



Pollution Prevention-Good Housekeeping for Municipal Operations- Standard Operating Procedures (SOP)

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Introduction

Part I.E.5 of the MS4 Permit (No. COR-090000) requires the County to implement a Pollution Prevention/Good Housekeeping (PPGH) program for facilities and operations that the County owns, operates, or performs within the MS4 Permit area. In the County, the MS4 Permit area is the unincorporated urbanized area (i.e., where the County has jurisdiction). The program must prevent or reduce water quality impacts from pollutants being discharged to the MS4 from County facilities and operations. MS4 is defined in the MS4 Permit as a publicly owned conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) that is designed or used for collecting stormwater.

This document constitutes the County's PPGH Program Description and documents the procedures used to meet the MS4 Program requirements preventing or reducing water quality impacts from pollutants being discharged to the MS4 from municipal facilities and operations (activities). The document not only addresses each of the PPGH requirements, but also consolidates the Recordkeeping (Part I.E.5.b) and Program Description (Part I.E.5.c) requirements to further explain how each of these provisions are met by County staff.

Section 1: Roles and Responsibilities

The Stormwater Quality Coordinator housed at Boulder County Public Works serves as a technical resource to assist each regulated County department with Colorado Water Quality Control Act compliance. The Stormwater Quality Coordinator is responsible for providing MS4 Permit compliance tools including regulatory oversight and audits, evaluating compliance, recordkeeping, annual reporting, communication, training, and outreach.

County departments that own assets or conduct activities regulated under the MS4 Permit are responsible for compliance on their individual projects and daily activities.

Section 2: Applicable Municipal Facilities

Per the MS4 permit, "Applicable operations and facilities" are County operations and facilities that are not authorized by a separate CDPS or NPDES discharge permit.

Part I.E.5.a.ii.(A) of the MS4 permit states that Boulder County "*shall implement control measures to prevent or reduce potential discharges of pollutants to the MS4 from the applicable facilities listed below. New written procedures shall be developed and implemented for any new applicable facilities prior to associated pollutant sources being present.*

- 1) *Vehicle maintenance facilities*
- 2) *Asphalt and concrete batch plants which are not already authorized by a separate CDPS or NPDES discharge permit*
- 3) *Solid-waste transfer stations where waste and recyclables are briefly held before further transport*
- 4) *Outdoor storage yards with exposed stockpiles of materials, including stockpiles of road deicing salt, salt and sand, sand, and rotomill material*

Boulder County GIS (Mark Mullane) conducted a GIS analysis in August of 2016 to help identify applicable fixed facilities. County GIS based this analysis on real estate records of properties owned or operated (e.g., leased) by the County that are in the unincorporated urbanized area. The analysis was limited to those properties that have a structure erected on the land (e.g., fixed facility). The results of

the GIS analysis are provided as a spreadsheet in Attachment A. Using this GIS analysis, the only fixed facility meeting the “applicable facility” definition (per above referenced criteria) is listed in Section 2.1.

In 2023, the County re-evaluated their fixed facilities (Attachment A) and determined that most of the facilities are either:

- Within another MS4’s permit area
- Outside of the County’s urbanized area

The County owns substantial acres of land operated by the Boulder County Parks and Open Space (POS) Department. POS lands are primarily used for recreation and leased for agricultural. These lands were evaluated and determined to be low risk to water quality. Evaluations were also performed to determine if any POS lands in the urbanized area qualified as applicable facilities, and none were identified. There are limited number of outdoor stockpile areas used by POS outside of the urbanized area. Those operations follow the municipal operations SOPs for outdoor stockpiles (Attachment C).

2.1 List of Applicable County Facilities (Part I.E.5.c.i.(A) of the MS4 permit)

- Boulder County Fairgrounds Complex – located at 9595 Nelson Road and managed by Parks and Open Space (POS). The Fairgrounds is an applicable facility as it is in the MS4 Permit area and has outdoor storage with exposed stockpiles of materials. In addition, a variety of regulated activities are conducted at the Fairgrounds such as “park and open space maintenance, fertilizer applications, large outdoor festivals and events,” etc. Detailed information can be found in the Boulder County Fairgrounds Facility Runoff Control Plan (FRCP).
- Niwot Loop Recycling Drop-off Station – located on the east side of N. 79th Street north of Highway 52/Mineral Road and Monarch Road. The Niwot Loop Recycling Drop-off Station is considered an applicable municipal facility since it is in the MS4 Permit area and is considered a solid-waste transfer station by Colorado Department of Public Health and the Environment (CDPHE). The drop-off station is for recyclable material and not other waste products. Detailed information can be found in the Boulder County Niwot Loop Recycling Drop-off Station FRCP.

