

**Responsibility for  
Equipment**

The employee supervising the use of College District items or equipment shall hold the primary responsibility for the care and safekeeping of the items and equipment; hence, responsibility shall follow through organizational channels to the Chancellor. The division chairperson shall be responsible for maintaining equipment inventory records for his or her division.

College District equipment shall not be used for private purposes. Equipment should not be removed from the campus, except with permission from the next level supervisor. This shall be handled by processing an Off-Campus Use of Equipment form, showing the name of the person taking the items off campus, the destination, and the dates the items will be taken and returned to the campus.

This approval of use shall not exceed four weeks, or extend past the end of the current semester, whichever is sooner. The employee requesting off-campus use of equipment shall initiate the form and forward all copies through channels with a final copy provided to the northwest campus office of business services for inventory control. Upon approval, the off-campus copy shall be given to the person taking the equipment off campus.

For security purposes, the off-campus copy shall accompany the equipment when transferring the equipment off campus. When the items are returned to the campus, the division chairperson shall sign and date the inventory office copy in the lower right-hand corner and forward it to the inventory control office. Intercampus transfers of equipment shall be handled in accordance with equipment transfer practices.

**Storm Water  
Management  
Program -Definitions**

The following definitions shall be used as part of the storm water management program.

Best Management  
Practices

Best management practices (BMP) shall include schedules of activities, prohibitions of practices, structural controls, local ordinances, and other management practices used to prevent or reduce the discharge of pollutants. BMPs shall also include treatment requirements, operating procedures, and practices to control runoff, spills or leaks, waste disposal, or drainage from raw material storage areas.

Clean Water Act  
(CWA)

Clean Water Act shall mean the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972.

Common Plan of  
Development or  
Sale

A common plan of development or sale shall mean a construction activity that is completed in separate stages, separate phases, or in combination with other construction activities. It shall include the documentation for the construction project that identifies the scope of the project, and may include plats, blueprints, marketing plans,

	contracts, building permits, a public notice or hearing, zoning requests, or other similar documentation or activities.
Conveyance	Conveyance shall mean curbs, gutters, man-made channels and ditches, drains, pipes, and other constructed features designed or used for flood control or to otherwise transport storm water runoff.
Discharge	When used without a qualifier, discharge shall refer to storm water runoff or certain non-storm water discharges as allowed under the authorization of this general permit.
Erosion	Erosion shall mean land that is diminished or worn away due to wind, water, or glacial ice. Often eroded debris (silt or sediment) can become a pollutant in storm water.
Illicit Connection	An illicit connection is any man-made conveyance connecting an illicit discharge directly to a municipal storm sewer.
Illicit Discharge	An illicit discharge is any discharge to a municipal separate storm sewer system that is not entirely composed of storm water, except discharges pursuant to the Texas Pollutant Discharge Elimination System (TPDES) General Permit or a separate authorization and discharges resulting from emergency fire fighting activities.
Large Construction Activity	A large construction activity shall include clearing, grading, and excavating that result in land disturbance equal to or greater than five acres of land. It shall also include the disturbance of less than five acres of land if that land area is part of a larger common plan of development or sale equal to or greater than five acres.
Maximum Extent Practicable (MEP)	The maximum extent practicable is any technology-based discharge standard for municipal separate storm sewer systems to reduce pollutants in storm water discharges that was established by the CWA.
Municipal Separate Storm Sewer System (MS4)	A municipal separate storm sewer system is a conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels or storm drains designed for the collection and conveyance of storm water runoff.
MS4 Operator	For the purpose of the TPDES General Permit, the public entity, and/or the entity contracted by the public entity, the MS4 operator shall be responsible for management and operation of the small MS4.
Notice of Change (NOC)	A Notice of Change is written notification from the permittee to the executive director of the Texas Commission on Environmental Quality (TCEQ) providing changes to the information that was previously provided to the TCEQ in the Notice of Intent.

