



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 8**

1595 Wynkoop Street  
DENVER, CO 80202-1129  
Phone 800-227-8917

<http://www.epa.gov/npdes/npdes-stormwater-program>

**STORMWATER ANNUAL REPORT FORM**

This form is for regulated small MS4s (Municipal Separate Storm Sewer Systems) and may be used to meet the annual reporting requirements for regulated small MS4s as outlined in 40 CFR§122.34g(3). While it is not required for MS4 operators to use this form to meet federal regulations, MS4s are encouraged to use this format to allow for more efficient recordkeeping and to minimize paper consumption.

**PLEASE NOTE: This form may not include all of the information required to be submitted in your annual report. Please review your MS4 permit to ensure all required information is reported. Include supplemental pages to this form, if needed.**

Completed forms should be emailed to:

Email: [clark.amy@epa.gov](mailto:clark.amy@epa.gov)

AND/OR mailed to:

Amy Clark  
EPA Region 8 Stormwater Coordinator  
Mailcode: 8WD-CWW  
1595 Wynkoop Street  
Denver, CO 80202-1129

**All sections of this form must be completed and Item I on Page 18 must be signed and certified.**

**Please print or type.**

**A. Permittee Information**

Permittee (Agency Name): Fort Carson

Mailing Address: 1626 Evans Street, Building 1219

City, State and Zip Code: Fort Carson, Colorado 80913-4000

Contact Phone Number: 719-526-1697

Permit Certification Number: COR042001

Have any areas been added to the MS4 due to annexation or other legal means? No

**B. Reporting Period: Jan 1, 2021 to Dec. 31, 2021**

### **C. Construction Program Contact:**

The following information will be provided on EPA's web site to assist construction site operators in determining municipality-specific requirements for their projects:

Have you assigned an appropriate contact person/work unit to address questions regarding your municipality's construction and post-construction requirements? Yes

If Yes:

Contact name: Melinda Norris

Position/work group title: Stormwater Program Manager, Environmental Compliance Branch

Contact phone number: 719-526-1697

Contact E-mail address: Melinda.f.norris.civ@army.mil

If a web site has been created with information on complying with your municipality's construction and/or post-construction requirements, list the address:

Fort Carson DPW Stormwater information: <https://www.carson.army.mil/organizations/dpw.html>

### **D. Implementation of EPA's Stormwater Management Program**

The purpose of the annual report is to report on the status of your implementation of the permit requirements, including compliance with the standard of reducing the discharge of pollutants from your MS4 to the Maximum Extent Practicable (MEP). Address each of the following items for **each** of the six program areas:

1. Public education and outreach on stormwater impacts;
2. Public participation/involvement;
3. Illicit discharge detection and elimination;
4. Construction site stormwater runoff control;
5. Post-construction stormwater management in new development and redevelopment; and
6. Pollution prevention/good housekeeping for municipal operations

As the permittee, you must collect and maintain adequate information to demonstrate implementation of the six program areas as per your stormwater management program. Note that although the annual report only requires the submittal of certain information as outlined below, additional information may be requested by EPA to audit the implementation of your stormwater management program. For example, construction site inspection reports, outreach materials, and records of maintenance activities performed may be requested by EPA in addition to the annual report.

If another entity does not have its own permit but is instead covered under your permit, the annual report information under Section D of this form must also be provided for each such entity.

## 1. Public Education and Outreach on Stormwater Impacts

Provide the status of any measurable goal scheduled for completion during the reporting period or for which activities have begun. For program elements started, but not completed, any milestones that have been met must be indicated. If a change will be proposed to a BMP or measurable goal as part of the annual report, this must be stated and the proposed changes discussed. For each change proposed, you must provide information on:

1. The BMP/measurable goal for which a change is proposed;
2. Any proposed changes to the BMP description;
3. Any proposed changes to the measurable goals (including specific dates and measures); and
4. The rationale for the proposed changes.

Describe any measurable goal(s) for public education and outreach on stormwater impacts for the reporting period; including dates and numeric measures:

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal?</b> (Yes/No). If yes, provide information on proposed changes and rationale.
Implement an education and outreach program for Fort Carson that targets project managers, contractors, tenants, and environmental staff in an effort to provide education and outreach about the impacts of stormwater discharges on local water bodies and the steps that can be taken to reduce pollutants in stormwater runoff.	<p>Fort Carson's main focus of education is through the Environmental Protection Officer (EPO) course, which is offered on a monthly basis to Soldiers and civilians who are responsible for compliance at the installation's motor pools and maintenance facilities.</p> <p>Additionally, the stormwater program conducts training with contractors and Soldiers who are executing construction projects on the installation to educate them on protecting water quality during construction.</p> <p>Attachment 1 provides the training events for 2021.</p> <p>Attachment 2 provides the training slides for the EPO course.</p> <p>Attachment 3 provides training slides for the EPO refresher course.</p>	Yes. Annual revision and update to training materials reflecting current stormwater topics and issues.

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
Produce and disseminate informational material to inform the public (i.e.; project managers, contractors, tenants, students, and environmental staff) of the effects of erosion and runoff on water quality. Informational materials shall be updated and distributed as necessary throughout the duration of this permit, and should provide a location where all annual reports and/or SWMP updates, as required by this permit, may be viewed.	Fort Carson uses three main ways to disseminate information to the public: <ol style="list-style-type: none"> <li>1. The Fort Carson Stormwater Brochure is provided to EPO and Construction Stormwater class attendees, as well as to attendees of outreach programs.</li> <li>2. The Fort Carson Resident's Guide provides information for protecting water quality in the installation housing areas.</li> <li>3. The Fort Carson Directorate of Public Works homepage provides public information on the Stormwater Program. The URL is provided on page 2.</li> </ol>	No.
Provide and document training to appropriate planning staff, project managers, contracting officers and other parties, as applicable, to learn about LID practices, green infrastructure (GI) practices, and to communicate the specific requirements for post-construction control and the associated SCM laid out with the SWMP.	Low Impact Development training is accomplished during the EPO and Construction Site training, and provides general information LID features installed on Fort Carson and the procedures for requesting maintenance. Maintenance training is provided on an as needed basis for the installation service contractor.	No.



<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
Provide a stormwater awareness brochure and track its distribution	A copy of the Fort Carson Stormwater Brochure is provided in Attachment 4. Attachment 5 provides distribution of the brochure, as a part of the installation's outreach programs. During 2021, 506 brochures were distributed to students and residents.	No.
Ensure, to the extent feasible, that any new resident guides include terms for occupancy that relate to household waste management, pet policy, lawn watering, petroleum management, fertilizer/pesticide management, and car washing.	The Fort Carson Resident's guide provided information for protecting water quality in the installation housing areas. The guide is available to new residents on a secure portal. The guide is included as Attachment 6.	No.
At minimum, produce and disseminate informational material to inform employees and contractors working onsite of the proper hazardous waste collection processes. These materials should be updated and distributed throughout the duration of the permit, as necessary.	<p>The Fort Carson DPW Homepage provides information on the proper collection and disposal of household hazardous waste.</p> <p>The Fort Carson Environmental Battle Book provides information to Soldiers and installation workforce on the proper hazardous waste collection processes.</p> <p>Fort Carson DPW also provides the 40-hour and 8-hour refresher employee training for the Hazardous Waste Operations and Emergency Response (HAZWOPER) training, which specially addresses proper hazardous waste collection processes.</p>	No.

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
Document education and outreach activities in the SWMP, including documents created for distribution and a training schedule which notes the dates that training occurred and the target audiences reached.	Attachment 5 provides a log of the installation's public education and outreach events. During 2021, Fort Carson conducted 12 activities, educating 148 people on stormwater quality issues.	No.

### **Public Education and Outreach on Stormwater Impacts (continued)**

Narrative description. Provide any descriptions which may further describe the implementation of this minimum measure. Such narrative may include descriptions of efforts which overlap several minimum measures or descriptions of documents or programs which have been created in an effort to implement this minimum measure:

1. Fort Carson continuously updates its education materials to reflect current stormwater issues, as well as make the materials more comprehensive.
2. Due to the effects COVID had on our public outreach events, fewer brochures were handed out and fewer people were educated on stormwater topics.

## 2. Public Participation and Involvement

Provide the status of any measurable goal scheduled for completion during the reporting period or for which activities have begun. For program elements started, but not completed, any milestones that have been met must be indicated. If a change will be proposed to the BMP or measurable goal as part of the annual report, this must be stated and the proposed changes discussed. For each change proposed, you must provide information on:

1. The BMP/Measurable goal for which a change is proposed;
2. Any proposed changes to the BMP description;
3. Any proposed changes to the measurable goals (including specific dates and measures); and
4. The rationale for the proposed changes.

Describe any measurable goal(s) for public participation and involvement on stormwater impacts for the reporting period; including dates and numeric measures:

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
Comply with applicable state and local public notice requirements when implementing a public involvement/participation program.	Public notice for projects with stormwater management impacts are handled through the National Environmental Policy Act (NEPA) review process. During 2021, 6 public notices were posted for public involvement for Environmental Assessments (EA's) through the NEPA process.	No.
Make all relevant Annual Reports available on the permittee web site or on another platform that is available to the public in an electron format.	MS4 Annual Reports are publicly available on the Fort Carson Stormwater Homepage. The homepage can be accessed at the URL provided on page 2.	No.
Provide volunteer activities (e.g., cleanup days) as practicable to help actively engage residents and personnel at Fort Carson in understanding water resources and how their activities can affect water quality.	Fort Carson conducts two community activities annually, which engage residents and personnel on the importance of water resources- Earth Day and Make a Difference Day. Fort Carson conducted a Fall Clean Up Event to maintain stormwater basins around the installation. Summaries of these activities are included in Attachments 7, 8, and 9.	No.

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
<p>Maintain a log of public participation and outreach activities performed in the permittee's SWMP.</p> <p>Maintain a copy of the most recent version of the facility SWMP and permit in the publicly accessible format (e.g., available in electronic format, online or in a publicly accessible location)</p>	<p>Attachment 5 provides a log of the installations public participation and involvement programs. During 2021, Fort Carson conducted 3 outreach events, which involved 393 people.</p> <p>The current Installation Stormwater Management Plan (SWMP) is posted to the Fort Carson Directorate of Public Works homepage, which can be accessed at the URL provided on page 2.</p>	<p>No.</p> <p>No.</p>

## Public participation/involvement (continued)

Narrative description. Provide any descriptions which may further describe the implementation of this minimum measure. Such narrative may include descriptions of efforts which overlap several minimum measures or descriptions of documents or programs which have been created in an effort to implement this minimum measure:

1. Fort Carson Earth Day Celebration. This event is held annually in April and highlights the things residents can do to enhance and protect the environment. The community household hazardous waste collection day allows for community members to turn in materials, such as used motor oil, batteries, electronics, cleaners, old televisions, and an assortment of other products that may have been otherwise taken to a landfill or disposed of in an improper manner. Due to COVID-19 precautions, the Household Hazardous Waste Collection day was cancelled for the year 2021.
2. Make a Difference Day (MADD). MADD is a nation-wide day of volunteer service where residents complete projects to enhance the community. On October 23, 2021, 250 volunteers provided 1000 man hours of labor doing various tasks.
3. Fort Carson Directorate of Public Works Fall Clean Up Day. On September 30, 2021, 10 volunteers within DPW volunteered to remove vegetation and debris from stormwater basins around the installation to improve water quality. This stormwater maintenance event removed 8 garbage bags and 6 pickup truck loads of vegetation.
4. Public Notices were posted for public involvement for Environmental Assessments (EAs) through the NEPA process regarding an Airburst Range Electric Power Line Installation, Supplemental EA for Family Housing, DLA Disposition Services Facility, Ammunition Holding Area, Real Property Management Plan review, as well as a Record of Environmental Consideration that tiered to the Programmatic Environmental Assessment for Real Property Master Plan. All of Fort Carson EA's can be found via the Directorate of Public works homepage accessible by the URL provided on page 2.

### 3. Illicit Discharge Detection and Elimination

Provide the status of any measurable goal scheduled for completion during the reporting period or for which activities have begun. For program elements started, but not completed, any milestones that have been met must be indicated. If a change will be proposed to the BMP or measurable goal as part of the annual report, this must be stated and the proposed changes discussed. For each change proposed, you must provide information on:

1. The BMP/Measurable goal for which a change is proposed;
2. Any proposed changes to the BMP description;
3. Any proposed changes to the measurable goals (including specific dates and measures); and
4. The rationale for the proposed changes.

Describe any measurable goal(s) for illicit discharge detection and elimination for the reporting period; including dates and numeric measures:

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal?</b> (Yes/No). If yes, provide information on proposed changes and rationale.
Implement a program, policies, and/or procedures to detect and eliminate illicit discharges into its MS4. The program shall include procedures for detection, identification of sources, and removal of non-stormwater discharges from the storm sewer system. This program shall address illegal dumping to the storm sewer system, shall include inventories and investigations of interior floor drains in buildings for evidence of cross connections between the storm and sanitary sewer systems, and shall include training for staff on how to respond to reports of illicit discharges.	<p>Fort Carson's illicit discharge program consists of education and training, spill response guidance and procedures, routine inspections, and illicit discharge surveys. Fort Carson's spill response guidance is provided via the Directorate of Public works homepage accessible by the URL provided on page 2.</p> <p>A copy of the Fort Carson spill response procedure is included in Attachment 10.</p>	No.