Boulder County owns and/or operates multiple other fixed facilities that are located within incorporated towns/cities such as the City of Boulder, Longmont, and Lafayette rather than the unincorporated urbanized area. To address this, the CDPHE guidance document entitled *Frequently Asked Questions, General Permits for Stormwater Discharges Associated with Municipal Separate Storm Sewer Systems (MS4s), COR080000 and COR090000*, Revised July 13, 2016 states the following:

County operated facilities located within incorporated areas (added 5/27/16)

QUESTION: If a county with an MS4 permit owns a facility that is located within an incorporated town/city, does the county have to meet the MS4 permit requirements for that facility?

ANSWER: No. Incorporated areas are outside of the jurisdictional authority of a county, and therefore not within the permit area of that county.

Therefore, the CDPHE guidance treats these sites similar to private facilities if they discharge to a city MS4, and these sites are not considered applicable facilities under Boulder County’s MS4 Program.

2.2 County Facility Runoff Control Measures for Fixed Facilities

Part I.E.5.a.ii.(B) of the MS4 permit (Required Control Measure Categories) states that Boulder County “shall implement the following categories of control measures as necessary to prevent or reduce the pollutant sources present:

- 1) Preventive maintenance
- 2) Good housekeeping
- 3) Spill prevention and response procedures
- 4) Structural control measures
- 5) Evaluation of non-stormwater discharges
- 6) Employee training”

At this time, the only applicable facilities in the County are the Boulder County Fairgrounds and Niwot Loop Recycling Drop-off Station. The above referenced categories are specifically included in the Fairgrounds and Niwot Loop Recycling Drop-off Station Facility Runoff Control Plans. The Fairgrounds FRCP also provides the following required components due to the municipal operations that also occur as part of the facility and the onsite features of the facility:

- Facility identification and type of operations
- Description of potential pollutant sources
- Applicable control measures [Part I.E.5.a.iii.(A)],
- Non-stormwater discharges
- Nutrient source reductions [Part I.E.5.a.iv],
- Outdoor bulk storage [Part I.E.5.a.v],
- Spill Prevention and Response Procedures,
- Training [Part I.E.5.a.vi],
- Inspection procedures/scope [Part I.E.5.a.ii.(C)] staff (position and title) responsible for inspections and implementation of control measures, and
- Recordkeeping and Required FRCP contents [Part I.E.5.b]

2.3 Outdoor Bulk Storage

Part I.E.5.a.v of the MS4 Permit requires outdoor bulk storage structures, of more than 55 gallons, for any liquid chemicals located at a applicable municipal facility to have control measures implemented that provide secondary containment or equivalent protection that contains all spills and prevents any spilled material from entering state waters. For the scenario of a single containment system serving multiple tanks, the containment system must have sufficient capacity to contain 10% of the volume of containers, or the volume of the largest container plus 10%, whichever is greater. Bulk storage on mobile refuelers that are subject to the authority and control of the U.S. Department of Transportation, as defined in the Memorandum of Understanding between the Secretary of Transportation and the Administrator of EPA, dated November 24, 1971 are not subject to these requirements. Before the implementation of such controls, the permittee shall implement practices, such as spill prevention and response, to prevent or reduce pollutants in runoff associated with bulk storage structures.

The Boulder County Fairgrounds has one applicable storage container, a 500-gallon diesel fuel tank that is double-walled for secondary containment. The tank was manufactured by Containment Solutions, Inc., and specifications are provided on a plaque affixed to the tank and is documented within the Facility Runoff Control Plan (FRCP).