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Notice of Intent (NOI)	A Notice of Intent is a written submission to the executive director of the TCEQ from a permittee authorized under the TPDES General Permit requesting termination of coverage under the TDPEs General Permit.
Notice of Termination (NOT)	A Notice of Termination is a written submission to the executive director of the TCEQ from a permittee authorized under the TPDES General Permit requesting termination of coverage under the TDPEs General Permit.
Outfall	For the purpose of the TPDES General Permit, outfall is a point source at the point where an MS4 discharges to the surface water in the state and does not include open conveyances connecting two MS4s, or pipes, tunnels, or other conveyances that connect segments of the same stream or other waters of the U.S. and are used to convey waters of the U.S.
Permittee	The permittee is the MS4 operator authorized under the General Permit.
Point Source	Point source means any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. The term shall not include return flows from irrigated agriculture or agriculture storm water runoff.
Pollutant(s) of Concern	Pollutants of concern include biochemical oxygen demand (BOD), sediment or a parameter that addresses sediment (such as total suspended solids, turbidity, or siltation), pathogens, oil and grease, and any pollutant that has been identified as a cause of impairment of any water body that will receive a discharge from an MS4 (Definition from 40 CFR 122.32(e)(3)).
Redevelopment	Redevelopment shall mean alterations of a property that change the "footprint" of a site or building in such a way that there is a disturbance of equal to or greater than one acre of land. This term shall not include such activities as exterior remodeling.
Runoff	Runoff shall mean discharge or flood discharge that leaves an area as surface flow or as pipeline flow and reaches a channel or pipeline either by surface or sub-surface routes.
Sheet Flow	Sheet flow is the portion of precipitation that moves initially as overland flow in very shallow depths before eventually reaching a stream channel.
Small Construction Activity	A small construction activity includes clearing, grading, and excavating that result in land disturbance of equal to or greater than one

acre and less than five acres of land. It also includes the disturbance of less than one acre of land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one acre and less than five acres of land.

Small MS4

A small MS4 is one that is not regulated under Phase I of the National Pollutant Discharge Elimination System (NPDES) Storm Water Program and federally owned MS4s.

Storm Water Management Program (SWMP)

A storm water management program is a comprehensive program to manage the quality of discharges from an MS4.

Urbanized Area

An urbanized area has a high population density that may include multiple MS4s as defined and used by the U.S. Census Bureau in the 2000 decennial census.

**Commonly Used Acronyms**

BMP	Best Management Practice
EPA	Environmental Protection Agency
MCM	Minimum Control Measure
MS4	Municipal Separate Storm Sewer System
NOC	Notice of Change
NOI	Notice of Intent
NOT	Notice of Termination
SWMP	Storm Water Management Program
SWP3, SWPPP	Storm Water Pollution Prevention Plan
TAC	Texas Administrative Code
TCEQ	Texas Commission on Environmental Quality
TPDES	Texas Pollutant Discharge Elimination System

**Storm Water Management Program**

Permit Compliance

The College District shall comply with the conditions of the TPDES General Permit No. TXR040000, which provides authorization for storm water and certain non-storm water discharges, as defined in the General Permit, from small MS4s located in urbanized areas to the surface waters in the state of Texas. This compliance shall be applicable to the College District's small MS4s eligible for coverage under the General Permit and includes the requirements of the SWMP, which are part of the College District's permits.

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Permit Renewal	The College District shall renew the General Permit for each applicable small MS4 prior to expiration of the permit period and as required to comply with the requirements of the TPDES.
Permit Fees	The College District shall pay the application fee, water quality fee, and other applicable fees as required by the General Permit.
Public Education and Outreach on Storm Water Impacts	The College District shall develop and implement a public education and outreach program to distribute storm water educational materials to the community and/or conduct equivalent public outreach activities to inform the public of storm water issues. The public education and outreach program shall comply with Section 1.0 of the Phase II Small MS4 SWPM prepared for the College District. Guidance for the implementation of public education and outreach is outlined in the procedures set forth in Section 1.0 of the policy document, Storm Water Management Program Implementation Guide.
Public Involvement / Participation	The College District shall develop and implement a public involvement/participation program to encourage public participation in development of the storm water management program. The public involvement/participation program shall comply with Section 2.0 of the Phase II Small MS4 SWPM prepared for the College District. Guidance for the implementation of public involvement/participation is outlined in the procedures set forth in Section 2.0 of the policy document, Storm Water Management Program Implementation Guide.
Illicit Discharge Detection and Elimination	The College District shall develop, implement, and enforce a program to detect and eliminate illicit discharges to the College District's small MS4s. The elements of this program shall include techniques for the detection of illicit discharges, appropriate response actions, and enforcement procedures, to the extent allowable by law, for removing the source of an illicit discharge. The illicit discharge detection and elimination program shall comply with Section 3.0 of the Phase II Small MS4 SWPM prepared for the College District. Guidance for the implementation of illicit discharge detection and elimination is outlined in the procedures set forth in Section 3.0 of the policy document, Storm Water Management Program Implementation Guide.
Construction Site Storm Water Runoff Control	The College District shall develop, implement, and enforce a program to reduce pollutants in storm water runoff to the College District's small MS4s as a result of construction activities that disturb land consisting of an area equal to or greater than one acre or a construction activity that is part of a larger common plan of development or sale that would disturb one acre or more of land. The program shall include, at a minimum, a regulatory mechanism to require erosion and sediment control, as well as measures of en-

