



2020 Stormwater Management Program Plan

Port of Tacoma

Permit WAR044200

May 2020

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LIST OF ACRONYMS AND ABBREVIATIONS

Acronym/ Abbreviation	Definition
AKART	All known, available, and reasonable methods of prevention, control, and treatment
Alliance	Northwest Seaport Alliance
BMP	Best Management Practice
CA	Corrective Action
CNE	Conditional No Exposure
DMR	Discharge Monitoring Report
Ecology	Washington State Department of Ecology
ECOSS	Environmental Coalition of South Seattle
ILA	Interlocal Agreement
ISGP	Industrial Stormwater General Permit
LID	Low-impact development
NPDES	National Pollutant Discharge Elimination System
OTR	Over-the-road
Port	Port of Tacoma
SIC	Standard Industrial Classification
SMGM	Port of Tacoma's Stormwater Management Guidance Manual
SWMMWW	Western Washington Stormwater Management Manual
SWMP	Stormwater Management Program

INTRODUCTION

The Port of Tacoma (Port) 2020 Stormwater Management Program (SWMP) Plan documents the Port's adaptive management approach to the requirements of the Phase I Municipal Stormwater Permit (Permit) issued by the Washington Department of Ecology (Ecology). The Port's responsibilities for the SWMP Plan are detailed in Special Conditions 6.E, 7, 8 and 9 of the Permit. This plan is laid out in order of these sections for ease in comparing the Permit to the SWMP Plan.

The National Pollutant Discharge Elimination System (NPDES) permit program is a requirement of the Clean Water Act, which is intended to protect and restore waters for many human and aquatic uses. The US Environmental Protection Agency (EPA) has delegated permit authority to state environmental agencies. In Washington, the NPDES-delegated permit authority is Ecology.

The Permit allows municipalities to discharge stormwater runoff from municipal drainage systems into the state's water bodies (i.e., streams, rivers, lakes, wetlands, bays, etc.). Discharges are allowed only as long as municipalities implement programs to protect water quality. Protection is achieved by reducing the discharge of "non-point source" pollutants to the "maximum extent practicable" (MEP) through application of Permit-specified "best management practices" (BMPs). The practices specified in the Permit are collectively referred to as the SWMP and grouped under the following program components:

- Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management for New Development and Redevelopment
- Operation and Maintenance Program
- Source Control in Existing Developed Areas
- Monitoring

The Northwest Seaport Alliance (Alliance) was formed in 2015 to improve the efficiency of container cargo facilities located on Port of Seattle and Port of Tacoma properties. The Alliance functions as a property manager on Port properties in the South Harbor; however, the Permit responsibilities still rest with the Port.

The Port and the City of Tacoma entered into an Interlocal Agreement (ILA) for the “common interest in the proper management of surface water runoff (stormwater) to protect the water quality of Commencement Bay, its waterways and other receiving waters in and around the City and the Port.” Both parties have individual responsibilities for their respective Phase I Municipal Stormwater Permits, and this ILA aims to provide the framework for coordination between the parties for respective permit compliance. The parties meet annually to verify billing rates, discuss drainage and conveyance structures that drain one party’s property onto the other’s, set inspection schedules, and discuss any other objectives for successful implementation of their respective permit obligations.

The Port’s currently active Permit was issued by Ecology in August 2019 with an expiration date of July 2024.

The Permit requires the Port to issue a document describing the Port’s SWMP. This document serves as a planning tool for the Port and is updated annually. Many of the planned activities during 2020 are associated with implementing requirements in the 2019-2024 Phase I Permit and the City of Tacoma Interlocal Agreement. The Permit requires annual reporting on activities conducted during the previous year. These reports are submitted to Ecology on March 31 of each year.

PORT OF TACOMA REGULATED AREA

As a secondary permittee under the Permit, the Port is responsible for complying with applicable terms of the Permit for the municipal separate storm sewers it owns or operates, including tenant-occupied properties. The Port owns approximately 2,600 acres of land—2,500 acres are located on the Tacoma Tideflats and 106 acres in unincorporated Pierce County. On the Tacoma Tideflats, stormwater flows through approximately 2,200 catch basins to discharge into Commencement Bay through about 130 outfalls.

A boundary map is included as Figure 1 (see also Attachment A) depicting Port properties as of March 2019.