Section 3: Facilities with NPDES or CDPS Permit Coverage

Part I.E.5.c.i of the MS4 Permit requires Boulder County to provide a list of facilities that the County owns or operates that are subject to separate CDPS or NPDES permit coverage under the state’s general stormwater permits for discharges of stormwater associated with industrial activity. Table 1 provides this list of facilities along with pertinent information. In addition, Table 1 includes additional CDPS or NPDES permit coverage that has been obtained for County Departments that own regulated assets (e.g., fixed facilities) or activities that are not construction related. This aspect was added to make the inventory more comprehensive and useful in showing CDPS or NPDES permit coverage. All data used in Table 1 was obtained from the list of active CDPS certifications available at <https://www.colorado.gov/pacific/cdphe/clean-water-active-permits> (sort by county). The EPA ECHO website was also referenced, but it was difficult to use the data to determine permittee and jurisdictional information. This list has been periodically rechecked to ensure that there are no new County Facilities and Activities with CDPS or NPDES Permit Coverage other than construction or MS4 related permits.

Table 1 – County Facilities and Activities with CDPS or NPDES Permit Coverage (2016-2022 Permit Term)

Permit	Permit ID	Facility Name and Address	Activity Description	Inside County MS4 Permit Area?
COR900000-Industrial stormwater	COR900440	Boulder County Hazardous Materials Management Facility- 1901 63 rd St., Boulder	Conditionally Exempt Small Quantity Generator/ Household Hazardous Waste Consolidation Facility	No
COR900000-Industrial stormwater	COR900445	Boulder County Recycling Center- 1901 63 rd St., Boulder	Processing of source-separated commingled recyclable materials	No
CO-Individual permit	CO0047651	Eldorado Springs WWTF- 83 Barber Ln., Eldorado Springs	Domestic wastewater	No, but service area includes some urbanized area
COG318000-Remediation dewatering or well development	COG318106	New Cardinal Mill- Caribou Rd., Nederland	Dewatering – consultant handles sampling and reporting. Old mine purchased by the County.	No
COG318000-Remediation dewatering or well development	COG318092	Boulder County Justice Center- 1777 6 th St., Boulder	Subterranean Dewatering	No
COR040000-Metal mining stormwater	COR040298	Argo Mine- 3209 Overland Rd., Jamestown	Reclamation of nine waste rock piles left from prior mining operations. EPA superfund site. No action by County all remediation and water quality reports from EPA or their consultant.	No
Pesticide Application	COG860037	Boulder County Mosquito Control District	Pesticides compliance certification	No, but service area includes some MS4
Pesticide Application	COG860044	Boulder County Parks and Open Space Pesticides	Pesticides compliance certification	No, but service area includes some MS4

Section 4: Procedures for Conducting Inspections of the Applicable Municipal Facilities

Part I.E.5.a.ii of the MS4 Permit states, *(C) The permittee shall implement written county facility inspection procedures, which must at a minimum include the following:*

- 1) An annual visual inspection of each applicable municipal facility.*
- 2) A verification that the written procedures and documentation reflect current conditions.*
- 3) Observation of locations and areas where stormwater from municipal facilities are discharged off-site; or discharged to waters of the state, or to a storm sewer system that drains to waters of the state.*
- 4) Observation of facility conditions, including pollutant sources and control measures, to identify inadequate control measures and control measures requiring maintenance.*

At this time, the only applicable municipal facilities in the County are the Boulder County Fairgrounds and Niwot Loop Recycling Drop-off Station. Stormwater Quality Coordinator will perform at least an annual visual inspection of the Fairgrounds and Niwot Loop Recycling Drop-off Station for compliance purposes. Other inspections may be performed by the site or program manager.

Fairgrounds

The Fairgrounds Manager conducts periodic County facility inspections for the site. He is trained on how to inspect the control measures present at the Fairgrounds. The Fairgrounds Manager's inspections are considered periodic inspections to oversee facility conditions, but they do not qualify as an Annual MS4 Inspection of the Fairgrounds.

For annual inspections, an inspection checklist specific to the facility (BOCO Fairgrounds Field Inspection Form) has been created and can be found on the iPads in the PDF Expert App and in the FRCP. The Fairgrounds Field Inspection Form is primarily a tool to ensure Stormwater Quality Staff cover the MS4 Permit-required inspection scope. The scope of the annual inspection includes, among other things, observation of stormwater discharge locations and areas. These areas are displayed on the facility map attached to the Fairgrounds Field Inspection Form. The scope of the inspection also includes observation of facility conditions, including pollutant sources and control measures, to identify inadequate control measures and control measures requiring maintenance.