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
<p>Effectively prohibit, through ordinance or other regulatory mechanism available under the legal authorities of the MS4, non-stormwater discharges into the storm sewer system and implement appropriate enforcement procedures and actions.</p>	<p>Fort Carson’s spill response guidance is provided via the Directorate of Public Works homepage, accessible by the URL provided on page 2.</p> <p>Fort Carson maintains an installation-wide Spill Prevention, Control, and Countermeasure Plan, as required by 40 CFR part 112 which addresses the storage and management of petroleum oil and lubricant (POL) products.</p> <p>The Installations Stormwater Pollution Prevention Plan (SWPPP) addresses spills and illicit discharges in Section 3.1.4.</p>	<p>No.</p>
<p>Provide a mechanism for reporting of illicit discharges and provide this number on the Fort Carson stormwater website and any outreach materials, as appropriate.</p>	<p>Fort Carson has a spill line (526-0973) for the reporting of spills and illicit discharges which occur on the installation. The phone number for the spill line is posted to a variety of locations, including the Directorate of Public Works homepage, accessible by the URL provided on page 2. A copy of the Fort Carson Spill Response Procedure is included in Attachment 10.</p>	<p>No.</p>

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
<p>Investigate any illicit discharge within 15 days of its detection and take action to eliminate the source of the discharge within 45 days of its detection (or obtain permission from USEPA for such longer periods as may be necessary).</p> <p>Maintain an updated storm sewer system map. At a minimum, the map or system of maps maintained within a Geographic Information System (GIS) shall show jurisdictional boundaries, the location of all inlets and outfalls, names and locations of all waters that receive discharges from those outfalls, locations of post-construction BMPs installed since the effective date of this permit, and locations of all facilities operated by the permittee, including any public or private snow disposal sites. The map shall be available in electronic or digital format, as appropriate.</p>	<p>Upon notification of a spill of illicit discharge, an investigation of the situation is made within 24 hours to determine the source and cause of the discharge. If required, temporary control measures may be installed until a service order is executed to fix the problem.</p> <p>The Fort Carson Directorate of Public Works Geographic Information System (GIS) section maintains and updates the installation's storm sewer system map. The map contains the pertinent data for the installation's storm sewer system and is updated as collection systems change or new construction is completed.</p>	<p>No.</p> <p>No.</p>



<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
Develop and maintain an Illicit Discharge Detection and Elimination (IDDE) tracking mechanism which tracks dry weather screening efforts and the location of remediation efforts to address identified illicit discharges.	The annual dry-weather screening was completed in November 2021. The screening identifies potential illicit discharge or other conditions which require attention (e.g. debris, erosion, etc.). The results of the screening are incorporated into the IDDE tracker, which tracks the problems and corrective actions.	No.
Conduct dry weather screening annually at each of the major drainages within Fort Carson (B-Ditch, Clover Ditch, Infantry Creek, Rock Creek) for the presence of non-stormwater discharges.	The 2021 dry-weather screening was completed in November 2021. The screening identifies potential illicit discharges, and identifies other conditions which require attention (e.g. debris, erosion, etc.).	No.
Have a household hazardous waste collection day, as needed or as practicable, either as a separate Fort Carson activity or in conjunction with nearby civilian jurisdictions.	Fort Carson provides avenues for soldiers to turn in their hazardous wastes.	No.
Stencil all storm drains (e.g., paint, placards, stenciling), as practicable, in all areas with industrial uses and residential uses by the end of year four of this permit.	During 2021, Fort Carson continued marking of storm drains, as needed, throughout the installation. New construction requires marking.	No.

## Illicit Discharge Detection and Elimination (continued)

Narrative description. Provide any descriptions which may further describe the implementation of this minimum measure. Such narrative may include descriptions of efforts which overlap several minimum measures or descriptions of documents or programs which have been created in an effort to implement this minimum measure:

1. Spill reports are kept on the Fort Carson internal server inside the designated stormwater folder. Spill reports are analyzed based on size, location, and circumstances to determine trends and recommend improvements in procedures and best management practices. Prevention procedures and best management practices are communicated to the Fort Carson community through the Environmental Compliance Assistance Team (ECAT), Environmental Protection Officer (EPO) training, EPO refresher training and the installations Environmental Quality Control Committee (EQCC).
2. During 2021, Fort Carson DPW responded to 18 spills. Of these spills, the SSO/ Wastewater Overflow on 07/29/2021 met the requirements to be reported to the EPA. All spills were contained and mitigated appropriately and in a timely fashion.
3. All spills are noted in Attachment 11 of this report.
4. The storm sewer map is electronically managed and updated by the Fort Carson DPW GIS Department.
5. Fort Carson no longer holds household hazardous waste collection events and now provides a different avenue for soldiers to turn in their hazardous waste. Soldiers can turn in their household hazardous wastes all year to the PX recycle yard, where it is collected and turned into the El Paso County throughout the year instead of holding one single large event.

#### 4. Construction Site Stormwater Runoff Control

Provide the status of any measurable goal scheduled for completion during the reporting period or for which activities have begun. For program elements started, but not completed, any milestones that have been met must be indicated. If a change will be proposed to the BMP or measurable goal as part of the annual report, this must be stated and the proposed changes discussed. For each change proposed, you must provide information on:

1. The BMP/Measurable goal for which a change is proposed;
2. Any proposed changes to the BMP description;
3. Any proposed changes to the measurable goals (including specific dates and measures); and
4. The rationale for the proposed changes.

Describe any measurable goal(s) for construction site stormwater runoff control for the reporting period; including dates and numeric measures:

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
Require all contractors having a potential of disturbing one or more acres of land within the boundaries of Fort Carson to obtain NPDES permit coverage for their construction stormwater discharges under an applicable USEPA permit, and to comply with other applicable state or local construction stormwater requirements. For sites disturbing less than one acre, contractors shall comply with requirements as determined by the facility in its SWMP.	Fort Carson works closely with contractors operating on the installation to maintain compliance with the requirements for protecting water quality through the MS4 permit and the Construction General Permit (CGP). For projects over one acre, contractors are required to obtain a NPDES permit for their construction activity. Before a Notice of Intent (NOI) can be submitted, approval of the contractors Stormwater Pollution Prevention Plan (SWPPP) is required. Small projects are managed under the MS4 permit. Compliance is verified through routine inspections and interaction with the project managers and construction representatives. During 2021, Fort Carson had 32 active NPDES permit for at least part of the year.	No.

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
<p>Use an ordinance or other regulatory mechanism available under the legal authorities of Fort Carson to require erosion and sediment controls and sanctions to ensure compliance with the terms of the NPDES General Permit for Discharges from Construction Activities (Construction General Permit). This shall include working with contract officers to determine methods for stopping work or penalizing contractors who violate the terms of the aforementioned construction stormwater permit.</p>	<p>Fort Carson's Garrison Commander's Policy Letter #17 is the installation's construction site stormwater program policy. It applies to all construction activities on post and provides potential sanctions for violations.</p> <p>A copy of the current policy letter is included as Attachment 12.</p>	<p>No.</p>
<p>Maintain a list of policies and procedures that can be used to enforce construction site compliance within Fort Carson, independent of USEPA staff directly enforcing the CGP.</p>	<p>Fort Carson's Garrison Commander's Policy Letter #17 is the installation's construction site stormwater program policy. It applies to all construction activities on post and provides potential sanctions for violations.</p> <p>The policy letter is posted to the Fort Carson Directorate of Public Works Homepage, accessible by the URL provide on page 2.</p>	<p>No.</p>

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
Implement procedures for site plan review that incorporate consideration of potential water quality impacts.	The Fort Carson Stormwater Program is integrated in the design review process and provides input on water quality at the 30%, 60%, 90% and 100% design reviews. Specific erosion and sediment control plans are reviewed separately and must be approved prior to an NOI being submitted by the contractor. Design reviews for Low Impact Development and compliance with EISA Section 438 are included in the process.	No.
Implement procedures for receipt and consideration of information, including complaints of construction site non-compliance, submitted by the public.	The CGP requires all construction sites with a NPDES permit to post a sign indicating where the public can access or request a copy of the SWPPP. The sign used on Fort Carson includes contact information for the stormwater program manager along with the USEPA Region 8. The public is encouraged to contact the Fort Carson stormwater program manager if they have concerns about operations at construction sites. Additionally, the Fort Carson spill line can also be used to report complaints.	No.

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
Review the SOW for construction projects in order to ensure that the SWMP and SCMs for erosion and sediment control and construction dewatering can be determined to be effective given the regulations and environmental conditions at Fort Carson.	Erosion and Sediment Control Plans are include in the design review process and are required in the Stormwater Pollution Prevention Plan, which must be approved by the Fort Carson Storm water program prior to an NOI being submitted by the contractor. 2021 Construction projects over 1 acre are noted in Attachment 13. A copy of Fort Carson's SWPPP review form, along with a SWPPP template is posted to the Fort Carson Directorate of Public Works homepage, accessible by the URL provided on page 2.	No.
Implement an inspection plan and keep a copy of that plan in the SWMP which provides inspection triggers and required timeframe upon which construction sites must be inspected by Fort Carson staff. All sites within this plan must be inspected, at a minimum, quarterly.	Fort Carson executes inspections of construction sites on a quarterly basis to check compliance with the MS4 and CGP permits. Inspection reports are maintained on the Fort Carson internal storage on the R drive. Findings are provided to the projects management team for action, if required. Follow up inspections are executed, as required, to verify corrective actions. Drive by inspections are also conducted to check on project progress and to maintain situational awareness of construction activities.	No.

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
<p>Maintain a site inspection form in the SWMP for use by Fort Carson construction management and oversight personnel when performing inspections required by Part 2.5.7.</p> <p>Maintain and utilize a NOT form or alternative process for Fort Carson, independent of the CGP NOT form, and have Fort Carson stormwater staff inspect all construction sites prior to termination to ensure that 70% vegetative cover has been met at all areas of the site.</p>	<p>Fort Carson uses a standardized inspection form to inspect construction sites. Hard copies of the form are used to record notes in the field. The notes are then transferred to electronic inspection forms. Inspection results are provided to the project's management team for action. A copy of the form is included as Attachment 14.</p> <p>Fort Carson uses a Notice of Termination (NOT) form to document compliance with the final stabilization requirements of the CGP. NOT inspections are scheduled with the contractor and the project management team. If all requirements are met, a completed NOT form is issued to the project manager, and the contractor is then authorized to terminate the NPDES construction permit. Changed verbiage in NOT Form from 70% predevelopment vegetative cover" to "70% native undisturbed vegetative cover". A copy of the NOT inspection form is included as Attachment 15.</p> <p>During 2021, Fort Carson completed 12 NOT Inspections, resulting in successful completion of final stabilization requirements.</p>	<p>No.</p> <p>Yes, change language in SWMP from "70% predevelopment vegetative cover" to "70% native undisturbed vegetative cover" to be accordance with the language in the CGP.</p>

## Construction Site Stormwater Runoff Control (continued)

Narrative description. Provide any descriptions which may further describe the implementation of this minimum measure. Such narrative may include descriptions of efforts which overlap several minimum measures or descriptions of documents or programs which have been created in an effort to implement this minimum measure:

1. The Fort Carson Stormwater Program conducts quarterly construction stormwater training to assist contractors, site supervisors, stormwater inspectors, SWPPP preparers, and the Troop construction units with construction stormwater management and pollution prevention. Topics include Clean Water Act, NPDES and CGP overview; stormwater BMPs; site stabilization; inspection procedures; and SWPPP preparation. During 2021 the program conducted 5 training sessions with 20 personnel trained.
2. Due to COVID-19 restrictions and social distancing protocol, the Stormwater Program was unable to hold as many training events as prior years. However, there were enough training events to reach all necessary individual in order to maintain compliance per the 2017 CGP.



## 5. Post-construction Stormwater Management in New Development and Redevelopment

Provide the status of any measurable goal scheduled for completion during the reporting period or for which activities have begun. For program elements started, but not completed, any milestones that have been met must be indicated. If a change will be proposed to the BMP or measurable goal as part of the annual report, this must be stated and the proposed changes discussed. For each change proposed, you must provide information on:

1. The BMP/Measurable goal for which a change is proposed;
2. Any proposed changes to the BMP description;
3. Any proposed changes to the measurable goals (including specific dates and measures); and
4. The rationale for the proposed changes.

Describe any measurable goal(s) for post-construction stormwater management in new development and redevelopment for the reporting period; including dates and numeric measures:

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
Establish and implement a process to ensure that all new and re-development projects that disturb equal to or greater than one acre and that discharge into permittee's small MS4 are designed and constructed with permanent post-construction stormwater control measures designed to prevent or minimize water quality impacts using structural or nonstructural BMPs, appropriate to Fort Carson.	The Fort Carson Stormwater Program is integrated in the design review process and provides input on water quality at the 30%, 60%, 90% and 100% design reviews. If the project is over 5,000 square feet in size, the design engineer is required to complete the "Maintaining Hydrology on Army Construction Projects", which documents what control measures will be used to prevent or minimize water quality impacts resulting from the project.	No.
For purposes of this permit, such BMPs shall be selected based on their ability to maintain onsite predevelopment runoff conditions and be implemented onsite, except to the extent it is impracticable to do so.	As part of the design process, the design engineer submits the LID Design and Cost tool, which outlines the specific BMPs that will be used to maintain onsite predevelopment runoff conditions.	No.