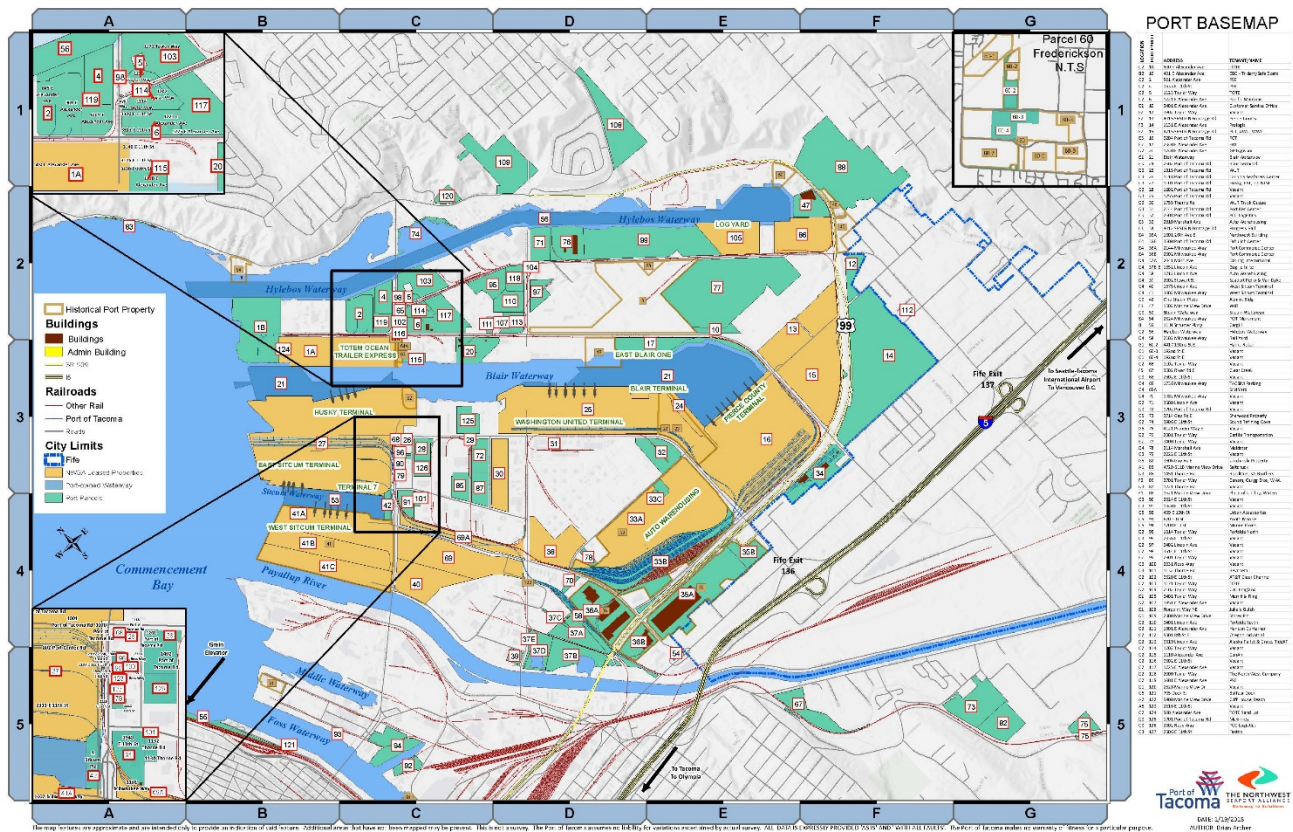


Figure 1. Port-owned properties.

SWMP IMPLEMENTATION RESPONSIBILITIES

The Permit requirements affect departments across the Port organization. The primary entity responsible for administering the SWMP is Environmental Programs and Planning Services within the Facilities Development Department. Other departments, including Real Estate, Maintenance, External Affairs, and Engineering are responsible for executing some tasks and do so in cooperation with Environmental Programs.

SWMP Components

S6.E.1 EDUCATION PROGRAM

The Port's SWMP includes an education program aimed at tenants and Port Employees. The goal of the education program is to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts. By extension, the education program is designed to protect the waterways and Commencement Bay.

WHAT THE PERMIT REQUIRES

The Port shall make educational materials available to tenants and employees whose job duties could impact stormwater.

WHAT THE PORT IS DOING

The Port will continue to provide the following education materials and training events to our customers and staff:

- Tenant education book about stormwater compliance best practices.
- Training materials for Port employees whose job duties could impact stormwater.
- Port of Tacoma Website which contains links and information about water quality <https://www.portoftacoma.com/community/environment/water-quality>
- A "Frequently Asked Questions" document based on questions tenants ask. The document is maintained as needed and is available to tenants.
- An annual stormwater workshop in the Fall for tenants, consultants and employees.
- Stormwater pollution prevention education during tenant source control inspections and the lease process
- Site specific environmental requirements, including applicable laws and regulations related to stormwater management, in a Lease Exhibit to tenants.
- Educational tables at fairs, organization meetings, and events such as the Tacoma Farmer's Market, Children's Water Festival and other community events.
- Stormwater education and outreach by partnering with the Industrial Stormwater Community of Interest, a Puyallup Watershed Initiative.

For information on specific activities and the 2020 schedule, please refer to Attachment D: 2020 Work Plan.

S6.E.2 PUBLIC INVOLVEMENT AND PARTICIPATION

The Port makes the latest version of the SWMP Plan and annual report available to the public.

WHAT THE PERMIT REQUIRES

The Port shall make the latest updated version of the SWMP Plan available to the public. The most recent SWMP Plan and Annual Report shall be posted on the Port's website.

WHAT THE PORT IS DOING

The SWMP Plan and Annual Report are posted to the Port of Tacoma website: <https://www.portoftacoma.com/community/environment/water-quality>.

Included on the website are useful links to the current permit, stormwater pollution prevention plan (SWPPP) templates, stormwater guidance manual and an effluent curve template. The effluent curve template is useful for tenants to use as a helpful tool when selecting stormwater treatment for their site.

S6.E.3 ILLICIT DISCHARGE DETECTION AND ELIMINATION

The Port's SWMP includes a program to identify, detect, remove and prevent illicit connections and illicit discharges, including spills, into the Municipal Separate Storm Sewer System (MS4) owned or operated by the Port.