Niwot Loop Recycling Drop-off Station

Resource Conservation Division (RCD) staff are trained to perform periodic inspections at the Niwot Loop Recycle Drop-off Station. The RCD staff inspections are considered periodic inspections to oversee facility conditions, but they do not qualify as an Annual MS4 Inspection of the Fairgrounds.

For annual inspections, an inspection checklist specific to the facility (BOCO Niwot Loop Field Inspection Form) has been created and can be found on the iPads in the PDF Expert App and in the FRCP. The Niwot Loop Field Inspection Form is primarily a tool to ensure Stormwater Quality Staff cover the MS4 Permit-required inspection scope. The scope of the annual inspection includes, among other things, observation of stormwater discharge locations and areas. These areas are displayed on the facility map attached to the Niwot Loop Field Inspection Form. The scope of the inspection also includes observation of facility conditions, including pollutant sources and control measures, to identify inadequate control measures and control measures requiring maintenance.

Upon return from the field, a PPGH record entry is made in Accela, the County's tracking software. Inspectors fill out the checklist tab built into the inspection record in Accela as it contains all information/fields required under Part I.E.5.b.i(F) of the MS4 Permit and helps document the appropriate scope of inspection as required under Part I.E.5.a.ii(C). Please note that a PPGH record entry also needs to be made in Accela if you conduct a compliance assistance inspection of a County Activity (such as storm drain cleaning by Road Maintenance).

Once inspection records are entered in Accela, a copy must be provided to the Fairgrounds Manager and POS upper management using the memo template hyperlinked below ([Annual MS4 Annual Inspection - Memo Template - POS Fairgrounds.docx](#)). Ensure that corrective actions are made and update Accela appropriately.

Next, all documentation such as the BOCO Fairgrounds Field Inspection Form and written notices need to be uploaded into Accela ([use Attachment B below](#)). These documents are then accessible through both Accela and FileNet/IBM Content Management (with searchable text) under the appropriate unique record ID (PPGH-18-XXX).

Lastly, Public Health Stormwater Quality staff must update the FRCP and checklist if there are significant changes to facility conditions. FRCP updates are important so that documentation accurately reflects the current site conditions and configuration.

Section 5: County Operations and Maintenance (O&M) Procedures

Part I.E.5.a.iii of the MS4 Permit requires Boulder County to develop and implement procedures that prevent or reduce stormwater pollution from operations and activities conducted by the County, particularly those transient activities that are not covered under the Fixed Municipal Facilities requirements (Part I.E.5.a.ii (A) of the MS4 Permit).

Multiple County Departments own assets or conduct activities regulated under the County Operations Program of the MS4 Permit, primarily the Road Maintenance Division (Public Works) and Recreation and Facilities Division (Parks and Open Space), and to a lesser extent Building Services (Administrative Services). These departments are currently operating under the stormwater quality standard operating procedures and controls that were specified in the One-Time Operating Procedures Report to CDPHE, dated March 10, 2010. These controls were once housed by Partners for a Clean Environment (PACE) but now are housed by Keep it Clean Partnership (KICP) <https://www.keepitcleanpartnership.org/resources/for-stormwater-professionals/>. Editable versions of these documents are available by contacting KICP, now located in Boulder County's Office of Sustainability, Climate, and Resilience (OSCAR).

Stormwater Quality Coordinator works with individual County Divisions each Permit term as shown in Table 2 to replace the KICP general municipal standard operating procedures (SOPs) and controls based on templates developed by the Colorado Stormwater Council with County specific SOPs. The approach is to work intensively with individual County Divisions and have their staff assist in self-developing SOPs that can be more readily implemented. The County is using a participatory process to generate ownership of the County O&M/ SOPs ([hereinafter, stormwater quality controls](#)) by individual County Divisions, and include those staff doing the actual work activities in the field.