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
<p>To the extent the permittee determines it is impracticable to maintain predevelopment runoff conditions by implementing such BMPs at a new or redevelopment site, it shall install or utilize, and maintain alternative stormwater control measures to prevent or minimize water quality impacts from runoff from the new or redevelopment site.</p>	<p>If the design engineer cannot meet the requirements of maintaining onsite predevelopment runoff conditions, the reasons why are documented on the “Maintaining Hydrology on Army Projects”, which is maintained in the project file. During 2021, 1 project was deemed to be impracticable to maintain predevelopment runoff conditions.</p>	<p>No.</p>
<p>When updated, include hydrologic performance specifications and information related to the design and maintenance of permanent stormwater control measures in natural resource plans.</p>	<p>Hydrologic performance specifications and information is included in the project’s basis of design and is maintained by the project management team.</p>	<p>No.</p>
<p>Include post-construction BMP “as-builts” for all newly installed permanent stormwater control measures in a georeferenced data management system.</p>	<p>The collection of “as-built” drawings and associated cut sheets are part of project close out. Deliverables are collected by the project management team and are provided to the DPW GIS section for inclusion in the installation’s GIS database.</p>	<p>No.</p>

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
<p>Ensure all newly installed post-construction stormwater control measures are working as designed prior to closing out contracts.</p>	<p>Stormwater control measures are included in the NOT inspection process. Control measures which are not operating properly are addressed through the warranty process.</p>	<p>No.</p>
<p>Upon closeout of new construction projects, include maintenance requirements for newly installed permanent post-construction stormwater control measures into a long-term maintenance plan (e.g., the recurring work program).</p>	<p>Newly installed permanent post-construction stormwater control measures are added to the base operations contractor's technical exhibit for long-term maintenance. The technical exhibit is updated annually.</p>	<p>No.</p>
<p>Ensure that permanent post-construction stormwater control measures are included in any applicable warranty reviews.</p>	<p>Stormwater control measures are part of the NOT inspection process. Control measures which are not operating properly are addressed through the warranty process.</p>	<p>No.</p>

## **Post-construction Stormwater Management in New Development and Redevelopment (continued)**

Narrative description. Provide any descriptions which may further describe the implementation of this minimum measure. Such narrative may include descriptions of efforts which overlap several minimum measures or descriptions of documents or programs which have been created in an effort to implement this minimum measure:

LID/BMP inspections assess the performance of the control measures and provide a basis for prioritization of maintenance activities. Fort Carson conducted annual inspections of 147 permanent stormwater controls and BMPs throughout the installation during 2021. Various BMPs are currently under construction and there will be an increase of features inspected in 2022. There were no findings in 2021 which required significant repairs.

## 6. Pollution Prevention/Good Housekeeping for Municipal Operations

Provide the status of any measurable goal scheduled for completion during the reporting period or for which activities have begun. For program elements started, but not completed, any milestones that have been met must be indicated. If a change will be proposed to the BMP or measurable goal as part of the annual report, this must be stated and the proposed changes discussed. For each change proposed, you must provide information on:

1. The BMP/Measurable goal for which a change is proposed;
2. Any proposed changes to the BMP description;
3. Any proposed changes to the measurable goals (including specific dates and measures); and
4. The rationale for the proposed changes.

Describe any measurable goal(s) for pollution prevention/good housekeeping for municipal operations for the reporting period; including dates and numeric measures:

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
Provide annual training for facility maintenance contracted companies, environmental program managers, and other people identified in line with the SWMP. Each of the categories of municipal activities reference in the SWMP should receive stormwater training.	Annual pollution prevention training is provided through various methods for units, the base operations service contract, and construction contractors. On the spot “opportunity training” is provided through stormwater and ECAT inspections and engagement with operators and contractors throughout the year. Additionally, each facility is provided a pollution prevention poster, which is included as Attachment 16.	No.
Implement a schedule for cleanout of storm sewer inlets in a manner that prevents significant deposition of sediment or other debris to receiving waters and provide data or a description of this schedule and its implementation in the SWMP for the facility.	All storm sewer inlets are inspected and cleaned annually through a schedule maintained by the base operations contractor.	No.

<b>Measurable Goal(s)</b> Including dates and numeric measures, as previously submitted	<b>Status:</b> Including dates and numeric measures	<b>Changes proposed to BMP and/or Measurable Goal? (Yes/No).</b> If yes, provide information on proposed changes and rationale.
<p>Provide deicing training to minimize the use of and runoff from chemical deicers and traction aggregates.</p> <p>Implement a schedule for sweeping streets in a manner that prevents significant deposition of sediment or other debris to receiving waters and provide data or a description of this schedule and its implementation in the SWMP for the facility.</p> <p>Consider the need for the application of cover to prevent airborne deposition of particulates from storage piles at the municipal materials storage yard.</p>	<p>Fort Carson does not conduct chemical deicing of aircrafts at Butts Army Airfield. Fort Carson does employ chemical deicing of installation roads within the cantonment area to enable the safe operation of military and civilian traffic.</p> <p>Fort Carson conducts annual pollution prevention training for winter maintenance operations a BMP cut sheet is included in Attachment 17.</p> <p>Primary streets are swept monthly; secondary streets are swept every other month. Parking lots are swept twice a year. If an area is identified that requires additional sweeping, a service order is generated to the base operations service contractor to address the condition.</p> <p>Fort Carson employs water to moisten storage piles to reduce the incident of materials being transported in the air and depositing outside of the storage area.</p>	<p>No.</p> <p>No.</p> <p>No.</p>

## **Pollution Prevention/Good Housekeeping for Municipal Operations (continued)**

Narrative description. Provide any descriptions which may further describe the implementation of this minimum measure. Such narrative may include descriptions of efforts which overlap several minimum measures or descriptions of documents or programs which have been created in an effort to implement this minimum measure:

Post-wide Clean Up Activities. For Carson executes a spring and fall clean up event on the installation. Efforts focus on cleaning up trash, which has accumulated over the past months, in unit areas and housing areas. These efforts reduce the amount of debris and waste in the MS4 and assist in protecting water quality. The 2021 spring and fall clean up events took place during 3-6 May and 30 September.

### E. Results of Information Collected and Analyzed.\*

If you have collected and/or analyzed information during the reporting period, including any monitoring data used to assess the success of the program at reducing the discharge of pollutants, submit a short summary of the information and any analysis completed.

Measurable Goal	Results of information collected and analyzed that must be reported for this item
MSGP Visual Assessments	<p>51 sites were visited for the first two quarters for visual sampling and was reduced to 5 sites for the last two quarters of 2021 with the renewal of the 2021 MSGP and updated SWPPP. Of the 112 required visual assessments conducted in 2021, 18 assessments were unable to be performed due to inadequate surface flow. In total, 111 visual assessments were performed. No new pollutants or areas of noncompliance were identified through the visual assessments. Results were consistent with historical data and with the types of facilities assessed. Results most commonly observed included: sediment accumulation, floating organic material and rare observations of petroleum residue. These assessments indicate that the pollution prevention control measures appear to be working and that operators are complying with the installation stormwater policies.</p>
MSGP Quarterly Analytical Sampling	<p>Analytical sampling was conducted at the following locations at Fort Carson during 2021: Sector K Facilities- Range 121 (Demolition Range) and Hazardous Waste Storage Facility, Sector T Facilities- WWTP, Sector P Facilities- Railroad Switching and Termination Establishment, and Sector S Facilities- Arrival/Departure Airfield Control Group. In addition Sector N Facilities (during 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2021)-Defense Logistics Agency Disposition Services, Recycling Centers (Bldg 155 and 400), and the Ammunition Residue Yard.</p> <p>The sampling showed challenges with concentration of metals and total suspended solids above the average benchmark monitoring levels. Fort Carson addresses these issues through implementation of better material handling procedures, storage BMPs, stormwater controls, and pollution prevention. Performance indications for newly added BMPs will be monitored.</p> <p>The results of the sampling are included in the 2021 quarterly discharge monitoring reports in the NetDMR system.</p>





## F. Summary of Inspections and Enforcement Actions.

Provide a summary of the number and nature of inspections and formal enforcement actions performed. Site-specific information may also be included, but is not required.

Program Area	Description of Enforcement Actions/ Inspections
Construction General Permit- Quarterly Construction Stormwater Inspections	<p>The Fort Carson Stormwater Program conducted 96 construction inspections at 32 CGP sites during 2021</p> <p>Inspections were conducted quarterly with some sites being inspected subsequently as part of the follow up from previous inspections. The inspections were documented in the DPW R Drive and provided to the project manager and contractor for inclusion with the project SWPPP. While inspections routinely revealed findings of non-compliance with the CGP, generally the findings tended to be minor in nature and were corrected well within the timelines specified by the CGP.</p>
Multisector General Permit- Quarterly Routine Facility Inspections	<p>Prior to Fort Carson Multi-Sector General Permit Renewal effective March 2021, the Fort Carson storm water program was responsible for conducting routine inspections at 83 facilities on the Fort Carson Military Reservation. 78 facilities were inspected on Fort Carson and 5 facilities are on the Pinon Canyon Maneuver Site. A Notice of Termination was submitted to EPA for the Pinon Canyon Maneuver Site in February 2021 to remove these facilities because none of the sector specific sites met the SIC Codes. In accordance with the 2021 renewal of the MSGP, the industrial SWPPP was updated. The number of industrial sites from Fort Carson have been significantly reduced from 83 sites down to 5 sites because of the application of an exemption in the regulation. The Fort Carson Stormwater Program conducted a total of 165 routine inspections at during 2021.</p> <p>Minor deficiencies identified during the routine inspections were addressed on the spot by the inspector or through Environmental Compliance Assistance Team (ECAT) follow up with the facility operator.</p> <p>Regular inspections performed by the base operations contract observed and corrected more than 56 stormwater issues. See Attachment 18- Base Operations Stormwater Work.</p>

<p>Stormwater Control Measures- LID Feature Annual Inspections</p>	<p>The Fort Carson Stormwater Program conducted performance inspections at 147 LID features in the cantonment area during 2021.</p> <p>No features required immediate attention and maintenance is decided on a priority basis.</p>
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### **G. Proposed Changes to the Stormwater Management Program.**

Provide a narrative description of any changes or additions to the stormwater management program.

<ol style="list-style-type: none"> <li>1. Continuously revise and update training materials to reflect current stormwater topics and issues. Training materials include presentation for the Environmental Protection Officers Course, Construction Stormwater Training, Stormwater Program Brochure, and informational materials.</li> <li>2. Review an update the Garrison Commander's Policy Letter #17 periodically. Update document to reflect new individual holding the Garrison Commander title.</li> <li>3. Update the Stormwater Management Plan, as necessary.</li> </ol>
--

## H. Notice of Program Element Operation by a Second Party.

Another government entity may be relied on to perform requirements of your MS4 permit. However, as the permittee, you remain liable for compliance with the terms of the permit if the requirements are not fulfilled. You must complete this annual report for the geographic areas covered under your permit, for all program areas, even if one or more program elements/areas is being performed by another entity. (However, if you are performing a program element for another permittee, you do not need to include that activity in this report.) If you are relying on another government entity to satisfy some of your permit obligations (and if the information has not been previously provided to the EPA in earlier reports or the application), the annual report must include a statement to that effect. If the BMP and/or measurable goal will be modified in addition to the change of operator to another government entity, the change must be included in Item G, above. Example statement: "As of September 15, 2003, Monroe County is performing the construction site plan reviews for the Nixon Air Force Base in accordance with the procedures in the Base's original application."

## I. Certification.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

---

Signature of Permittee (legally responsible person)\*\*

Date Signed

Joseph Wyka

Director, Public Works

---

Name (printed)

Title

\*\*This report may be signed by a duly authorized representative of the permittee in conjunction with the signatory requirements for NPDES permitting provided at 40 CFR§122.22(b).

## **Attachments**

Attachment 1 – 2021 DPW-Environmental Division Training Events

Attachment 2 – EPO Stormwater Class Materials

Attachment 3 – EPO Refresher Training

Attachment 4 - Fort Carson Stormwater Brochure

Attachment 5 – 2021 MS4 Education and Outreach Tracker

Attachment 6 - Fort Carson Family Housing Resident Guide

Attachment 7 – 2021 Earth Day Celebration Information

Attachment 8 – 2021 Make A Difference Day Information

Attachment 9 – 2021 Fall Stormwater Clean-Up Event Information

Attachment 10 – Fort Carson Spill Response Procedures

Attachment 11 – Illicit Discharge Tracker

Attachment 12 – Garrison Commander's Policy Letter #17- March 2021 Update

Attachment 13 – 2021 Construction Activities

Attachment 14 – Construction General Permit Inspection Form

Attachment 15 – Construction General Permit Notice of Termination Inspection Form

Attachment 16 – Pollution Prevention Poster

Attachment 17 – Winter Maintenance Best Management Practices

Attachment 18 - Base Operations Stormwater Work

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**Attachment 1 – 2021 DPW-Environmental Division Training Events**

## **DPW-ENVIRONMENTAL DIVISION**

### **Environmental Events 2021**

#### **ENVIRONMENTAL PROTECTION OFFICER (EPO) CERTIFICATION TRAINING**

40-hr EPO Course, 0800-1600 hrs, Monday – Friday

*Registration for Soldiers is through Troop Schools; Civilians contact DPW-ED POC*

Location: DPW – Bldg #1219 – Crestone Conference Room - Room 325A

25-29 Jan 2021; 22-26 Feb 2021; 5-9 Apr 2021; 17-21 May; 2021; 12-16 Jul 2021; 23-27 Aug 2021; 18-22 Oct 2021; 6-10 Dec 2021

POCs: Rich Yohn ([richard.e.yohn.civ@mail.mil](mailto:richard.e.yohn.civ@mail.mil)) – 526-8893/719-367-7363

David Nino ([david.nino.civ@mail.mil](mailto:david.nino.civ@mail.mil)) – 524-3534

#### **ENVIRONMENTAL PROTECTION OFFICER (EPO) REFRESHER TRAINING** (online)

Attendees: ESEOs, EPOs/EPNCOs (annually)

go to:

<https://www.carson.army.mil/organizations/dpw.html>

POCs: Rich Yohn ([richard.e.yohn.civ@mail.mil](mailto:richard.e.yohn.civ@mail.mil)), 526-8893/719-367-7363

David Nino ([david.nino.civ@mail.mil](mailto:david.nino.civ@mail.mil)), 524-3534

#### **Environmental Compliance Assistance Team (ECAT)** **General Environmental Awareness Training and Assessments**

David Nino, ECAT Program Manager, 524-3534

Kevin Lyons, 526-0979

Tyler Wendtland, 526-0978

Elaina Barni, 526-8000

#### **ENVIRONMENTAL QUALITY CONTROL COMMITTEE (EQCC)**

Location: Microsoft Teams or TBD (refer to meeting invite; contact Rich Yohn if you need to be added to the invite list); occurs quarterly

POC for this information: Rich Yohn ([richard.e.yohn.civ@mail.mil](mailto:richard.e.yohn.civ@mail.mil))

526-8893/719-367-7363



**Attachment 2 – EPO Stormwater Class Material**



## What is Stormwater?

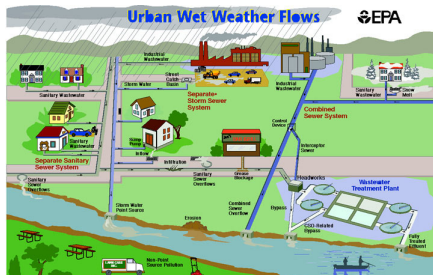
Water runoff generated from rain and snowmelt events that flow over land or impervious surfaces, such as paved streets, parking lots, and building rooftops, and does not soak into the ground.