WHAT THE PERMIT REQUIRES

- Comply with relevant ordinances, rules, and regulations of the local jurisdiction.
- Implement policies prohibiting illicit discharges and an enforcement plan to ensure compliance with illicit discharge policies.
- Map the MS4 with locations of all storm drain outfalls and discharge points, label the receiving waters, delineate the contributing areas to each outfall and discharge point.
- Conduct field inspections and visually inspect for illicit discharges. Implement procedures to identify and remove illicit discharges. Keep records of inspections and follow-up activities.
- Implement a spill response plan that includes coordination with a qualified spill responder. Also comply with Tacoma Municipal Code (TMC) 12.08.090 F.
- Provide staff training for stormwater compliance or coordinate with existing training efforts to train staff on proper BMPs for preventing illicit discharges, including spills. Train all permittee staff who, as part of their normal job responsibilities, have a role in preventing illicit discharges.

WHAT THE PORT IS DOING

Comply with Relevant Ordinance, Rules and Regulations

- Continue coordinating and complying with local jurisdiction ordinances, rules and regulations that govern non-stormwater discharges. Water Quality staff attend the Environmental Services Commission to stay abreast of regulatory changes and provide input to the capital program and rate structure discussions.
- Continue working on the interlocal agreement with the City of Tacoma for the purpose of spill response and stormwater site plans for developments on Port property that do not discharge to City MS4 infrastructure.

Implement IDDE Policies and Procedures

- Maintain an IDDE policy as part of the Port's Environmental Policies and Procedures. This policy is reviewed and updated as necessary to ensure it remains current with Permit requirements. The document is available upon request.

- Inspect Port facilities regularly for illicit discharges. Develop and implement procedures for tracing sources of illicit discharges include visual inspections and dye tests. Camera inspections of storm drain lines are conducted when necessary. The Port also works closely with its tenants to recognize and report any illicit discharges or illegal dumping.

Map the Stormwater System

- Map all MS4 outfalls with a 12-inch or larger nominal diameter. This information is part of the Port's GIS database and is updated regularly.
- Map all known connections with an 8-inch or greater nominal diameter. This information is part of the Port's GIS database and is updated regularly.
- Map Port's land use and permit coverage are also shown in Attachments B and C.

Conduct Field Inspections

- Field screening at least 20% of all MS4 structures by the end of the year. These records are accessible to staff via work order management software that integrates the Port's stormwater mapping with inspection records.

Implement a Spill Response Plan

- Maintain a list of emergency contacts for emergency response to IDDE concerns.
- Maintain a spill response and prevention plan including agency notification procedures.

Provide Staff Training

- Provide training to staff and tenants on how to identify and prevent illicit discharges. The staff who receive training includes the environmental crew responsible for operation and maintenance of the storm sewer system, equipment maintenance personnel and Port personnel who work on the various terminals the Port operates.
- Keep records of training provided and staff trained.

S6.E.4 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

The Port's SWMP includes a program to reduce pollutants in stormwater runoff from construction activities under the functional control of the Port.

WHAT THE PERMIT REQUIRES

- Comply with local jurisdiction ordinances, rules, and regulations for construction phase stormwater pollution prevention measures.
- Ensure construction projects under the functional control of the Port obtain a Construction Stormwater General Permit when applicable.
- Coordinate with City of Tacoma regarding projects owned or operated by other entities which discharge into Port's MS4 to assist in compliance.
- Provide or coordinate training to educate relevant staff in erosion and sediment control BMPs and requirements.
- Coordinate with Ecology and City of Tacoma to provide access for inspections of construction sites under the functional control of the Port.

WHAT THE PORT IS DOING

- Port staff coordinates with the local jurisdiction where the Port intersects with other agencies' MS4 connections. The Port entered into an Interlocal Agreement with the City of Tacoma in 2013. The agreement facilitates the permitting process for construction projects under the functional control of the Port. The Port is currently auditing the surface water fees assessed on each parcel to ensure the fees are accurate.
- The Port coordinates with City of Fife on projects adjacent to their jurisdiction. Current projects include the Alexander / 54th street interchange, SR 167 / 509, and a Wapato Creek restoration project.
- The Port typically files Notices of Intent in compliance with Ecology's Construction NPDES Permit for all construction projects prior to advertising for bid. Once the project is successfully under contract, the Port usually transfers the permit to contractor for the duration of the project. In the unusual instance where the Port retains the permit, all necessary permit actions and reports are completed on time.
- Port Water Quality staff train other Port staff and tenants to ensure correct implementation of appropriate construction stormwater requirements. Port field staff are specifically trained on appropriate use of erosion and sediment control BMPs. The Port ensures that appropriate staff are CESCL (Certified Erosion and Sediment Control Lead) trained and certified.

- Water Quality staff develop construction stormwater SWPPPs for construction projects greater than one acre, as required by the Construction Stormwater General Permit, when the SWPPP must be completed prior to the project going out to bid. When the permit is turned over to the Contractor, the SWPPP document is as well and Port staff sit with the Contractor CESCL to review the SWPPP, make necessary customizations, and answer any questions. For projects smaller than one acre, Port Water Quality staff complete SWPPP short forms to document construction stormwater best practices that will be implemented for these projects.

S6.E.5 POST-CONSTRUCTION STORMWATER MANAGEMENT FOR NEW DEVELOPMENT AND REDEVELOPMENT

The Port's SWMP includes a program to address post-construction stormwater runoff from new development and redevelopment projects. The program has established controls to prevent or minimize water quality impacts.

WHAT THE PERMIT REQUIRES

- Comply with local jurisdiction's relevant ordinances, rules and regulations for post construction stormwater pollution prevention measures. This also requires compliance with Minimum Technical requirements for new development and redevelopment contained in the Phase I Municipal Stormwater Permit Appendix 1.
- Coordinate with local jurisdictions regarding projects owned or operated by other entities which discharge into Port of Tacoma's MS4 to assist with compliance.