Table 2 – Individual County Divisions (2016-2022 Permit Term)

Division	Description	Department Contacts
Fairgrounds group - Recreation and Facilities Division (Parks and Open Space)	Incorporated Activity controls into the Fairgrounds Facility Runoff Control Plan (FRCP). Bring in other groups for standardization in a future Permit term, such as Building Services Grounds group.	Joe Lafollette Randy Noterman
Recreation and Facilities Division (Parks and Open Space)	Fertilizer, herbicide, pesticide application and storage	Various
Road Maintenance Division (Public Works)	Road Maintenance field staff use tablets so we will be saving the stormwater quality controls on their tablet storage.	Bob Kiepe
Resource Conservation Division (Public Works)	Waste Transfer stations	Noah Eisenman, Cody Lillstrom

Multiple County Departments have activities that are conducted in the MS4 Permit area (i.e., the unincorporated urbanized area). In practice, it is too difficult for County staff to always know when their work is in the MS4 Permit urbanized area. Furthermore, the County is required to protect water quality, both in the urban "MS4 Permit area" and more broadly (county-wide) under the Colorado Water Quality Control Act. Due to intensive work with the Road Maintenance Division in the 2016-2022 Permit term, Road Maintenance staff are attempting to be pro-active and apply any new stormwater quality controls wherever their work is located; however, the culvert flushing low risk guidance only applies to areas outside the urbanized area.

Applicable activities are as follows:

- 1) Operation and maintenance of streets, roads, highways
- 2) Operation and maintenance of municipal parking lots
- 3) Operations at maintenance and storage yards
- 4) Operations at maintenance shops with outdoor storage areas
- 5) Operation and maintenance of snow dumps/snow disposal areas
- 6) Operation and maintenance of sites used for temporary storage of sweeper tailings or other waste piles
- 7) Park and open space maintenance
- 8) Building maintenance
- 9) New construction of municipal facilities
- 10) Application of pesticides, herbicides, and fertilizers
- 11) Large outdoor festivals and events
- 12) Construction activities not subject to the requirements of Part I.E.3
- 13) Maintenance, replacement, and construction of utilities and the storm system, including operations, such as storage, dewatering, or disposal, associated with removal of sediment, debris, and other pollutant sources from the MS4, including removal of materials, such as trash, from control measures implemented in accordance with Part I.E.4, unless covered by a separate CDPS or NPDES permit.

As individual KICP controls are replaced, they are included on the Public Health server here.. \ Activity BMPs. The new stormwater quality controls are made available to individual County Divisions in a way that is effective for each Division. For example, the Road Maintenance Division uses tablets so stormwater quality controls can be saved on their tablet storage. A list of all SOPs is included in Attachment C and is available on the Public Health G Drive.. \ Activity BMPs. In addition, stormwater quality controls related to a facility with a Runoff Control Plan (i.e., Boulder County Fairgrounds), are incorporated into the Facility Runoff Control Plan itself.

When new pollutant sources associated with operations conducted by the County are identified, the operations are reviewed to confirm whether a new procedure(s) is necessary.

Section 6: Nutrient Source Reductions

Part I.E.5.a.iv of the MS4 Permit requires Boulder County to “*evaluate, identify, and document the county operations and facilities that are and/or have the potential to contribute nitrogen and phosphorus to the waters receiving the discharge authorized under this permit (identified county operations nutrient sources).*” The MS4 Permit also requires that the County include the storage and application of fertilizer, including subsequent stormwater or irrigation runoff from areas where fertilizer has been applied, as an identified county operations nutrient source if these operations were not covered under a municipal Facility Runoff Control Plan or SOP.

In accordance with Part I.E.5.c.iii of the MS4 Permit, applicable County facilities have been evaluated to determine if there is potential to contribute nitrogen and phosphorus to discharges under the MS4 Permit. The following operations found at the Fairgrounds have been identified as potential county operations nutrient sources:

- Storage of manure piles from livestock on site
- Occasional fertilizer application in picnic shelter and fertilizer storage
- Leaking waste receptacles

These county operations nutrient sources are addressed in the Fairgrounds Facility Runoff Control Plan with corresponding stormwater quality controls. As of April 2023, Parks and Open Space is developing the Fairgrounds Master Plan that will guide improvements to the facility. We have been coordinating on the Master Plan to incorporate water quality improvements.

