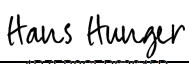




PUBLIC WORKS

Policy & Procedure

Subject:	Business Source Control Inspection Enforcement Policy		
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Approved by:	<small>DocuSigned by:</small>  <small>1D7EB0CED63645D...</small>		Supersedes: N/A
HANS HUNGER, PE CITY ENGINEER			Effective Date: 12/31/2022

1.0 **PURPOSE:**

The purpose of this policy is to document business source control inspection procedures required pursuant to PMC 21.10.221, PMC 21.10.230 and the National Pollutant Discharge and Elimination System (NPDES) Phase II Municipal Stormwater General Permit (MSWGP). To provide consistent guidance to City staff conducting business source control inspections and notification processes. To also clarify procedures for entering businesses and/or sites when conducting these inspections as allowed pursuant to PMC 21.10.230.

2.0 **POLICY:**

Engineering staff shall conduct annual inspections for 20% of all businesses and/or sites listed in the City's Source Control Inventory and 100% of all sites identified through credible complaints. Inspections are conducted to assess effectiveness of Best Management Practices (BMP) and compliance with source control requirements required by the NPDES Permit. It is essential to ensure the implementation, maintenance, and function of BMPs to minimize impacts to the city owned and operated stormwater system, sanitary sewer system, and natural waterways.

3.0 **PROCEDURES:**

Background

Beginning January 1st, 2023, pursuant to Section S5.C8.b.iii of the NPDES Permit issued August 1st 2019, the City will be conducting annual inspections of 20% of all businesses and/or sites on the City's Sources Control Inventory.

Entry onto Private Property

Notification is required prior to entering a business and/or site to conduct a business source control inspection pursuant to PMC 21.10.230. The notification shall be addressed to the business/site owner and/or agent with delegated authority from the owner.

Denial of Access

If access to a business and/or site is denied by physical or other means, the business and/or site owner shall be notified that the implementation and maintenance of source control BMPs is

mandated under PMC 21.10.221. Further, the business and/or site owner has the option for the inspection of their own source control BMPs.

1. Provide/allow access by City staff to conduct the inspection, which is a service provided by the Surface Water Utility.
2. Pay for a qualified third party to conduct an inspection of source control BMPs consistent with current SWMMWW and City of Puyallup maintenance standards and provide a copy of the detailed inspection report to identified City staff within 30 days of this notification.
 - a. If corrections, maintenance or repair is required they must provide documentation verifying that said corrections have been conducted within that same 30 day time period or allow city staff to re-inspect.

Timing of Inspections

Inspections shall be conducted at reasonable times, during normal business hours (Monday through Friday between 8 AM and 5 PM).

Implementation, Maintenance and Repair Requirements

If inspections reveal that corrections, maintenance, or repair is required to ensure BMPs are functioning properly, the business owner and/or their agent shall be notified in writing that they have 30 days to conduct the maintenance or repair work and provide documentation verifying that said maintenance/repair has been conducted. Said notification shall also Identify Specific Implementation, Repair and Maintenance Items (if applicable).

Extension of Implementation, Maintenance or Repair Period

If the business and/or site owner can provide sufficient justification; and delay of implementation, repair, or maintenance of source control BMPs will not result in adverse impacts to the public storm system or natural waterways, the City Engineer or designee may grant an extension of the 30 day maintenance/repair window. Said extension shall be granted in writing and shall not exceed the timelines for maintenance and repair identified in the NPDES Permit.

Re-Inspection

Upon the expiration of the 30 day maintenance/repair period identified in the business and/or site owner notification letter, City staff shall conduct a follow up inspection of source control BMPs to ensure identified maintenance and repair items have been addressed.

Enforcement

If implementation, maintenance and/or repair items have not been addressed within the timeline required, or if the business and/or site owner has denied staff access and has failed to provide sufficient documentation verifying all source control BMPs have been inspected, implemented, and maintained/repared within 30 days, the case may proceed to enforcement action for resolution pursuant to PMC 21.10.290 or PMC 21.11.070.

4.0 ORGANIZATIONS AFFECTED:

Public Works Engineering
Development and Permitting Services