WHAT THE PORT IS DOING

- Coordinate with City of Tacoma and the City of Fife to ensure compliance with their relevant ordinances, rules and regulations. Specifically, the Port works with the City of Tacoma to ensure completed projects are mapped in both GIS systems.
- In 2019, the Port and the City of Tacoma completed another one-year extension of the Interlocal Agreement. In 2020 Water Quality staff are working on an agreement that can be durable for an entire Permit term.
- Comply with applicable minimum technical requirements for new development and redevelopment that are contained in Appendix 1 of the Permit. This is accomplished by inspecting completed projects to map the stormwater features as well as view how the new system functions.
- Port Water Quality staff train other Port staff and consultants on design and installation of appropriate stormwater treatment BMPs in accordance with the minimum technical requirements and the Port's Stormwater Management Guidance Manual.
- The Port has developed a Stormwater Management Guidance Manual specific to port operations including integrating Industrial Stormwater General Permit needs with the development requirement of the MS4. In 2020, the Port is developing a Port-specific BMP manual with treatment BMPs proven to be effective in the tidally influenced, heavily developed Port environment.
- Coordinate and provide training for Port Departments to ensure that appropriate stormwater treatment applications are designed, installed, and maintained.

- The Port currently references the "Guidance Document, Western Washington Low Impact Development (LID) Operation and Maintenance (O&M) document on the Ecology website ([LID Link](#)). Water Quality staff are developing a Port-specific LID use policy for new/redevelopment projects.

S6.E.6 OPERATION AND MAINTENANCE PROGRAM

The Port has an operation and maintenance program for all stormwater treatment and flow control BMPs/facilities and catch basins to ensure that BMPs continue to function properly.

WHAT THE PERMIT REQUIRES

- An O&M Manual for all stormwater treatment and flow control BMPs/facilities and catch basins under the functional control of the Port and which discharge stormwater to the Port's MS4 or to the City of Tacoma's MS4.
- Maintain a copy of the O&M manual in appropriate departments and update as needed.
- Develop maintenance standards for those BMPs that do not otherwise have one and establish facility-specific maintenance standards that are as protective (or more so) than the Stormwater Management Manual for Western Washington (SWMMWW). The manual shall be updated as necessary.
- The manual shall prescribe standards by which Port employees can determine whether a facility or structure needs maintenance. The manual shall prescribe necessary maintenance actions for each facility or structure and the timeline in which these shall be completed.
- Manage maintenance activities to inspect all stormwater facilities listed in the O&M manual annually and take appropriate maintenance action in accordance with the O&M manual.
- Provide appropriate training to Port Maintenance staff.
- Maintain records of these inspections and maintenance activities.

WHAT THE PORT IS DOING

- Maintain an O&M manual for all stormwater BMPs that are currently in use at the Port. The manual is kept in the Water Quality Department with copies of the manual in the Maintenance and Facilities Development Departments. This manual includes inspection checklists for each BMP type.
- Routinely update the Stormwater Map Book which is used by Maintenance staff and tenants to locate stormwater infrastructure appurtenances.
- Train Maintenance staff on BMP inspections, catch basins, oil/water separators, drainage pipes, and outfalls. The purpose of the training is to orient Maintenance staff to the use of the structure-specific inspection checklists.

- Maintenance staff inspect all stormwater facilities in the functional control of the Port on an annual basis. When maintenance is required, appropriate steps are taken according to the O&M manual specifications. The Port also performs spot checks of stormwater facilities after major storm events. Storm drains are cleaned at that time, if needed, to prevent flooding of streets and parking lots.
- Maintain records of inspections and maintenance activities using NPDESPro and Maximo for tracking work orders associated with maintenance activities.
- Facilities and structures under the functional control of the Port changes frequently. Maintain a master list of parcels, leases, and stormwater assets on all the parcels to ensure that maintenance inspects all applicable structures and facilities.

S6.E.7 SOURCE CONTROL IN EXISTING DEVELOPED AREAS

The Port's SWMP includes the development and implementation of one or more SWPPPs to adequately document the Port's work to implement and monitor source control practices to prevent and control the contamination of stormwater discharges to surface or groundwater on properties under the Port's functional control. SWPPPs shall be prepared and implemented for all Port-owned lands, except environmental mitigation sites owned by the Port, that are not covered by an NPDES permit issued by Ecology that authorizes stormwater discharges.

WHAT THE PERMIT REQUIRES

- Update SWPPPs as necessary to reflect changes at each facility.
- SWPPPs shall include a site plan, identification of pollutant sources, and description of the drainage system.
- The SWPPPs shall provide a description of the source control BMPs used or proposed for use by the Port. Implementation of non-structural BMPs shall begin immediately after the pollution prevention plan is developed. Where necessary, a schedule for implementation of structural BMPs shall be included in the SWPPPs.
- Maintain a list of sites covered by the SWPPPs required under the Permit. At least 20% of the listed sites shall be inspected annually.
- The SWPPPs shall include policies and procedures to reduce pollutants associated with the application of pesticides, herbicides, and fertilizer.
- The SWPPPs shall include measures to prevent, identify and respond to illicit discharges, including illicit connections, spills and improper disposal. When the Port submits a notification pursuant to G3, the Port shall also notify the City of Tacoma.
- The SWPPPs shall include a component related to inspection and maintenance of stormwater facilities and catch basins that is consistent with the Port's O&M Program.