Stormwater Quality Coordinator evaluates County operations for Nutrient Source Reductions by selecting and working with individual County Divisions each Permit term as shown in Table 2. The method used to evaluate County operations will be observation and discussion with those staff doing the actual work activities in the field, and having those staff assist in self-developing controls that can be more readily implemented. Evaluations are also based upon known sources of nutrients and follows USDCM vol. 3, Table 1-1. Common urban runoff pollutant sources.

Section 7: Training

Because the Commissioners are the legal contact on the County's MS4 Permit, Stormwater Quality staff felt it was important to have a policy statement to employees on protecting water quality. In June 2017, BOCC approved Policy Number 3.5, Stormwater Quality Compliance Policy, as part of updates to the County Personnel and Policy Manual. This policy stresses that water quality is important to County

leadership, particularly as it relates to the county departments. It also educates employees that the county is required to protect water quality, both in the urban "MS4 Permit area" and more broadly (county-wide) under the Colorado Water Quality Control Act. Employee awareness is increased by including this policy in trainings provided by Stormwater Quality Team.

Stormwater Quality Coordinator and associated staff intend to select and work with individual County Divisions each Permit term as shown in Table 2 to replace the PACE "municipal" trainings. These PACE trainings have been conducted since the first MS4 Permit term and have reached a broad audience of County staff, but were discontinued by KICP as of January 2018. Our refreshed approach is to develop a general stormwater quality training on Cornerstone (the County's learning platform) for all applicable municipal employees that are likely to work in facilities and operations that have the potential to impact water quality and then work intensively with individual County Divisions and have their staff receive PPGH training that is tailored to their specific facility or operations.

Applicable County staff are trained on facility plans and control measures related to the operations they perform. Our trainings inform employees responsible for operations with the potential to result in an illicit discharge about the prohibitions against, and potential impacts associated with, illicit discharges from County operations. The trainings include information on trash and its effects on water quality.

Name and department of each individual trained, date of training, the type of training, and a list of topics covered are documented for each training in the Public Health G-drive ..\\..\\MS4 Permit_PDD\\PDD\\Training

Employee Type/Job Responsibilities	Training Type/Topic	Documentation	Frequency
Staff overseeing applicable Facilities (listed in Section 2.1)	Facility Runoff Control Plan, including applicable SOPs; IDDE; trash	Name, department, date of training, type of training, and list of topics covered	Annually, may or may not be done with the facility inspection
Staff performing applicable Operations (listed in Section 5)	SOPs; IDDE; trash	Name, department, date of training, type of training, and list of topics covered	Annually or for some lower risk operations every other year

Attachment A: County GIS Analysis of Applicable Fixed Facilities

(2016)

STATUS	Location	ADDRESS1	NAME	NOTES
Inactive		3532 Diagonal Hwy	Boulder Emergency Squad	8/26/16 - Per Mark Frederick in Facilities Real Estate, these "inactive" sites are no longer owned or leased by the county. They are only kept in the dataset for filenet purposes. Bottom line- these are not regulated under our MS4 permit.
Active	Fairgrounds	9593 Nelson Rd	Clover Building	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Affolter House	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Camper Facility	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Exhibit Building	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Maintenance Shop	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Outdoor Arena	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Pavillion	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Natural Resource Building	
Inactive		6790 N. 79th St	Niwot Senior Housing	Same as above.
Inactive		7160 Niwot Rd Suite B-9	Niwot Sheriffs Sub.	Same as above.
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Indoor Arena	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Barn A	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Barn B	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Barn C	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Barn D	
Active	Fairgrounds	9595 Nelson Rd	Fairgrounds-Barn E	

Additional Table added in 2023 on next page

BOULDER COUNTY FACILITIES – PO Box 471, 80306 (3-16-23)