Stormwater discharges are regulated by local, state and federal governments to protect general water quality

## Why Does Stormwater Matter?

- Runoff accumulates debris, chemicals, sediment or other pollutants
- Adversely affects water quality if the runoff is not treated or controlled
- Eventually discharges to areas used for drinking water, commerce and recreation



Costly penalties may be imposed if permit provisions are not followed

## Water Quality



Cuyahoga River, Cleveland, Ohio, late 1960s

## Water Quality



Cuyahoga River, Cleveland, Ohio, Late 1960s

## Why Does Stormwater Matter?



Stormwater can affect readiness

## The Clean Water Act of 1972

- Amended the 1948 Water Pollution Control Act and the 1956 Federal Water Pollution Control Act (FWPCA)
- Established a structure for regulating pollutant discharges into waters of the United States
- Made it unlawful to discharge any pollutant from a point source into navigable waters unless a permit was obtained
- Established the National Pollutant Discharge Elimination System (NPDES)
- Amended again in 1981 and 1987

Goals: Swimmable and fishable waters; Protect human health

## National Pollutant Discharge Elimination System (NPDES)

- Permits are required for the discharge of pollutants from:
  - Animal Feeding Operations
  - Aquaculture
  - Industrial wastewater
  - Incidental Discharges from Sea Vessels
  - Municipal wastewater
  - Stormwater from:
    - Construction activity
    - Industrial activity
    - Municipal sources

Fort Carson is permitted for these activities under NPDES

## Municipal Separate Storm Sewer System (MS4)

- Typically multiple MS4s located within a large area (i.e. urban, suburban, developed areas).
- Management is on a larger scale and centers on the facility's area of authority – Fort Carson's MS4 permit boundary encompasses all of Fort Carson.
- Enforce Six Minimum Control Measures:
  - Public Education and Outreach
  - Public Involvement and Participation
  - Illicit Discharge Detection and Elimination
  - Construction Site Runoff Control
  - Post-Construction Stormwater Management
  - Pollution Prevention/Good Housekeeping
- Only stormwater allowed in the system

## DPW Stormwater Program Responsibilities

- Implement the Stormwater Pollution Prevention Plan (SWPPP)
- Check compliance with permits through routine inspections
- Review development plans and engineering designs for stormwater impacts
- Recommend Low Impact Design (LID) features as part of the design process
- Maintain drainage structures and control measures
- Respond to spills
- Conduct training and community outreach

**Fort Carson DPW is a resource for you!**

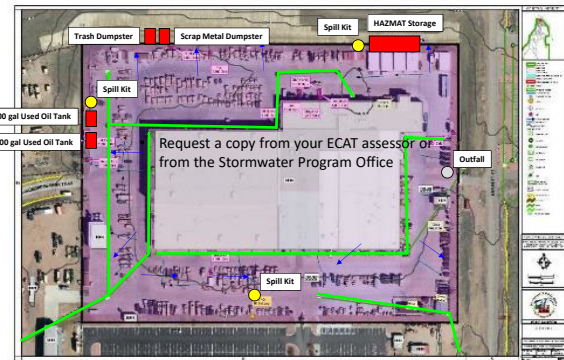
## EPO Stormwater Management Responsibilities

- Educate others at your facility on stormwater requirements
- Maintain good housekeeping
- Minimize exposure of hazardous materials (e.g. fuel, metals, waste) to precipitation
- Know your spill plan and report spills immediately
- Know the location of stormwater controls in your area, how they operate and where they drain to
- Report maintenance problems immediately
  - Routine maintenance = Service order
  - Construction/New work = Work order

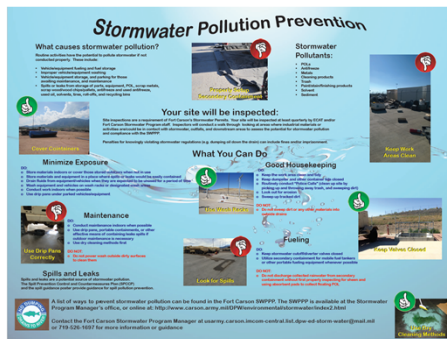
**Be proactive and address deficiencies before they become problems.**

## Stormwater Map

- Each facility has a Stormwater Map
- Request a new map from the Stormwater Office or your ECAT Assessor



## Stormwater Poster



## Typical Stormwater Collection Features



## Stormwater Catch Vaults



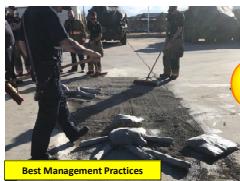
- Stormwater Catch Vaults are intended to be secondary containment for fuelers**
- If the vault is contaminated or contains debris, call in a service order at (719) 526-5345**

## Stormwater: The Bad...

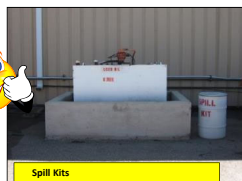




What we should see...



Best Management Practices



Spill Kits



Clean Inlets



Secondary Containment

Vehicle Washing in wash bays only!



Washing vehicles in the motor pool

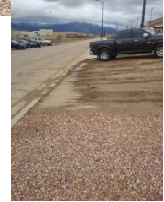
Use wash racks or the Central Wash Facility!!!

Stormwater: The Ugly... Oil spills



Use the MWR Auto Craft Center (Building 2427)

Unauthorized Parking is Prohibited and may result in a ticket or being towed...



## Enforcement

**Negligent Violations** – Any negligent violation of certain CWA requirements is punishable by a fine of not less than \$2,500 nor more than \$25,000 per day of violation and/or by imprisonment not to exceed 1 year.

**Knowing Violations** – Any knowing violation of certain CWA requirements is punishable by a fine of not less than \$5,000 nor more than \$50,000 per day of violation and/or by imprisonment not to exceed 3 years.



## Enforcement

Your Army

**Fort Hood fined for mishandling hazardous motor pool waste**

Kyle Rampton

date: 7/11/2019



ARMY hazardous waste is seen under a cloudy sky at a motor pool at Fort Hood, Texas. (Left: Kyle Rampton)

Fort Hood Garrison paid a \$250,000 fine to the Environmental Protection Agency for not fully complying with federal regulations on handling hazardous waste.

The fine was originally \$1 million, but defense attorneys were able to negotiate it down based on differences in their agreements with the state and federal government, officials said.

The fine was paid out of the Garrison fund.

The issue originated in the base's motor pools, where troops were improperly handling waste.

What does this all mean?  
- It's simple...

Only rain down the drain.

## Questions?

Tori Ferrara – Stormwater Compliance Specialist 703-504-8277

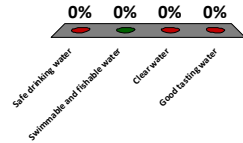
[Victoria.N.Ferrara.ctr@army.mil](mailto:Victoria.N.Ferrara.ctr@army.mil)

New Stormwater Program Manager, Melinda Norris, starting Dec. 8, 2021.



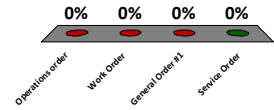
What is the goal of the Clean Water Act?

- A. Safe drinking water
- B. Swimmable and fishable water
- C. Clear water
- D. Good tasting water



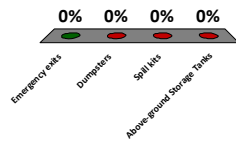
Which type of order do you submit for routine stormwater maintenance?

- A. Operations order
- B. Work Order
- C. General Order #1
- D. Service Order



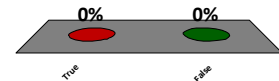
Which is NOT an element of a SWPPP map?

- A. Emergency exits
- B. Dumpsters
- C. Spill kits
- D. Above-ground Storage Tanks



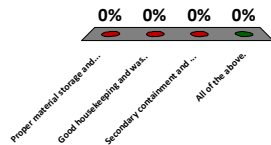
Catch vaults are found in all motorpools on Fort Carson.

- A. True
- B. False



Which are stormwater pollution prevention techniques?

- A. Proper material storage and handling
- B. Good housekeeping and waste management
- C. Secondary containment and spill kits
- D. All of the above.



**Attachment 3 – EPO Refresher Training**



# Outline

- Stormwater management objectives
- The Unknown Unknown
- Trends in stormwater management
  - Negative trends
  - Positive trends

# Stormwater Management Objectives

- Protect wetlands and aquatic ecosystems
- Improve quality of receiving waterbodies
- Conserve of water resources
- Protect public health
- Control flooding

# The Unknown Unknown

		Knowledge	
		Known	Unknown
Awareness	Known	Things we are aware of and understand <b>I got this!</b>	Things we are aware of but do not understand <b>Discovery Learning, Avoidance or "Make it Happen"</b>
	Unknown	Things we understand but are not aware of <b>Hidden Knowledge</b>	Things we are neither aware of nor understand <b>Ignorance</b>

# Trends in Stormwater Management

**Negative**

- Poor spill kit management
- Poor material handling
- Tent washing
- Spills at used oil tanks
- Poor handling of wash rack sediments

**Positive**

- Spill response
- Hard stand maintenance

**Discussion:**  
What do I know?  
What am I aware of:  
How do I improve the process?

# Poor Spill Kit Management

Observations

- Lack of materials
- Poor resupply
- Used materials placed in overpack drums
- Poor placement

Discussion

- What should be in the spill kit?
- Where should used material be dispose?
- Who orders spill materials?
- Are kits positioned where they are most effective?

# Poor Material Handling

Observations

- Materials stored outside
- Lack of secondary containment
- Labeling

Discussion

- Do we need the material?
- Is there a delay in getting it turned in?
- Is there a better place to store the material?
- Is there a way to cover the material?
- What is the plan for marking and labeling?

# Tent Washing

Observations

- Wash water flowing into storm drains

Discussion

- How can we prevent flows into storm drains?
- Are there alternative locations where tents can be washed?
- Can you use soap or cleaning solutions?



## Spills at Used Oil Tanks

### Observations

- Tanks are being overfilled
- Spills occur when material poured into tanks
- Spills are not cleaned up

### Discussion

- What is the process for checking tank levels?
- When are tanks being serviced?
- What is the spill response procedure?
- Are spill materials on hand?



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## Handling of Wash Rack Sediments

### Observations

- Wash racks are not being serviced properly
- Sediment is removed and dumped on site

### Discussion

- What is the process of getting sediment removed?
- Is there a maintenance plan for the wash rack?
- Where should wash rack sediment be disposed?



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## Spill Response

### Observations

- Trained spill teams work
- Proper materials are available
- Rapid intervention

### Discussion

- Are spill response teams established?
- Are the teams trained and rehearsed?
- Are spill response materials available?



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## Hard Stand Maintenance

### Observations

- Units are keeping areas clean
- Sweeping up sediment
- Cleaning up spills

### Discussion

- What is the process of keeping the motorpool clean?
- What are the procedures for hard stand maintenance after a unit returns from the field?



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**Attachment 4 – Fort Carson Stormwater Brochure**

## WHAT ARE SOME OF THE CAUSES OF OUR POLLUTION?

### Construction

- Contractors improperly disposing of concrete washout into storm drains or drainage ditches.
- Sediment washing into gutters and streets from job sites.

### Around the House

- Cleaning brushes or rinsing paint containers into the gutter.
- Homeowners over-fertilizing lawns or using pesticides and herbicides improperly.
- Car washing in the driveway or street.
- Pouring cooking grease and oils down storm drains.

### Motor Vehicles

- Vehicles leaking oil and gas onto the streets.
- Spills of oil and fuel during maintenance and refueling.
- Cracked batteries.
- Improper disposal of antifreeze, old tires and batteries.
- Off-road vehicles tracking mud onto paved streets.