WHAT THE PORT IS DOING

The Port began developing SWPPPs in 2008 and now has an established program in place to address source control in existing developed areas through the ongoing development and implementation of SWPPPs. The Port's ongoing activities include:

- Maintain a SWPPP template for tenants not covered by another NPDES permit. These templates are available on the Port website, and assistance is given when requested; www.portoftacoma.com.

- Maintain a list of Port-owned lands covered by a SWPPP required by the Phase I Municipal Stormwater Permit. This list is updated annually. A current map is marked as Attachment A.
- Provide annual training on maintaining and implementing the required SWPPPs. Water Quality staff train affected Port employees and tenants to identify pollutant sources and to understand pollutant control measures, spill prevention and response, BMPs in the Port SWPPP, and environmentally acceptable material handling/management practices. BMPs related to vehicle and equipment liquids such as fuels, and vehicle/equipment cleaning are highlighted and reinforced through training. Training records are included in the applicable SWPPPs. The largest tenant education event is the annual stormwater workshop held in the fall.
- Tenant SWPPPs are maintained in an electronic file. SWPPPs are updated as necessary.
- Review new leases and add site-specific stormwater language, as appropriate. New lease exhibits are updated on the permit layer in the GIS system and Maintenance is notified of any added or deleted stormwater structures for maintenance.
- Inspect tenant sites with Real Estate Department staff to minimize the number of site visits per tenant. This also helps Real Estate understand important source control issues.

S6.E.8 MONITORING PROGRAM

Monitoring requirements for the Port are included under Special Condition S8.

See Section S8 Monitoring and Assessment on page 18 for more information.

S7. COMPLIANCE WITH TOTAL MAXIMUM DAILY LOAD REQUIREMENTS

The Total Maximum Daily Load (TMDL) requirements only apply if a stormwater TMDL has been established for waters of the state that receive stormwater discharges from the stormwater system on Phase I Properties owned or operated by the Port. The applicable TMDLs that require additional compliance activities are listed in Appendix 2 of the Permit. At the time of publication, none of the TMDLs listed in Appendix 2 affect the Port. As such, no additional activities are required for compliance with TMDL conditions.

S8. MONITORING AND ASSESSMENT

The Port makes annual payments into the collective fund to implement regional receiving water status and trends monitoring.

WHAT THE PERMIT REQUIRES

- Make a one-time payment into the collective fund to implement regional small streams and marine nearshore areas status and trends monitoring in Puget Sound.
- Make an annual payment into a collective fund to implement regional receiving water status and trends monitoring of small streams and marine nearshore areas in Puget Sound, or conduct stormwater discharge monitoring per requirements in S8.C of the Phase I Permit.
- Make an annual payment into a collective fund to implement effectiveness and source identification studies, or conduct stormwater discharge monitoring per requirements in S8.C of the Phase I Permit.

WHAT THE PORT IS DOING

The Port makes annual payments into the collective funds to implement receiving water status and trends monitoring and effectiveness and source identification studies.

S9. REPORTING REQUIREMENTS

The Port's SWMP includes a program to address the Phase I Permit's reporting requirements.

WHAT THE PERMIT REQUIRES

- Submit an Annual Report no later than March 31 of each year through Ecology's Water Quality Permitting Portal.
- Keep all records related to this Permit and the SWMP for at least five years.
- Make all records related to this Permit and the SWMP available to the public and any individual or entity, upon request.

WHAT THE PORT IS DOING

- Prepare and submit an Annual Report each year of the permit term.
- Routinely update the Stormwater Map Book which is used by Maintenance staff and tenants to locate stormwater infrastructure appurtenances.