<u>Downtown Boulder - 80302</u>	
Boulder County Courthouse, Main Building	1325 Pearl St., Boulder, CO
Offices/Departments: Assessor, County Attorney, County Commissioners, Info. Desk, Treasurer, Risk Management, Security, Treasurer	
Courthouse, East Wing	2025 14th St., Boulder, CO
Offices/Departments: Administrative Services, Board of Equalization, Human Resources, Information Technology, Purchasing	
Courthouse, West Wing	2020 13th St., Boulder, CO
Offices/Departments: Budget, Finance, Sustainability	
Courthouse Annex	2045 13th St., Boulder, CO
Offices/Departments: Community Planning & Permitting	
Boulder County Justice Center	1777 6th St., Boulder, CO
Offices/Departments: Community Justice Services, District Attorney, State Courts, Juvenile Detention, Sheriff, Municipal Courts, Probation, JC Security	
Copper Door - Community Treatment	1770 21st St., Boulder, CO
Kaiser Building – Peoples’ Clinic (Clinica), Public Works	2525 13th St., Boulder CO
<u>North Broadway – 80304</u>	3400-3482 N. Broadway, Boulder, CO
North Broadway Complex	
3400 – Housing & Human Services	
3450 – Health Department	
3460 – Old County Hospital (North Annex), Housing & Human Services	
3470 – Mental Health Partners	
3482 – Community Services Health Department, Community Justice Services - (Sundquist)	
Iris Building – Housing & Human Services, Public Health	1333 Iris Ave., Boulder, CO
<u>Lafayette - 80026</u>	
Clerk & Recorder	1376 Miners Dr. Lafayette, CO 80026
Clerk and Recorder, Motor Vehicles	
Public Health	
Public Health, Clinica	1735 S. Public Rd. Ste. 104 Lafayette, CO 80026
Lafayette HUB	1755 S. Public Rd. Lafayette 80026
<u>East Boulder</u>	
Clerk & Recorder	1750 33rd St., Boulder, CO 80301
Offices/Departments: Elections, Motor Vehicles, Recording, Records Management	
Jail Complex	3180 – 3200 Airport Road, Boulder, CO 80301
3200 – Boulder County Jail, Sheriff	
3180 – Addiction Recovery Center (Detox), Mental Health Partners	
3280 – Communications Center, Sheriff	
Sheriff Hdq. Building – Sheriff Administration	5600 Flatirons Pkwy., Boulder, CO 80301
Coroner’s Facility, Coroner’s	5610 Flatirons Pkwy., Boulder, CO 80301
Recycling Center Complex, Resource Conservation, ECO-Cycle	1901 E. 63rd St., Boulder, CO 80301
Recycle Center Processing-A, Recycle Center Administration-B, Hazardous Materials Management Facility-C	
<u>Longmont</u>	
St. Vrain Complex	515 & 529 Coffman St., Longmont, CO 80501
515 – HUB – Housing & Human Services, Health Department, Workforce, Aging Services	
529 – Three Story – Motor Vehicle, Mental Health Partners	
Longmont Courts	1035 Kimbark St., Longmont, CO 80501
State Courts, Community Justice Services, District Attorney, Probation, Sheriff	
Boulder County Fairgrounds	9595 Nelson Rd., Longmont, CO 80501
Parks and Open Space – FG Maintenance, Soil Conservation District, Cooperative Extension, Fair Board, Natural Resource Building	
Parks & Open Space Administration, Transportation Complex	5201 St. Vrain Rd., Longmont, CO 80503
POS Admin–Bldg. 1, Parks Shop–Bldg. 2, Biomass–Bldg. 3, Fleet Maintenance–Bldg. 4, Road Maintenance & Transportation–Bldg. 5, Youth Corp	
<u>Transportation Department – Road Maintenance Locations</u>	
Walden Ponds – Road Maintenance Site 1, Facilities, Architects, Youth Corp	3897 North 75th St., Boulder, CO 80301
Alaska Avenue – Housing & Human Services, Longs Peak Energy Conservation	1288 Alaska Ave., Longmont, CO 80501
Offices/Departments: Road Maintenance 2, Boulder County Housing – Maintenance, Longs Peak Energy Conservation – Weatherization	
Nederland Substation – Road Maintenance 4, Sheriff	286 RidgeRd., Nederland, CO 80466
<u>Additional Buildings</u>	
Parks and Open Space – Satellite Office	5503 Spine Rd., Unit B, Boulder, CO 80301
Allenspark Waste Transfer Station, Resource Conservation	14857 Hwy 7 Allenspark, CO 80510
Goodhue House (Rock Creek Farm), Parks & Open Space	2009 S. 112th St., Broomfield, CO 80020
Longhorn Fire Management Cache, Sheriff	3116 Longhorn Road, Boulder, CO 80302
Longhorn Transportation Vehicle Storage Facility, Transportation	3118 Longhorn Road, Boulder, CO 80302

