study, the median value of the weight of particulate matter by lane mile swept is 324 lb/mile. Therefore, the calculation of dry weight of material is:

\[
\text{Dry Weight of Material (lb) = Lane Miles Swept x 324 lb/mile}
\]

Once the dry weight of material has been calculated, the TP and TN mass in pounds is calculated by the following formulas:

\[
\text{Mass of TP (lb) = Dry Weight of Material (lb) x 0.00034964016}
\]

\[
\text{Mass of TN (lb) = Dry Weight of Material (lb) x 0.00054630650}
\]
Appendix C

Statutes, Rules, Guidelines, and Policies Regulating Stormwater Management in Florida
STATUTES, RULES, GUIDELINES, AND POLICIES
REGULATING STORMWATER MANAGEMENT IN FLORIDA

Florida Administrative Code

<table>
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<th>Chapter</th>
<th>Title</th>
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<td>Drainage Connections</td>
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<tr>
<td>62-4</td>
<td>Permits</td>
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<td>62-40</td>
<td>Water Resource Implementation Rule</td>
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<td>62-43</td>
<td>Surface Water Improvement and Management</td>
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<td>62-302</td>
<td>Surface Water Quality Standards</td>
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<td>62-312</td>
<td>Dredge and Fill</td>
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<td>62-620</td>
<td>Wastewater Facility and Activities Permitting</td>
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<td>62-621</td>
<td>Generic Permits</td>
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<td>62-624</td>
<td>Municipal Separate Storm Sewer Systems</td>
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<td>62-761</td>
<td>Underground Storage Tank Systems</td>
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<tr>
<td>40*-4</td>
<td>Environmental Resource Permits: Surface Water Management Systems (WMD)</td>
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<tr>
<td>40*-4</td>
<td>Standard General Environmental Resource Permits (WMD)</td>
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Florida Statutes

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<td>89-279</td>
<td>Laws of Florida</td>
</tr>
<tr>
<td>163</td>
<td>County and Municipal Planning and Land Development Regulations</td>
</tr>
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<td>334</td>
<td>Transportation Administration</td>
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<td>335</td>
<td>State Highway System</td>
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<td>373</td>
<td>Water Resources</td>
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<td>387</td>
<td>Pollution of Waters</td>
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<tr>
<td>403</td>
<td>Environmental Control</td>
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FDOT Guidelines, Handbooks, Procedures and Policies referenced in the SSWMP

Roadway and Roadside Maintenance Procedures
http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/850000015.pdf

Standard Specifications for Road and Bridge Construction
http://www.dot.state.fl.us/specificationsoffice/Implemented/SpecBooks/2010BK.shtm

Erosion and Sediment Control Designer and Reviewer Manual

Design Standards
http://www.dot.state.fl.us/rrdesign/DS/13/STDs.shtm

Plans Preparation Manual (Volumes I and II)
http://www2.dot.state.fl.us/proceduraldocuments/procedures/bn/625000007.asp
http://www2.dot.state.fl.us/proceduraldocuments/procedures/bn/625000008.asp

Reporting Incidents and Management of Damage Repair
http://www2.dot.state.fl.us/proceduraldocuments/procedures/bn/850005001.pdf

Maintenance Rating Plan Manual
http://www.dot.state.fl.us/statemaintenanceoffice/MaintRatingProgram.shtm

A Guide to Asphalt Repair
No link found

Stormwater, Erosion and Sediment Control Inspector Manual
No link found

FDOT Drainage Manual

Drainage Handbook Stormwater Management Facility
http://www.dot.state.fl.us/rddesign/dr/files/StrmWtrMgmtFacHBF.pdf