**Remember:  
ONLY rain and snow  
go into storm drains**

**Working together,  
we can make  
a difference!**

**To report a spill  
CALL 911  
(Tell the operator you  
are on Fort Carson)**



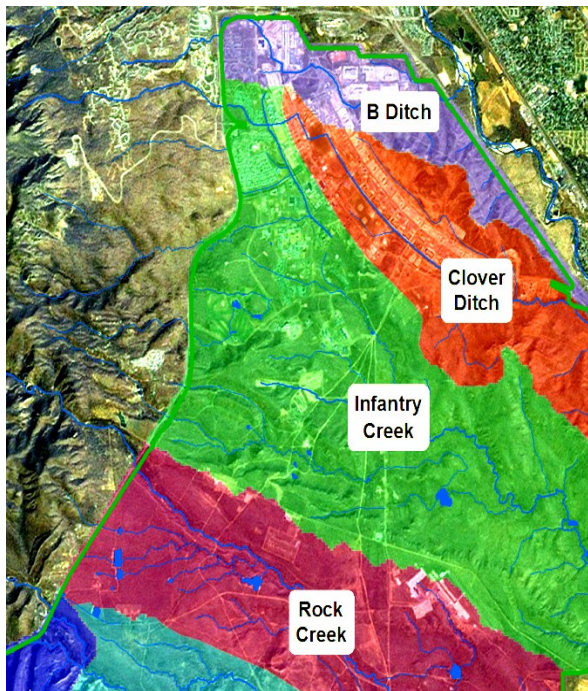
**Keep  
Our  
Streams  
Clean**



**Fort Carson Stormwater Program  
719-526-1697**

<https://www.carson.army.mil/organizations/dpw.html>

At Fort Carson, the sanitary sewer system (wastewater) and the storm drain system (stormwater) are two separate systems. Inlets to the storm drain system are typically located outside along the gutters, curbs, and streets. Rainwater and snowmelt (stormwater) enter the storm drain inlets and flow directly to our creeks and ditches. These creek systems then discharge into Fountain Creek, just east of Fort Carson.



Mud, oil, soap, and trash that are tracked, spilled, poured, or dumped onto our streets and parking lots get picked up by stormwater and can enter the storm drain system. Natural areas also contribute sediment (mud) through the process of erosion. This pollution then flows untreated into our creeks and ditches, causing adverse impacts to water quality. Aquatic life struggles to survive, and drinking water for people downstream is harder to purify.



**Did you know – ONE quart of oil can contaminate over 250,000 gallons of water?**

To keep our streams clean, it is important that **ONLY** stormwater goes into storm drains. Discharges of fuels, cooking oil, mud, debris and trash should be prevented!



## WHAT CAN YOU DO TO HELP?

- 👉 Wash your car at the car wash (the water is usually recycled). If you wash your car at home, do so in a grassy area where the soapy water will soak into the ground and not flow into the storm drains. Be sure to use a non-toxic, phosphate-free, or biodegradable soap.
  - 👉 Do not rinse oil spills with water. Instead, apply kitty litter or dry absorbent material, sweep it up and dispose of it in the trash.
  - 👉 Follow the manufacturer's directions when applying pesticides, herbicides, or fertilizers. Do not apply the product if rain is expected within the next 48 hours.
  - 👉 Do not rake or blow leaves or grass clippings into the storm drains. Instead, try composting, mulching, or simply bagging your yard waste for disposal.
  - 👉 Use water-based, biodegradable cleaning products.
  - 👉 Do not litter! **REDUCE, REUSE, RECYCLE**
- To dispose of old paint, pesticides, and other household hazardous waste items, contact the El Paso County Hazardous Household Waste Facility at 719-520-7878  
<https://communityservices.elpasoco.com/environmental-division/household-hazardous-waste/>

**Attachment 5 – 2021 MS4 Education and Outreach Tracker**

## 2021 FORT CARSON STORMWATER PROGRAM PUBLIC EDUCATION, OUTREACH, INVOLVEMENT AND PARTICIPATION SUMMARY

### PUBLIC EDUCATION AND OUTREACH EVENTS

DATE	GROUP	ACTIVITY	# of ATTENDEES	# of BROCHURES
2/24/2021	Unit Environmental Protection Officers (EPOs)	Stormwater Program Overview - EPO Course	22	22
5/19/2021	Unit Environmental Protection Officers (EPOs)	Stormwater Program Overview - EPO Course	10	10
6/3/2021	Private Contractors, USACE Reps.	Stormwater Management at Construction Sites Training Course	3	3
6/4/2021	Bryan Construction	Stormwater Management at Construction Sites Training Course	5	5
7/13/2021	Unit Environmental Protection Officers (EPOs)	Stormwater Program Overview - EPO Course	13	13
7/15/2021	Troop Construction Soldiers for AHA project	Stormwater Management at Construction Sites Training Course	4	4
8/17/2021	Garrison Comander, Director of Public Works, Env, Chief, Env. Compliance Chief, ECAT, Env. Compliance Program Managers, Soldiers from each unit, COARNG Env. Team	EQCC	35	0
9/14/2021	Unit Environmental Protection Officers (EPOs)	Stormwater Program Overview - EPO Course	16	16
9/23/2021	Private Contractors	Stormwater Management at Construction Sites Training Course	2	2
9/24/2021	Contractor - HHI Corp.	Stormwater Management at Construction Sites Training Course	6	6
10/19/2021	Unit Environmental Protection Officers (EPOs)	Stormwater Program Overview - EPO Course	13	13
12/8/2021	Unit Environmental Protection Officers (EPOs)	Stormwater Program Overview - EPO Course	19	19
		<b>Total:</b>	148	113

### PUBLIC INVOLVEMENT AND PARTICIPATION EVENTS

DATE	GROUP	ACTIVITY	# of ATTENDEES	# of BROCHURES
4/22/2021	Active military, Military Families, Retirees, FTC residents	Earth Day Community Outreach Events	133	133
9/30/2021	DPW Employees, Volunteers	Stormwater Clean-up Volunteer Event	10	10
10/23/2021	Active military, FTC residents, DPW Employees	Make a Difference Day Creek Cleanup	250	250
		<b>Total:</b>	393	393
		<b>2021 Grand Total:</b>	541	506

**Attachment 6– Fort Carson Family Housing Resident Guide**

# Community Guidelines & Policies

These Community Guidelines & Policies have been designed to familiarize you with your home and surrounding community, to help you understand your responsibilities as a resident, and to explain what you can expect from our staff. Please read through the Guidelines carefully and reference them when you need information on a particular policy or procedure.

We are committed to ensuring every resident enjoys an exceptional living experience here in our community—this starts with cooperation, consideration and understanding by all parties, including you, your neighbors and every member of our team.

If you have any questions about these Guidelines or cannot find the information you need covered here, don't hesitate to contact our team in the Community Management Office for assistance.

Sincerely,

Fort Carson Family Homes

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## GENERAL INFORMATION

### AFFILIATION & PRIVATIZATION

The military family housing located at, or supporting, the installation ('Installation') where your home is located is owned by the Landlord and is maintained and operated in partnership with the military. The Landlord's property manager, Balfour Beatty Military Housing Management LLC, manages the family housing.

The Landlord is proud to take care of military family housing needs at the Installation for qualified residents ('Resident(s)').

### CHANGES IN POLICY

From time to time, it may be necessary to change or adopt new guidelines or policies, or otherwise revise these Community Guidelines & Policies ('Community Guidelines'). The Landlord will send a 30-day notice (mail, email or text message) notifying Residents of such changes. Residents and their family members/occupants and guests will comply with all such changes to these Community Guidelines.

### COMMUNITY MANAGEMENT

The Landlord, through its property manager, Balfour Beatty Military Housing Management LLC, operates a Community Management Office at the Installation/housing site. In most cases, a Community Manager is responsible for overseeing the Community Management Office and represents the interests of the Landlord. Resident Specialists working for the Community Manager provide general assistance to Residents and help resolve issues for Residents as needed. The Community Management Office maintains the community website, Resident Portal, social media and email channels to provide housing information to all Residents including, but not limited to, community events, seasonal tips and reminders and service schedule updates such as trash removal, landscaping and preventive maintenance.

The Maintenance Office assists with maintenance of the housing units, as well as landscaping and most common areas in the housing community. The Facility Manager directs Maintenance Supervisors/Technicians to assess and perform necessary work/repairs. See the Maintenance section of these Community Guidelines for more information.

FORT CARSON FAMILY HOMES COMMUNITY MANAGEMENT OFFICE  
6800 Prussman Blvd., Fort Carson, CO 80913  
719.579.1606

#### Office Hours:

- Monday, Tuesday, Thursday, Friday: 8AM to 5PM
- Wednesday: 8AM to 7PM
- Saturday: 10AM to 4PM
- Sunday: 12PM to 4PM

#### FORT CARSON FAMILY HOMES MAINTENANCE OFFICE

6271 MeKong Street, Fort Carson, CO 80913  
719.579.1605

#### Office Hours:

- Monday through Friday: 8AM to 5PM

#### Important Phone Numbers

Information regarding important phone numbers/contacts within your community can be found on the Resident Portal.

## RENTAL POLICIES

### ABSENCE FROM PREMISES

Any time the leased premises ('Premises') is going to be vacant for a period of three (3) days or longer for any reason, Resident must notify the Community Management Office prior to the vacancy. In the notice, Resident will provide the Community Management Office with the name(s) and phone number(s) of a responsible party(s) that Resident will assign to look after the Premises.

If Resident is absent from the Premises for more than fourteen (14) days without notification to Community Management, the Premises may be deemed abandoned in accordance with the terms of the Resident Responsibility Agreement/Lease and the Move-Out Procedures outlined herein.

The Landlord will not be responsible for any damages to the Premises resulting from the Resident's absence due to the Resident's or Resident representative's negligence or recklessness. In addition, the Resident must take the following actions prior to leaving the Premises:

- During the cooling season, raise thermostat setting to 80° Fahrenheit
- During the heating season, lower thermostat setting to 60° Fahrenheit. Additionally, if required, install a Winter Watchman to protect the home from freezing.
- Lock all doors and windows.
- Lower, but do not completely close, blinds, shades or curtains.
- Place timers on a few lights and radio.
- Stop/suspend delivery of mail, newspapers, and other routine deliveries.
- Arrange to have any fenced areas mowed. Residents are responsible for the cost of any required yard maintenance in the fenced area that must be completed by the CMO.
- Arrange for any items in the yard to be moved/removed so that the grass may be mowed.
- If absent for longer than 30 days, arrange for rent to be paid in a timely manner.

### CABLE TV, INTERNET & TELEPHONE

It is the Resident's responsibility to arrange for any desired cable TV, Internet or phone services. Contact information for such service providers is located in the reference section at the end of these Community Guidelines. If drilling or other modifications to the home are required to install these services, the Resident must submit a Request for Alterations form to Community Management and obtain their approval prior to any work being performed.

Information regarding the community's phone service is provided at move-in. The Resident is responsible for all costs related to phone service except for maintenance of the telephone line supplied by the Landlord. Phone service issues related to the Resident's phone equipment, and not the phone line, will be the Resident's responsibility.

Additional phone or cable outlets and/or lines are allowed at the Resident's expense. The Resident is limited to one (1) additional hookup installed per room with prior written approval. The Resident will not be responsible for removing the additional hook-ups or be subject to an additional charge at move-out if prior approval is obtained from the Community Management Office.

### COMMUNITY POLICIES ENFORCEMENT

By signing the Resident Responsibility Agreement/Lease, Residents agree to abide by its terms and to be responsible for compliance by all occupants and guests, to include the provisions in these Community Guidelines. Residents, all occupants and guests are also required to comply with all applicable laws, regulations, policy letters and the Installation Commander's orders.

If there are any conflicts between the Resident Responsibility Agreement/Lease and these Community Guidelines, the Resident Responsibility Agreement/Lease (as amended by any addenda) will prevail and take precedence.

Residents, occupants and guests are subject to criminal prosecution for violation of applicable laws or regulations such as vandalism or theft. As a result of these violations, Installation Command authorities may also deny or limit access to the Installation. These violations may also be considered a breach of the Resident Responsibility Agreement/Lease, resulting in its termination.

#### Notice of Violations

Community Management may issue notices (written, email or text message) for violations of obligations under the Resident Responsibility Agreement/Lease or these Community Guidelines. For more serious violations, a termination of the Resident Responsibility Agreement/Lease may occur without previously issuing notices of violations. Serious violations will be reported to the Military Housing Office, Installation Commander and/or active duty military Resident's chain of command.

The Community Manager may likewise choose to issue notices and warning letters or take more serious action, depending on the severity of the violation and the number, if any, of previous violations.

Community policies are generally enforced as follows:

1. **Discrepancy Notice** will be issued for minor violations such as failing to mow back yard or place trash in proper areas, parking violations, etc. These types of violations require correction within two (2) business days of receipt of the notice. Failure to do so will result in a formal Letter of Caution.

2. **Letter of Caution** will be issued for the first instance of a major violation such as disturbing neighbors, damaging property, etc. and for failure to comply with a Discrepancy Notice. The Resident will have two (2) business days from receipt of letter to correct the violation. Should the Resident fail to correct the violation within two (2) business days, a Letter of Warning will be issued. Letters of Caution are reported to the Military Housing Office and Chain of Command.
3. **Letter of Warning** will be issued for the second instance of a violation of any nature and for failure to comply with a Letter of Caution. The Resident will have two (2) business days from receipt of letter to correct the violation. Should the Resident fail to correct the violation within two (2) business days, a Letter of Termination may be issued to the Resident. Letters of Warning are reported to the Military Housing Office and Chain of Command.
4. **Letter of Termination** of Resident Responsibility Agreement/Lease will be issued for a Resident's third offense of any nature and for failure to comply with a Letter of Warning. Resident will have thirty (30) days from receipt of letter to vacate the Premises at Resident's expense. Letters of Termination are reported to the Military Housing Office and Chain of Command.