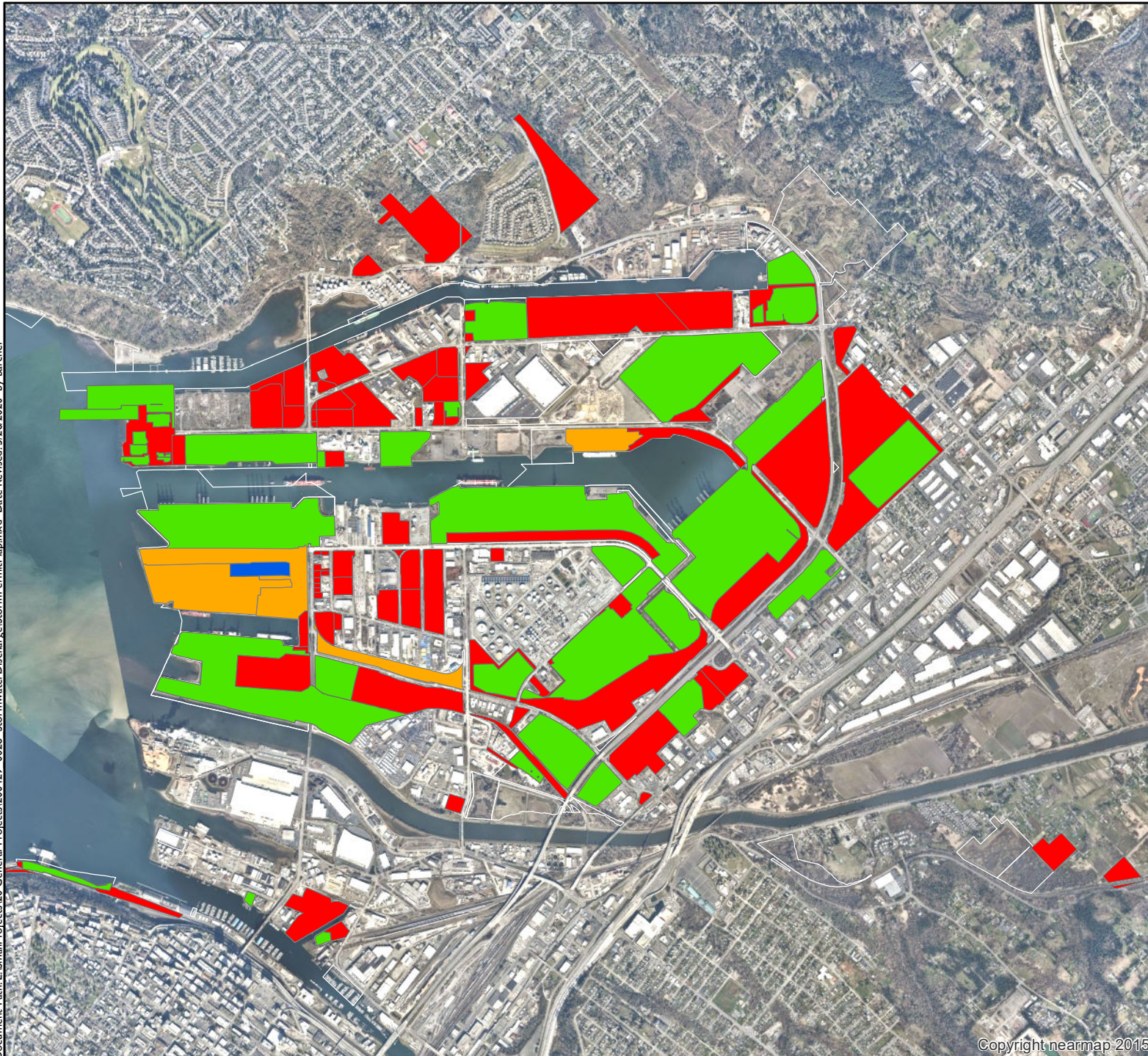
ATTACHMENT A – PORT BASEMAP



DATE: 1/16/2019



ATTACHMENT B – PORT PARCEL PERMIT COVERAGE



NPDES PERMIT AREA

Legend

- NWSA, Industrial permit
- POT, Industrial permit
- POT, MS4 permit
- Tenant, Industrial permit
- PortParcels



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Miles

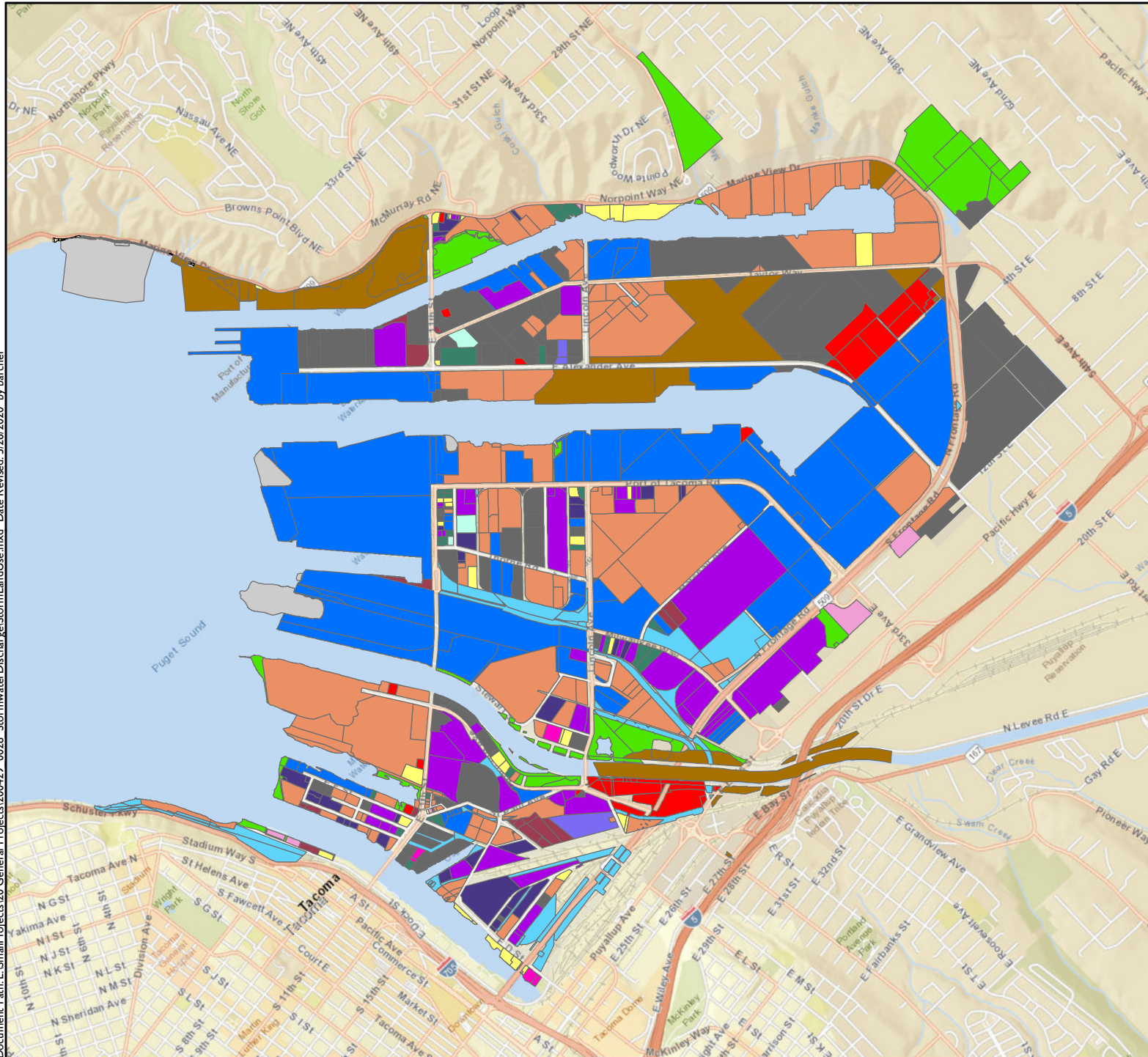
Data Source: Imagery (Nearmap Imagery)