Attachment B: Accela Document Upload

Documents must be uploaded into the Accela record using the Documents feature. General information and instructions can be found here under “Attaching a Document to a CAP”: [Accela Wiki](#)

1. Under PUBLIC INFO CATEGORY from the drop down menus Select BOCO FILENET in the first one, and then in the second one Select either Internal Correspondence, Limited Public, or Public. Currently, most documents are “Public.”
2. Next under DESCRIPTION the name of your document should be one of the following:
 - Annual MS4 Inspection
 - Periodic Staff Inspection
 - MS4 Compliance Assistance Inspection
 - Correspondence
 - Portfolio to Management
 - Warning Notice
 - NOV
 - Corrective Action Inspection
 - Corrective Action Improvements
 - Corrective Action Approval

Attachment C: Standard Operating Procedures For Municipal Operations

Standard Operating Procedures- Operations/Activities (many SOPs on KICP website, <https://www.keepitcleanpartnership.org/resources/for-stormwater-professionals/>)

- 1) Operation and maintenance of streets, roads, highways
 - Street, Curb and Gutter Replacement and Construction
 - Street Division Power Washing
 - Street, Parking Lot, Curb and Gutter Maintenance
 - Street Sweeping Plan
 - Snow and Ice Control Plan
 - Pesticide, Fertilizers, and Herbicide Application
- 2) Operation and maintenance of municipal parking lots
 - Street, Parking Lot, Curb and Gutter Maintenance
 - Street Sweeping Plan
 - Snow and Ice Control Plan
- 3) Operations at maintenance and storage yards
 - Outdoor Material Storage
 - Street Sweeping Plan
- 4) Operations at maintenance shops with outdoor storage areas
 - Outdoor Material Storage
 - Spill Prevention and Response Procedures
 - Street Sweeping Plan
 - Waste Management
 - Pressure Washing and Exterior Surface Cleaning
- 5) Operation and maintenance of snow dumps/snow disposal areas
 - Snow and Ice Control Plan
- 6) Operation and maintenance of sites used for temporary storage of sweeper tailings or other waste piles
 - Dump Station
 - Street Sweeping Plan
- 7) Park and open space maintenance
 - Parks
 - Fertilizer, Herbicide, Pesticide Application*
 - Parks and Open Space Maintenance
 - Spill Prevention and Response Procedures
 - FTGC
 - Fertilizer Herbicide Pesticide Application*
 - Spill Prevention and Response

- 8) Building maintenance
 - Power Washing
 - Waste Management
- 9) New construction of municipal facilities
 - New Construction for Small Non-permitted Projects
- 10) Application of pesticides, herbicides, and fertilizers
 - Fertilizer, Herbicide, Pesticide Application and Storage*
- 11) Large outdoor festivals and events
 - Fairgrounds
- 12) Construction activities not subject to the requirements of Part I.E.3
 - New Construction for Small Non-permitted Projects
- 13) Maintenance, replacement, and construction of utilities and the storm system, including operations, such as storage, dewatering, or disposal, associated with removal of sediment, debris, and other pollutant sources from the MS4, including removal of materials, such as trash, from control measures implemented in accordance with Part I.E.4, unless covered by a separate CDPS or NPDES permit.
 - Dump Station
 - Potable Water Discharge
 - SSOs
 - Stormwater Drainage Maintenance Plan
 - Street, Curb, Gutter Replacement/Construction
 - Utility and Storm Sewer Replacement and Construction
 - Water Main Repair
 - Wastewater System Repair

* SOP addresses nutrients as required in Regulation 85

Standard Operating Procedures – Facilities

In addition to applicable SOPs that pertain to activities, above, the Standard Operating Procedures used at applicable facilities can be found within respective Facility Runoff Control Plans at and include:

- 1) Above Ground and Underground Fuel Tanks
- 2) Dump Station
- 3) Fleet Pollution Prevention
- 4) Maintenance Shops Parts and Materials Disposal
- 5) Fuel Site Spill Prevention
- 6) Outdoor Material Storage