Based on the nature of the incident and any other documentation contained within the Resident's file, the Community Manager will determine the appropriate enforcement notice or letter to issue.

Blatant disregard for the guidelines, community policies or Installation regulations by any Resident, regardless of the number of warnings previously received, is grounds for the termination of the Resident Responsibility Agreement/Lease.

Should a Resident wish to appeal any of the above policy enforcement notices, the conflict resolution process outlined herein may be utilized.

## CONFLICT RESOLUTION

In the event of a dispute over terms in your Resident Responsibility Agreement/Lease or community policy enforcement, Residents may request a review by the local Community Management Office/Community Manager. Such requests should be made in writing and may be submitted in accordance with the 3-Step Issue Resolution Process described on the Resident Portal. The Community Management Office/Community Manager will review the situation and make every attempt to respond within twenty-four (24) business hours. The Community Management Office/Community Manager also will notify the Military Housing Office of the matter.

If the Resident is not satisfied with the outcome of the decision from the Community Management Office/Community Manager, then the Resident may contact the Property Manager's corporate management team by calling the BBC Cares help line at 877.253.6988.

If the Resident is not satisfied with the outcome of the decision from the Property Manager's corporate management team, then the Resident should contact the local Military Housing Office to pursue an informal dispute resolution process as prescribed and administered by such local Military Housing Office.

If the Resident is still not satisfied with the outcome of the decision by the local Military Housing Office, then the Resident may pursue the formal dispute resolution process as described in more detail on the Resident Portal or in the Resident Responsibility Agreement/Lease.

## EXCEPTIONS TO OCCUPANCY POLICY

Under the following circumstances, Residents may request an exception to the occupancy policy for family members to remain in housing:

1. Resident has Unaccompanied Permanent Change of Station (PCS) orders.
2. Resident has Overseas Accompanied PCS orders.
3. Resident has PCS orders with Temporary Additional Duty (TDY).
4. Death of Active Duty Resident. In the event an Active Duty Resident dies, thirty (30) days prior notice is not required.

To request an exception, submit a Request for Exception to Policy form to the Community Manager at least thirty (30) days prior to the detachment. Approval is contingent upon the Resident signing a new Resident Responsibility Agreement/Lease and/or Addendum detailing the conditions of the policy exception and providing the name of the designated family sponsor for this period. Additionally, the service member's Chain of Command must concur with the request for retention of housing.

Requests from Residents who have had incidents involving misconduct either by themselves, their family members or guests, or have received previous notices for violations, will not be approved.

If at any time during the Resident's absence the family wishes to leave housing, the Community Management Office must be notified at least thirty (30) days in advance.

## MOVE-IN PROCEDURE

Once a home has been assigned, the Resident will be given a confirmation letter indicating the house location and the move-in date. This information can be provided to the Transportation Office and the move can be scheduled.

On the move-in date, a Resident Specialist from the Community Management Office will give the Resident an orientation to the Premises and the community; provide instructions on the operation of appliances, thermostats, circuit breaker/fuse boxes, smoke alarms, range hood fire suppression systems (if available), and water shut-off valves; and discuss the Resident's yard maintenance responsibilities.

The move-in orientation will also consist of an explanation of the terms of the Resident Responsibility Agreement/Lease, instructions on placing a service request and utilizing the Resident Portal, as well as an overview of these Community Guidelines. The Resident and the Resident Specialist will visit the Premises together and go over the Move-In Inspection/Property Condition Report. Any existing damage to the Premises will be noted on the Move-In Inspection/Property Condition Report at time of move-in. The Resident may also notify the Community Management Office after move-in regarding any items that may need to be added to the Move-In Inspection/Property Condition Report within the time frame required in the Resident Responsibility Agreement/Lease (where no timeframe is indicated, then within forty-eight (48) hours after move-in).

## MOVE-OUT PROCEDURE

Unless otherwise stated in the lease agreement, move-out will take place under the following conditions:

1. Resident retirement or separation.
2. Resident Permanent Change of Station (PCS).
3. As directed by the Installation Commander.
4. Resident becomes ineligible to remain in housing. The Premises will be vacated within a thirty (30) day period.
5. Resident requests to vacate housing and move, provided their initial Resident Responsibility Agreement/Lease term has been fulfilled and they have given thirty (30) days written notice to the Community Management Office.
6. If the Resident requests to vacate housing prior to the expiration of their initial Resident Responsibility Agreement/Lease term, the Resident will provide thirty (30) days' notice, remit rental payments through that thirty (30) day notice period and pay a fee equal to thirty (30) days BAH to cover Landlord's costs to re-let the home.
7. Resident becomes eligible for a home in a different Housing Category due to a change in their military status or in the size of their family. In those cases, the Resident may submit a Transfer Request form for appropriate housing in accordance with assignment policies. The move will take place at the Resident's expense.

If a thirty (30) day notice cannot be fulfilled, the Resident is still monetarily responsible for payment of BAH through the thirtieth (30<sup>th</sup>) day as an Improper Notice Fee.

## Move-Out Inspections

Unless otherwise stated in your lease agreement, a minimum of thirty (30) days written notice of intent to vacate should be provided to the Community Management Office.

Upon receipt of the above information, Community Management will provide the Resident with move-out guidelines outlining all steps in the move-out process, including cleaning requirements. The Resident must have the Premises ready to meet the inspection standards at the time of move-out. In the event the Resident elects to have the Premises cleaned by a third-party service, the company must be approved by the Community Management Office.

A Pre-Move-Out Inspection appointment, may be requested by the Resident and scheduled within five (5) days of the Resident's notice to vacate in order to review the condition of the Premises and assist the Resident in preparing for the Final Move-Out Inspection. During this review, the Resident should discuss any concerns about anticipated damage charges or other assessments (if any), the overall inspection process, and any other questions in preparation for the Final Move-Out Inspection.

Damages/deficiencies not remedied by the Resident will be remedied by the Landlord and associated costs will be the responsibility of the Resident. Alterations made to the Premises, unless previously authorized in writing by the Landlord or its property manager to remain in place, must be restored to the original condition. The Resident will be required to pay for damages that are not corrected.

Unless otherwise stated in the Resident Responsibility Agreement/Lease, (i) at move-out the Community Management Office and the Resident, or a Resident-appointed representative, will attend a Final Move-Out Inspection and jointly assess the condition of the Premises, sign the Move-in/Move-Out Property Condition Report and return all keys and other access devices to the Community Management Office; (ii) the Community Management Office will assist the Resident in completing any paperwork associated with move-out, including a Final Disposition; and (iii) all balances owed on the Final Disposition must be paid in full at move-out via the Resident Portal using ACH, credit card, debit card or certified funds.

## Move-Out Damages

Unless otherwise stated in the Resident Responsibility Agreement/Lease, (i) the Move-Out Inspection will be conducted by the Community Management Office on the date of move-out; and (ii) charges will be assessed for any damaged items that are not listed on the Move-In Inspection form and are not the result of normal wear and tear. Carpet damage due to animals, burns or other permanent stains may require replacement of carpet, padding, and/or subflooring

on a whole room basis. The estimated cost for repair of damages will be provided. Damages must be paid in full online via the Resident Portal by ACH, credit card, debit card or certified funds at move-out.

#### Abandonment

If the Community Manager is informed of or discovers a Premises that has been abandoned by the Resident, the Community Manager will contact the Military Housing Office and Chain of Command to request a determination of the status of the Resident. If it is determined that the Premises is abandoned, the Community Manager will take appropriate action in accordance with the Resident Responsibility Agreement/Lease and applicable law. The Community Manager will contract for cleaning and maintenance of the Premises in order to return it to service. The abandoning Resident will be charged for the cleaning services, any unpaid rent and damages to the Premises over and above normal wear and tear. The Resident will also be assessed a termination fee. The Community Manager will seek reimbursement through normal collection procedures which commence with demand letters and may escalate to placing the account with a collection agency.

#### OCCUPANCY LIMITS

Occupancy is limited to the Residents and occupants identified on the Resident Responsibility Agreement/Lease and shall not exceed two (2) persons per bedroom.

Residents are not permitted to sublet homes.

#### RENTAL PAYMENT BY BAH

Except as otherwise set forth in the Resident Responsibility Agreement/Lease, Residents who receive a Basic Allowance for Housing (BAH) will release their BAH to the Landlord. If both husband and wife in one home are Active Duty Residents, only the senior member or the member drawing BAH with dependent rate (whichever is higher), will release their BAH to the Landlord.

Pursuant to the Resident Responsibility Agreement/Lease, the Resident agrees to execute the necessary documents to authorize the Defense Finance and Accounting Service (DFAS) to make monthly payments equal to the BAH rate to the Landlord, and also agrees to take no action to terminate such automatic payments without making arrangements with the Landlord. Paying through automatic allotment (DFAS) requires no security deposit. Rent will continue to equal BAH as adjustments are made to the Resident's BAH for periodic increases/decreases or for promotions/demotions.

#### BAH Changes

When the Resident's BAH rate changes, at any time for any reason, the Resident must notify the Landlord within thirty (30) days of the change and complete any necessary documentation. The Resident will be responsible for the payment of rent at the changed rate from the effective day of any change and payable when received by the Resident. The Resident agrees that the foregoing constitutes effective notice from the Landlord of the change in the amount of the monthly rent, which will take effect upon any increase in the Resident's applicable BAH. Failure to notify the Landlord of an increase in the BAH does not alleviate the Resident's responsibility for payment of the changed rent and may result in late fees being assessed.

#### Change in Rank or Family Composition

When the Resident's military rank or family composition changes, (e.g., increase or decrease in dependents or change in marital status), the Resident must notify the Community Management Office within ten (10) business days of the change.

In the case of a change in family composition, the Resident may move into a larger home when available and upon the Military Housing Office's confirmation of the Resident's eligibility for a larger home. Once a larger home becomes available, the Resident will be responsible for all costs associated with the move.

In the case of an increase in military rank that allows for a larger home or change in neighborhood, the Resident may move to a different home or neighborhood upon confirmation that the Resident has been promoted. Once a larger home becomes available, the Resident will be responsible for all costs associated with the move.

#### RENTERS INSURANCE

The Landlord does not provide renters insurance for Residents. To the extent required by the Resident Responsibility Agreement/Lease, Residents may be required to obtain liability insurance for any potential damage to the Premises from incidents such as a fire resulting from cooking, candles or personal equipment. The liability insurance also covers injuries to others while on your Premises, such as tripping over a toy, as well as any injuries caused by a family pet such as bites. The Landlord also strongly recommends that Residents obtain adequate insurance coverage for their personal property in the event of possible damage or loss, including items such as furniture, electronics, clothing, jewelry, toys and recreational equipment.

Residents are responsible for filing claims and any deductibles related to personal property or liability.

## RIGHT OF ENTRY

The Landlord, property manager and their employees, agents and/or contractors have immediate right of entry to the Premises if emergency conditions are presumed to exist. Such emergency conditions include, but are not limited to, the risk of substantial damage to the property, or risk of death, injury or illness to humans or animals. The Resident will be notified as soon as possible after an emergency entry, explaining the need for the entry and the corrective action taken.

The Landlord, property manager and their employees, agents and/or contractors also may enter for the following purposes or as otherwise provided in the Resident Responsibility Agreement/Lease: (1) abandonment of the Premises, (2) to make inspections, repairs, alterations or improvements, (3) to test smoke and carbon monoxide detectors, and/or to install, test, repair or perform maintenance on fire suppression or water detection systems, (4) to exhibit the Premises to prospective or actual purchasers, mortgagees, tenants, workers or contractors, (5) with prior notification to Resident, to perform a periodic safety and maintenance review of the Premises not more than once every ninety (90) calendar days, and (6) to respond to any complaints regarding the Premises or any Resident, occupant, guest, invitee or animal housed by the Resident.

Except in cases of emergency, Landlord will provide the Resident with at least 24 hours prior written notice (by email or text) of Landlord's intent to enter, and entry will occur during normal business hours, or at any other time as agreed upon by the Resident. The Resident may be present during the Landlord's entry; however, entry is not conditioned upon the Resident's presence.

## TERMINATION OF RESIDENT RESPONSIBILITY AGREEMENT/LEASE BY LANDLORD

**In severe cases, the Landlord will have the right to terminate the Resident Responsibility Agreement/Lease and issue a notice to the Resident.**

In egregious cases, or due to serious offenses or acts of misconduct, or where a persistent pattern of misconduct occurs that is contrary to the safety and welfare of others, the Resident's actions may result in an immediate termination of the Resident Responsibility Agreement/Lease. Examples of severe violations, which are contrary to the safety, health and welfare of other Residents, include but are not limited to domestic disturbances, felony convictions, spouse or child abuse and destruction of property.

If the violation is of a severe nature that constitutes a threat to the safety and/or welfare of the Resident or the community, the Letter of Caution will be bypassed and a Letter of Warning will be immediately issued. In the event of a second violation related to the warning, Community Management will issue a Letter of Termination of the Resident Responsibility Agreement/Lease.

In the event a Resident is barred from the Installation by Command, the Landlord may initiate eviction proceedings.

## USE & RESIDENCY

Only the Residents and permitted occupants listed on the Resident Responsibility Agreement/Lease shall personally use and occupy the Premises and will do so solely as a private dwelling. The Resident agrees that the number of occupants will not exceed the number and names shown on the Resident Responsibility Agreement/Lease. The Resident must notify the Community Management Office as soon as reasonably possible if the Resident's military pay grade changes or the Resident's family composition changes in size due to an event such as the birth or adoption of a child or the addition of a government-recognized dependent. The Community Management Office will update their records to reflect the correct family size. If an individual not listed on the Resident Responsibility Agreement/Lease must reside in the home, a Guest Request form must be submitted to the Community Management Office. An approved Guest Request does not permit the Resident an additional bedroom.