DISCLAIMER: The information included on this map has been compiled by Port of Tacoma staff from a variety of sources and is subject to change without notice. These data are intended for informational purposes and should not be considered authoritative for engineering, navigational, legal and other site-specific uses. The Port of Tacoma makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information.



ATTACHMENT C – PORT LAND USE MAP



Port Land Use

Legend

Current Landuse (2014)

- COMMERCIAL
- CONTRACTOR SERVICE
- INFRASTRUCTURE
- MANUFACTURING
- NONE
- OFFICE/FIRE
- OPENSOURCE
- PUBLIC
- RECYCLING
- RESIDENTIAL
- SERVICE
- TBD
- TRANSPORTATION
- TRIBAL
- UTILITIES
- VACANT
- WAREHOUSING
- WHOLESALE TRADE



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Miles

Data Source: Imagery (ESRI
Street Map Imagery)



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ATTACHMENT D – 2020 WORK PLAN

**Port of Tacoma
2020 Stormwater Management Program Plan**

Stormwater Program Element	Permit Requirements	2020 Task Description	Schedule	Status
Stormwater Management Program (SWMP) Administration	SWMP “ <i>designed to reduce the discharge of pollutants from MS4s to the maximum extent practicable (MEP) and protect water quality</i> ”, PHI MS4 permit S6.A.2	Update SWMP. Include integration of permits to the introduction and approach to water quality management	Ongoing	2020 Create Stormwater Program Manual which incorporates Stormwater Management Guidance Manual, O & M Best Management Practice (BMP) Playbook, and SWMP
	Coordination – ILA	Routine and as needed	Ongoing	Meetings started to update ILA
	Legal Authority – statutes, ordinances, permits, contracts, orders, interagency agreements or similar instruments	Coordination with local jurisdictions (City of Fife and City of Tacoma ILA update)	Ongoing	Meetings started to update ILA
S6.E.1 Education Program	Annual training on Stormwater Program Elements (employees)	Update/create presentations to cover IDDE, Construction Stormwater (CSW), O & M, and source control	End of Q3	Some trainings done in February, more to be completed.
		Provide site-specific training for maintenance staff: schedule several training sessions targeted at new device maintenance requirements	End of Q4	
	Annual Environmental Workshop (tenants)	Planning and execution of Environmental Workshop	Planning - September Workshop - November	
	Education materials	Best Management Practices one-pagers for website and distribution	Ongoing	Stormwater Compliance BMP book distributed in Q2
	Tenant Site visits	Source Control inspections on tenant sites with Real Estate	Ongoing	Visits are scheduled for 2020
S6.E.2 Public Involvement & Participation	Latest version of SWMP Plan and annual report available on the website	Uploaded to website	May 31	In Progress
	Public Education Events	Water Quality team staffs tables at farmers markets, career fairs, and festivals through out the year as well as the Industrial Stormwater Community of Interest	Ongoing	Summer Farmers Markets

**Port of Tacoma
2020 Stormwater Management Program Plan**

Stormwater Program Element	Permit Requirements	2020 Task Description	Schedule	Status
S6.E.3 Illicit Discharge Detection and Elimination (IDDE) Program	Develop a policy for illicit connections; Non-stormwater discharges including spills of hazardous materials and proper disposal of pet waste and litter	Update IDDE policy and spill plan	June	Updated in 2019
		Create procedure for removing illicit discharges	July	IP this year
	IDDE Enforcement plan	Create Enforcement Plan - City of Tacoma Coordination	July	Review and update
S6.E.3 Illicit Discharge Detection and Elimination Program	Mapping: Known outfalls; Receiving waters; Land uses; Tributary conveyance (size, material, type attributes) and associated drainage areas of MS4 outfalls 24" or equivalent open conveyance; all outfalls 12"; Known connections >8" to tributary conveyance	Conduct field verification of infrastructure	Ongoing	This is an ongoing project. We are implementing a program to capture data from new developments.
	Field Screening: 20% of the MS4 each year; Implement procedure to identify and remove illicit discharges; Keep records of inspections and follow-up activities	Create list of outfalls by waterway	June	Inspect 20% of all outfalls each year. Add outfall inspections to NPDES Pro in 2020
		Conduct IDDE inspections	April-June	Use necessary procedures for tracing sources of illicit discharges including visual inspections, dye tests, camera inspections as needed.
	Spill response plan: Implement spill response plan; Ongoing staff training on BMPs for preventing illicit discharges; Keep training records	Modify spill response procedure as needed.	Ongoing	Updated as needed.
		Training for Maintenance staff, Operations and Security	End of Q3	Training completed for Facilities Equipment. More are planned