forcement, to the extent allowable by law. Construction contractors shall be required to implement appropriate erosion and sediment control BMPs and to control waste generated by or during the construction activities. The program shall also include site plan review with respect to storm water issues, a method for receipt and consideration of public comment, site inspection schedules and procedures, and enforcement of control measures. The construction site storm water runoff control program shall comply with Section 4.0 of the Phase II Small MS4 SWPM prepared for the College District. Guidance for the implementation of construction site storm water runoff control is outlined in the procedures set forth in Section 4.0 of the policy document, Storm Water Management Program Implementation Guide.

Post-Construction  
Storm Water  
Management in  
New Development  
and Redevelopment

The College District shall develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre of land, including projects that are part of a larger common plan of development or sale that result in disturbance of one or more acres, and discharge to a College District small MS4. The program shall require the implementation of strategies, which include a combination of structural and/or nonstructural BMPs appropriate for the campus where the activity is located and establish long-term operation and maintenance of the BMPs. The post-construction storm water management in new development and redevelopment program shall comply with Section 5.0 of the Phase II Small MS4 SWPM prepared for the College District. Guidance for the implementation of post-construction storm water management in new development and redevelopment is outlined in the procedures set forth in Section 5.0 of the policy document, Storm Water Management Program Implementation Guide.

Pollution Prevention  
/ Good  
Housekeeping

The College District shall develop, implement, and enforce a pollution prevention/good housekeeping program with the ultimate goal of preventing or reducing pollutant runoff to the College District's small MS4s. The program shall include BMPs designed to lessen the impact of College District operations and activities that have the potential to affect storm water quality. Inspection, evaluation, and maintenance procedures consistent with maintaining the effectiveness of BMPs employed by the College District shall be developed. Training shall be required for College District employees responsible for activities subject to the pollution prevention/good housekeeping program. The program shall also address proper disposal of waste collected as a result of the BMPs and address College District operations and activities subject to the pollution prevention/good housekeeping program and the TPDES General Permit. The pollution prevention/good housekeeping program shall

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comply with Section 6.0 of the Phase II Small MS4 SWPM prepared for the College District. Guidance for the implementation of pollution prevention/good housekeeping is outlined in the procedures set forth in Section 6.0 of the policy document, Storm Water Management Program Implementation Guide.

**Recordkeeping** The College District shall retain records of compliance, as required by the TPDES General Permit, for a period of three years, or for the remainder of the term of the TPDES General Permit, whichever is longer.

**Reporting** The College District shall submit an annual report providing a status of compliance with permit conditions and documenting SWMP activities to the TCEQ as required by the TPDES General Permit. The submittal shall be a common report for all campuses subject to the TPDES General Permit and will include the required documentation for each campus.

Incidents of noncompliance that may endanger human health or safety or the environment shall be reported as required by the TPDES General Permit.

Additional reports such as NOIs, NOCs, and/or NOTs shall be submitted to the TCEQ as appropriate and as required by the TPDES General Permit.

<sup>1</sup> Definitions obtained from the TPDES General Permit No. TXR040000 and North Central Texas Council of Governments Storm Water BMPs, dated September 2002.