In the event any person using or visiting the Premises suffers a fall or other injury, the Resident shall report the incident to the Community Manager and include the date, time, place and conditions of such occurrence and the names of all persons who witnessed the same. This report shall be provided no later than the next business day after the event has occurred.

## MAINTENANCE INFORMATION

### DAMAGES

The Resident will be charged for the cost of repairs, including labor and material(s), for any damage to the Premises, including lawn areas, garage, carport and/or driveway and walkways, caused by the abuse or negligence of the Resident and/or family members, occupants, pets or guests. Payment is due prior to work completion unless the work must be completed immediately for safety reasons. Payment must be made within thirty (30) days of the date of the repair. If an incident occurs due to theft, a copy of the police report should be submitted to the Community Management Office.

### ENERGY & WATER CONSERVATION

It is everyone's responsibility to be smart stewards of both our energy and water resources. Residents are encouraged to be mindful of their energy and water use and practice smart conservation habits that eliminate waste. Following are some helpful tips and suggestions:

#### Dishwasher

- Only run the dishwasher when it is full and use the energy-saver setting
- Allow dishes to air dry
- If you wash dishes by hand, fill the sink with water instead of letting the water run

#### Air Conditioning and Heating

- Set thermostats at a comfortable setting for cooling the home, but not below 70 degrees
- Thermostats should always be set to 'Auto' to ensure optimum performance
- Keep doors and windows closed whenever air conditioning or heat is operating
- If the home will be vacant for an extended period (weekends, holidays or vacations) during the heating season, set the thermostat to the lowest setting, but not lower than 60 degrees to prevent water lines from freezing
- If the home will be vacant for an extended period (weekends, holidays or vacations) during the air conditioning season, set the thermostat to 80 degrees
- Use fans and open windows on mild days to create a comfortable cross draft and reduce air conditioning use
- Keep vents open and free from obstruction to ensure optimal performance
- Check HVAC air filters regularly. Routine filter replacement will be scheduled by Maintenance, however if the Resident would like to replace it more frequently, contact Maintenance for assistance.

#### Laundry

- Wash full loads and use the cold water setting
- Dry full loads and clean lint filter after each load
- Most items only need a 10-15 minute wash cycle to get them clean, over washing and over drying will wear out clothes faster

#### Lighting

- Replace incandescent light bulbs with energy efficient LED or CFL bulbs
- Turn off lights when not needed, especially in unoccupied areas such as garages and outdoor areas
- Turn off lights when leaving a room

#### Refrigerator

- Keep refrigerator doors open only long enough to obtain desired food items
- Organize food on the shelves for easy access
- Allow leftovers to cool before storing in refrigerator or freezer. Be sure to follow safe food handling guidelines.
- Moderately full refrigerators operate more efficiently. Overloaded refrigerators operate poorly.

#### Stove

- Defrost food in the microwave
- Cover pots to shorten cooking time
- Keep oven and stove top free of grease and baked-on residue

#### Water

- Observe toilets for any leaks. If toilet is constantly running, submit a Work Order for repair.
- Make sure faucets are shut off properly
- Always use a flow controlling nozzle/spray head device on outdoor hoses
- Do not remove or replace devices that have been installed to conserve water such as faucet aerators and low-flow showerheads
- Limit showers to about 5 minutes

The Installation may declare mandatory water use restrictions regarding the irrigation of yards, including restrictions to certain days of the week, times of day and/or duration of irrigation. These restrictions can vary seasonally. In the event of a water emergency, more stringent restrictions may be imposed. Residents should consult the Installation's website and other information channels for details.



## GENERAL MAINTENANCE

### Smoke Detectors and Carbon Monoxide Detectors

The Resident is required to test both smoke detectors and carbon monoxide detectors on a regular basis. If a detector is not operational, batteries should be checked and replaced promptly and/or the Resident should contact Maintenance to request assistance. The Resident is not to tamper with, adjust or disconnect smoke detectors or carbon monoxide detectors as these violations are considered a material breach of the Resident Responsibility Agreement/Lease.

### Plumbing

Toilets and other water and sewer apparatus and fixtures shall not be used for purposes other than those for which they are designed. Take steps to prevent plumbing and sewer lines from getting clogged. Never flush objects such as diapers, toys, feminine hygiene products, disposable and/or flushable wipes, etc., down the toilet. Charges may be assessed for the removal of such objects. If a toilet overflows, first turn the water off at the valve below the flush tank. Contact Maintenance regarding the issues which will be classified as an emergency, urgent or routine work order based on the current condition, and the repair will be scheduled accordingly. Keep a plunger on hand for use on simple toilet clogs.

### Light Bulbs

Homes are equipped with light bulbs at move-in. After move-in, Maintenance will replace specialty bulbs only (appliance, CFL, fluorescent, etc.) when notified by the Resident. The Resident is responsible to replace all other standard burned out light bulbs with a like type/color bulb. Please report burned out bulbs observed in common areas, walkways, walking paths, halls or exterior community locations to Maintenance.

### Central Air Conditioning

In those homes equipped with central air conditioning, the thermostat should not be set below 65 degrees as it may damage the HVAC system and/or introduce increased levels of humidity in the home. Thermostat fans should always be set to Auto. If your thermostat is not working correctly or you need more detailed operating instructions, please contact Maintenance.

### HVAC Filters

The HVAC system will be equipped with new air filter(s) at move-in. These filter(s) will be changed during Preventive Maintenance visits to ensure optimal HVAC system performance. If you would like your filter changed prior to the scheduled change during Preventive Maintenance, feel free to contact Maintenance.

## LOCKS, KEYS & LOCK-OUTS

Only the Residents listed on the Resident Responsibility Agreement/Lease will be issued keys to the Premises.

Residents can request permission to alter existing locks or install additional locks by submitting a Request for Alterations form to Community Management. If approved, the replacement lock must be from the same manufacturer as the existing lock and the Community Management Office must receive a copy of the new key.

Residents should immediately notify Maintenance if any keys are lost. If this occurs, the lock(s) will be changed, and the Resident will be assessed a \$50 replacement fee.

If the Resident requests assistance unlocking the door to a home, the following charges will be incurred:

- |  |           |
|--|-----------|
| • First lockout during regular business hours  | No Charge |
| • Second lockout during regular business hours | \$25.00   |
| • All after hours and weekend lockouts         | \$50.00   |

A Resident listed on the Resident Responsibility Agreement/Lease must be present at the time the door is unlocked and show proper identification.

## MAINTENANCE WORK ORDER TYPES & RESPONSE

The Landlord is generally responsible for the maintenance of the Premises, subject to certain responsibilities of the Resident, as set forth in more detail in the Resident Responsibility Agreement/Lease.

All Routine work orders should be submitted via the Resident Portal. A work order number will be assigned once received, allowing the Resident to track work order progress through the Resident Portal. All work orders are reviewed, assigned a priority, and scheduled for service accordingly.

In the event of an emergency, the Resident should call the Maintenance number immediately. The service representative will take the necessary information, enter the work order and provide the Resident with a work order number and approximate time when Maintenance will respond.

Residents can track work order status and review all associated information through the Resident Portal. Work orders are assigned a priority code to determine the appropriate target response time (see table below for examples).

Maintenance and/or contracted vendors will only enter the home if an Authorization to Enter form has been signed or with the Resident or other authorized representative present.

Maintenance and/or contracted vendors will not enter a home if only an unaccompanied minor (under age 18) is present or pets in the home are not secured.

Crews will accomplish all work professionally and courteously, while taking care to prevent damage to the Resident's personal property. The work area will be thoroughly cleaned after work is completed.

#### Emergency – CALL MAINTENANCE OFFICE TO REPORT

Target response time within 1 hour (situation will be evaluated and responded to within 1 hour).

- Arcing or sparking of appliance
- Exterior door not able to be secured, jammed or inoperative
- No power to the home, electrical short, arcing or sparking of outlets, switches, fixtures or installed HVAC equipment
- Active fire/smoke/CO detector alarms – call 911 first and then the Maintenance Office
- Detection of natural gas odor or leak – call 911 first and then the Maintenance Office
- Roof leak with water actively entering home and/or water entering home from a storm
- Broken glass/window that is a safety/security hazard
- No operable toilet in home, broken pipes, overflowing drains, no water to home, frozen water line, no hot water, sewage back-up
- Ruptured primary water supply actively flowing in the unit, yard or street
- Wild animal removal from home (not in wall or ceiling)

#### Urgent – CALL MAINTENANCE OFFICE TO REPORT

Target response time within 4 hours.

- All outlets or switches in a room not working
- Item hanging from or near home that could fall and cause injury (gutters, siding, fascia, tree branch)
- Refrigerator or freezer not working
- Oven or all stove burners not working
- Leaking dishwasher
- Leaking refrigerator
- Leaking pipes, drains or faucets
- Resident locked out of the home
- Chirping smoke or CO detector tested by Resident and found to not work
- No air conditioning (when outside temperature above 80 degrees)
- No heat (when outside temperature below 50 degrees)
- Not enough or too much heat
- Any visible signs of mold in the home

#### Routine – Use Resident Portal to report

Target response time to be scheduled with Resident.

- Dishwasher not working
- Stove burner not working
- Garbage disposal not working
- Dripping faucet
- Broken cabinet or countertop
- Flooring repair
- Woodwork, trim or drywall repair
- Concrete repair (sidewalk/driveway/steps/patio, etc.)
- Asphalt repair
- Window repair/replacement (crack in glass, damaged screen, not working, etc.)
- Window covering repair/replacement (blinds, shades, etc.)
- Light bulb replacement (specialty bulb or common area/not accessible to Resident)
- Garage door not working
- Storm/screen door repair/replacement
- Weather stripping repair/replacement
- Exterior/yard drainage problems
- Gutter/downspout repair/replacement
- Fencing repair
- Tree/shrub trimming
- Additional keys

#### MAINTENANCE OFFICE

FORT CARSON FAMILY HOMES MAINTENANCE OFFICE

6271 McKong Street, Fort Carson, CO 80913

719.579.1605

Office Hours:

- Monday through Friday: 8AM to 5PM

#### PREVENTIVE MAINTENANCE & HOME INSPECTIONS

Maintenance conducts a Preventive Maintenance program to maintain and assess the performance of a variety of home systems, including HVAC, appliances, smoke and carbon monoxide detectors. The Preventive Maintenance program includes Quarterly Semi-Annual and Annual inspections of the Premises.

Residents will be notified when Maintenance will be performing Preventative Maintenance inspections. If the Resident has provided authorization to enter, it is not necessary for anyone to be home for work to be performed. NOTE: The Resident will receive at least 24 to 48 hours' notice in advance of the Preventive Maintenance visit (or within such times as otherwise stated in the Resident Responsibility Agreement/Lease), therefore, the Resident may not refuse entry into the Premises by Maintenance and/or its vendors.

## SELF-HELP SUPPLIES

Complimentary supplies and equipment to assist Residents in maintaining the Premises are available at select locations. Residents can reference the Resident Portal or contact Self-Help or the Maintenance Office for a list of available items.

Residents checking-out equipment from the Self-Help store will be trained on its proper use and safe operation according to the manufacturer's recommendations.

The use of Self-Help supplies and equipment is at the risk of the Resident, occupants, and guests. The Landlord and its employees and agents are to be held harmless for any and all injuries, accidents, or losses suffered while using the Self-Help supplies and equipment, other than those that may result from the negligence or willful misconduct of the Landlord or its employees and agents. The Landlord does not make any warranties concerning the Self-Help supplies and equipment, and the Resident agrees representations have not been made regarding the safety, desirability or quality of Self-Help supplies and equipment. The Resident will be responsible for the cost of any repair or service on Self-Help supplies and equipment due to misuse by the Resident, occupants or guests. The Resident shall notify the Landlord of any malfunctioning Self-Help supplies or equipment.

FORT CARSON FAMILY HOMES SELF-HELP  
6271 MeKong Street, Fort Carson, CO 80913  
719.579.1605

## COMMUNITY POLICIES

### AIR CONDITIONERS

Resident-owned air conditioners are not permitted in homes that have centrally installed air conditioning systems or Landlord-provided units.

Where central air conditioning is not provided by the Landlord, Resident-owned air conditioners are permitted with prior written approval from the Community Management Office. Air conditioners must fit in sleeves and be located in windows designed to accommodate a window-style air conditioner. If a window is too large to accommodate a window-style air conditioner, the Resident must install plywood that is painted white to safely secure the unit. Crank-style windows cannot be used for window-style air conditioners. Resident-owned air conditioners are permitted during the months of May through September unless otherwise authorized by Community Management.

### APPLIANCES

All homes are fully equipped with standard appliances. Standard appliances may not be removed or replaced with privately-owned appliances. Standard appliances may not be moved in any way as to alter the current layout of the Premises. Residents may utilize an additional freezer, second refrigerator, etc., to accommodate their household needs where the appropriate power supply is available. Resident-owned appliances are not to be placed in carports, patios, porches or areas that do not have a locking entrance.

The Resident is not to perform any maintenance on appliances other than normal cleaning with non-abrasive kitchen cleaners. The Resident will be responsible for any damage caused by any attempted repairs. All appliance repair requests should be submitted through the Resident Portal unless they constitute an Emergency as indicated in Maintenance Work Order Types. Appliances listed below may not apply to every home.