**Port of Tacoma
2020 Stormwater Management Program Plan**

Stormwater Program Element	Permit Requirements	2020 Task Description	Schedule	Status
S6.E.4 Construction Site Stormwater Runoff Control Program	Land use planning & applicability thresholds; Exemptions; Enforcement training	Develop a documentation and record keeping program to track construction stormwater inspections, activities and compliance	June	We are working on documentation of the work process to develop a way for NPDES Pro and Maximo to work better together.
		Train maintenance staff on erosion and sediment control (ESC) BMPs	Q3	Erosion sedimentation controls added to training.
	Construction stormwater (CSW) permits	Coordinate with Port staff engineering PM's and tenants	Ongoing	Working on a construction dewatering protocol.
	Construction SWPPP < 1 acre	Procedure for project triggering MS4 CSW SWPPP	May	Spec-link updates completed
	Coordinate with City of Tacoma	Port staff coordinates with the City of Tacoma where the Port intersects City of Tacoma MS4 connections. The Port entered into an Interlocal Agreement with the City of Tacoma in 2013. The agreement facilitates the permitting process for construction projects under the functional control of the Port. The Port is currently auditing the surface water fees assessed each parcel to ensure the fees are accurate.	Ongoing	
S6.E.4 Construction Site Stormwater Runoff Control Program	Provide or coordinate training to educate relevant staff in erosion and sediment control BMPs and requirements.	The Port has developed a Stormwater Management Guidance Manual specific to Port operations including integrating the Industrial Stormwater permit needs with the development requirement of the MS4. In 2020, the Port is developing a Port specific BMP manual with treatment BMPs proven to be effective in the tidally influenced, heavily developed Port environment.	Q2	In progress
		Water Quality staff train other Port staff and tenants to ensure correct implementation of appropriate construction stormwater requirements. Port field staff are specifically trained on appropriate use of erosion and sediment control BMPs. The Port ensures that appropriate staff are CESCL trained and certified.	Ongoing	In progress
S6.E.5 Post-Construction Stormwater Management for New Development and Redevelopment	Stormwater Management Guidance Manual (SMGM)	Continue coordination with engineering, consultants and tenants submitting tenant improvement (TI) requests	Ongoing	Update BMPs in SMGM

**Port of Tacoma
2020 Stormwater Management Program Plan**

Stormwater Program Element	Permit Requirements	2020 Task Description	Schedule	Status
S6.E.6 Operations and Maintenance Program	Policies and procedures for: Pipe cleaning; Culvert cleaning; Ditch maintenance; Street cleaning; Road repair; Snow & ice control; Utility installation; Vegetation management; Pavement striping maintenance; Sediment and erosion control; Pesticide, herbicide, fertilizer use; Landscape maintenance; Trash and debris management; Building exterior cleaning and maintenance;	Develop procedures for activities listed	Q3	Review requirements and add to NPDES Pro
		Meet bi-monthly with Maintenance staff	Ongoing coordination with maintenance	Scheduled
	O & M Manual Update	Update existing devices in O & M Manual	Ongoing	2020 update in process
	Training Curriculum	Training Maintenance staff on O & M Manual checklists	August	2020 Training Program
	Outfall Maintenance Program	Assess condition and prioritize maintenance	June	
		Coordinate schedule with maintenance staff	June	List of outfalls needing maintenance early in 2020
		Schedule in Maximo	June - September	Coordination with maintenance staff responsible
	Device-specific maintenance standards	Add/Update Maintenance Standards checklists for CBs, OWS, Manufactured devices, flow splitters, open conveyance systems, etc.	April - June	Update NPDES Pro 2020
		Create checklists for devices NOT in Ecology's manual	April - June	Update NPDES Pro 2020
	Inspection requirements: catch basins, treatment and flow control devices	Inspect all devices annually OR document maintenance in order to implement Catch Basin Inspection Alternatives, Ecology Publication No. 13-10-019	Ongoing coordination with maintenance	
		Electronic inspection program	April - June	Continue training w/ maintenance
		Document inspections and follow-up	Ongoing coordination with maintenance	NPDES Pro and Maximo link-up in 2019

**Port of Tacoma
2020 Stormwater Management Program Plan**

Stormwater Program Element	Permit Requirements	2020 Task Description	Schedule	Status
S6.E.6 Operations and Maintenance Program	Document maintenance conducted	Annual documentation will be tracked via NPDES Pro	Monthly	Work w/ NPDES Pro to adjust reports
S6.E.7 Source Control in Existing Developed Areas	SWPPP development for all port-owned lands except mitigation sites; currently 67 properties are MS4	Complete SWPPP template for MS4's with no tenant	May - June	Update template
		Provide template to tenants to fill out	Completed	SWPPP template available on website
		Follow-up to make sure SWPPPs are on file	May - June	Coordinate w/ Real Estate
		SWPPP templates for tenants posted to website.	March	Post to website
		Enforcement via lease language (update)	Ongoing case by case basis	Leases and Opportunity Assessments reviewed by Water Quality staff
	SWPPP implementation: Non-structural BMP implementation immediately upon completion of SWPPP	Send maintenance requests for BMP implementation on vacant sites	Immediately when SWPPP is complete	Coordinate w/ Real Estate & maintenance
	Source Control inspections: 20% inspected annually	Create list of facilities for 2020	May - June	Review NPDES Pro - create reports
S9 Annual Report	Ecology-provided form; electronic submittal required	Populate Annual Report form with appropriate information; Update SWMP Plan	March 31	Routine - use NPDES Pro to populate