#### Dishwasher

During move-in, the Resident Specialist will provide instructions on proper operation of the dishwasher and point out any unique features. Following are some additional suggestions for the safe and efficient use of dishwashers:

- Only use dishwashing detergent designated specifically for dishwashers
- Remove food and debris from dishes before loading in dishwasher
- Arrange dishes so water can access and run off all items
- Remove paper labels before washing jars or cans
- Confirm glassware, dishes, pots and pans are dishwasher safe

- Hand wash delicate or hand-painted china, wood items, colored aluminum or cast-iron pots and pans, and plastic or rubber dishes/utensils not specifically labeled 'dishwasher safe'

### Garbage Disposal

Garbage disposals are very handy but must be used with care as they are easily damaged. Resident will be responsible for any damage caused by improper use of the garbage disposal. To properly operate the garbage disposal, please note the following:

- Keep the drain stopper in when the disposal is not in use
- Remove the drain stopper, turn on the cold water, and keep it running while the disposal is operating to ensure waste is thoroughly flushed through the drain lines
- Turn on the wall switch to start the disposal and feed food waste directly into the disposal
- NEVER put your fingers, hand or any utensil into a running disposal
- Run the disposal until food grinding can no longer be heard
- Do not put grease, bones, meat gristle, corn cobs, glass, foil, bottle caps, cigarettes or other hard or fibrous foods down the garbage disposal
- Never put chemical drain cleaners down the disposal, as serious corrosion and damage may result

If the garbage disposal is not operating correctly, prior to placing a work order in the Resident Portal, do the following:

- Determine what was recently processed in the disposal as this information will help Maintenance determine the problem
- Press the reset button on the bottom of the unit and try the switch again
  - Refer to the appliance manual or call Maintenance for instructions if the reset button cannot be located

### Refrigerator

Routine cleaning of the refrigerator will improve efficiency and sanitation. The exposed sides of the refrigerator should be cleaned frequently with a damp cloth and mild soap and warm water or a spray cleaner. Abrasive cleansing powders should not be used on the refrigerator. Periodic cleaning of the drip pan under the refrigerator is recommended. If the refrigerator coils are accessible without moving the unit, periodic vacuuming will help its efficiency.

Call Maintenance if the refrigerator is not cooling or freezing properly, or if any parts are broken. Please do these simple tests before calling Maintenance for service:

- If the light is not on, check to see if the power cord is plugged in and check the bulb

- If the plug is secure and the refrigerator fails to operate, plug another appliance into the same outlet to check for power
- Check the temperature control dial—it may be turned OFF. If the refrigerator still does not operate properly, call Maintenance.

Leave the refrigerator on with the temperature control at its normal position if away from the Premises for less than a month. Turn the temperature control to low during longer periods of absence. Placing an open box of baking soda or used coffee grounds in the refrigerator will help absorb odors. Be sure to discard perishables such as meat, milk and produce to maintain proper sanitation while away. **Do not leave the refrigerator turned off or unplugged, regardless of the length of time of the absence.**

### Stove, Oven and Microwave

The proper use and care of the stove, oven and microwave will not only save energy and reduce the need for repair, it will give better results in cooking and baking and help prevent serious injury or fire. Routine cleaning will also make preparing for the move-out inspection much easier. Here are a few suggestions that may help:

- Wash drip pans frequently and wipe spilled food from the burners as soon as they have cooled. Ensure any replacement drip pans are the correct size for the stove.
- Clean the stovetop frequently as spilled grease and food can contribute to fires
- If you have a non-self-cleaning oven, remove any burned food on the bottom of the oven or on racks with a brush or by soaking in water. Commercial oven cleaners also help. The Resident will be charged for any damage to the oven caused by improper cleaning or use.
- If you have a self-cleaning or continuous-cleaning oven, be sure to read the appliance manual for proper use. Call Maintenance if the appliance manual is missing. DO NOT use oven cleaner or leave racks in the oven during the cleaning process. The Resident will be charged for any damage caused by improper cleaning or use. Clean the oven as needed; long-term or accumulated staining and soil is harder to remove.
- Microwaves: refer to the appliance manual regarding proper use. NEVER put metal objects in microwave.
- Always supervise use of these appliances.

### Firestops™

Hood vents for the stove are equipped with a Stovetop Firestops™ automatic fire extinguisher. This standard safety appliance may NOT be removed at any time.

### Water Heaters

Do not attempt to adjust the temperature or any other setting or valves on the water heater. Tampering with water heater valves can be dangerous. Leaks, breaks or lack of hot water should

be promptly reported to Maintenance. NEVER use the space surrounding the water heater for storage as it is a serious fire hazard.

## ATTICS

Some homes have attic access panels that may include pull down ladders. Attic spaces and access panels/ladders pose many dangers including low visibility, unstable flooring, low clearance, low weight ratings and extreme heat. Attic spaces are not designed for storage and placement of personal belongings in these spaces is prohibited. Attic areas are to be accessed by Maintenance, contracted vendors and emergency response personnel only.

## BASEMENTS

Basements should be kept free of dust, dirt and clutter, particularly around the hot water heater and boiler. Do not store any items within 36 inches of the hot water heater or furnace. Basements are not intended to be used as living area or sleeping space. The Landlord is not responsible for damage to personal belongings stored in the basement. During the spring and fall, water seepage may occur; therefore, it is recommended that all items be stored off the floor on pallets. Pets shall not be kennelled in the basement.

## BOARDERS

Boarders or paying guests are prohibited.

## BURNING & BONFIRES

Burning trash/rubbish and open bonfires are prohibited.

## CAMERAS & DOORBELL CAMERAS

Exterior cameras on the Premises should only be directed to provide visual of the Resident's entry and/or yard. They cannot be used to record common areas or other Residents' homes/yards. If drilling or other modification to the Premises is required to install a camera or doorbell, the Resident must receive permission from Community Management prior to any work being performed by submitting a Request for Alterations form.

## CHILDCARE PROVIDERS

Residents must obtain written approval from the Community Management Office to operate a childcare program in the home. Childcare providers are permitted within family housing in accordance with the approved branch of service Family Child Care (FCC) Program. The Resident childcare provider must be certified through the approved installation FCC Program if childcare is

conducted in the Premises for more than 10 cumulative hours per week (e.g. a Resident caring for three children for four hours is providing 12 hours of childcare). The provision of FCC in government-owned or privately-owned family housing units located on the Installation, is a privilege extended to family members. Only qualified applicants who meet the standards will be certified. The FCC Coordinator will manage this program in accordance with all applicable local, state, and federal requirements. All childcare providers are required to execute a Home-Based Business Addendum and provide a copy of proof of insurance. The Resident must provide all renewals of such information upon request from the Community Management Office.

The Resident is responsible for any damages to third parties arising from the in-home childcare program. Conducting an unauthorized childcare business shall result in an immediate cease of operations and may also result in eviction. The Resident is responsible for any damage to the Premises as a result of the in-home childcare.

FCC is regulated, home-based childcare provided by certified military family members operating as independent contractors from on-installation or leased housing. FCC is a program subsidized through Appropriated Funds, that provides an alternate means for parents needing care for their children with a flexible schedule at a reasonable cost.

FCC homes usually require minor modifications and equipment, which are handled through the FCC Coordinators. The Community Management Office must approve modifications that require permanent installation. Also, to ensure proper installation, Maintenance will install or supervise the installation of any modifications. All modifications will be at the sole expense of the Resident. Examples of equipment include safety latches, Ground Fault Interrupters and special fire extinguishers. Water heaters and furnaces must not be accessible to children. Any additional safety equipment or FCC-specific modifications will be performed at the expense of the Resident and/or the FCC program.

The TEN HOUR CHILD CARE LIMIT POLICY is in effect. Adults may watch other people's children for up to ten (10) hours per week on a regular basis without being certified by FCC. Children from the same family count as one child. The rule is intended to differentiate those who wish only to help friends from those providing childcare services in their home.

## CHILD SUPERVISION & EXPECTATIONS

Child supervision is necessary for the safety, protection, care and management of children in the community. Child supervision is the responsibility of the parent, guardian or one similarly responsible for the general care and supervision of the child. Family housing will follow the child supervisory policy approved by the Installation Commander or designated representative.

Residents are required to report suspected neglect and child abuse, or known violations of the policy, to the Military Police and Community Management.

The policy will be strictly enforced. Residents or guardians who knowingly allow their child or juvenile guest to violate the policy, or who fail to prevent their child or juvenile guest from violating this policy, are subject to disciplinary action, civilian prosecution and/or termination of the Resident Responsibility Agreement/Lease.

In addition, neighbor's yards and streets are not to be used as a child's playgrounds. Playing in parking lots is prohibited. Climbing trees is prohibited. Discharging of fireworks, air rifles, pellet guns and all firearms in family housing is prohibited.

### COMMERCIAL ENTERPRISES

Request for permission to conduct a home enterprise such as tailoring, tax preparation, dressmaking, cake decorating, hobby/crafts, manicures, taxidermy and selling products such as Avon, Tupperware, various jewelry brands, etc. in family housing should be made in writing to the Community Management Office.

All local, state, and Federal laws, regulations and licensing requirements will be considered before permission is granted to conduct a business at the Premises. Businesses that adversely affect the tranquility or safety of the community, or increase the wear and tear on the Premises, will not be allowed. Businesses will not duplicate the sale of merchandise and/or services readily available through the Command's officially sanctioned commerce (MWR or AAFES). The Resident will pay for excessive utility consumption used in operation of the business. The utility payment requirement will be determined during the approval process. If approved, the Resident will be required to execute a Home-Based Business Addendum.

To operate a home business, other than in-home childcare, Residents must have permission from the Community Management Office and Military Housing Office. Approvals for home-based businesses are valid for one year. To renew, a letter should be submitted to Community Management.

The following paperwork must be provided with an application:

- Business registration tax identification number (if applicable)
- Any documentation of family housing solicitation privileges presently or previously extended on any military installation and/or the firm he/she represents. If privileges have previously been withdrawn, a statement regarding how and why they were withdrawn will be furnished (to include those allowed to expire through the passage of time).

### COMMON AREAS

The Landlord will maintain all common areas. Please be aware that items left unattended in common areas may be removed and disposed of by the Community Management Office without notification.

Common areas are for the use and enjoyment of all Residents in the community. Any Resident, occupant or guest behaving in an unreasonable, illegal and/or offensive manner will be required to leave common areas and such conduct will constitute a breach of the Resident's lease.

The use of common sports and recreational areas in the community are at the Residents' own risk, to include their other occupants and guests. The Landlord and its employees/agents are to be held harmless for any and all injuries, accidents or losses suffered while using facilities, other than those that may result from the negligence or willful misconduct of the Landlord or its employees/agents. The Landlord does not make any warranties concerning the equipment or facilities and Residents agree representations have not been made regarding the safety, desirability or quality of equipment or facilities. Residents shall notify the Landlord of any malfunctioning equipment or facilities. Residents will be responsible for the cost of any repair or service on equipment or facilities due to misuse by Residents, occupants or guests.

### COMMUNITY POOLS & SPLASH PARKS

Any pools and splash parks located at Community or Neighborhood Centers are for Resident use and will be open on the days and hours posted. Pools may occasionally be closed for cleaning, maintenance or other safety reasons as determined by Community Management. Violation of any rule may result in the loss of pool privileges.

- Pool use is at the Resident's own risk. The Landlord and property manager are not responsible for accidents or injuries.
- For safety reasons, Residents should not swim alone
- Children under the minimum age (posted at the pool) must always be accompanied by a parent or legal guardian
- Glass containers are not permitted in the pool areas. Use paper or plastic containers only.
- Alcoholic beverages are expressly prohibited
- Pets are not permitted in pool areas
- No running or rough activities are allowed in the pool areas. Respect others by minimizing noise, covering pool furniture with a towel when using sunscreen/oils, leaving pool furniture in pool areas, disposing of trash and keeping pool gates closed.
- Residents must accompany their guests
- Residents must notify Community Management any time there is a problem or safety hazard at the pool
- Other rules posted at the pool not noted above

### COMMUNITY PROGRAMS & EVENTS

The Landlord offers a variety of programs, classes, projects and other social events which are available to all Residents. These programs will be communicated through several channels,

including but not limited to the community's social media (Facebook, Instagram), the Resident Portal, monthly newsletters and email.

The following policies are to be followed by Residents:

- Resident, occupants and guests will comply with all safety and posted regulations in the Community Centers
- Residents shall immediately report any malfunctioning equipment in the Community Centers
- The Resident is solely responsible for the behavior and actions of their occupants and guests at the Community Centers.

## DECORATING & ALTERATIONS

The Landlord will clean, perform maintenance and paint the Premises with a standard, off-white paint prior to a new family moving in. Residents may wish to add customized accents to make the Premises feel more like home. While the Landlord supports such projects, Residents must obtain authorization for alterations prior to work being performed and ensure potential health and safety hazards are prevented. Prior approval is also intended to alleviate concern regarding restoration charges that could be assessed.

Alterations include application of paint, wallpaper or borders, installation of ceiling fans, as well as structural changes and remodeling. Attaching or removing fixtures or appliances also requires prior approval. Authorization may include a requirement to restore the alteration to its original condition. Requests for alterations of any kind must be made by submitting a Request for Alterations form to Community Management.

Things to keep in mind:

- Only small nails or "J" hooks should be used for hanging items on walls
- No nails, screws or hooks should be used on doors or cabinets
- Wall mirrors and the application of corkboard, paneling, etc. to wall areas are prohibited
- Only removable shelf paper can be used in cabinets
- Bathtub decals are prohibited
- Removal of window blinds is prohibited; all replacement blinds should be cordless
- Window coverings should be neutral to the exterior; foil or any other window covering is prohibited
- Installation of awnings, signs, window tinting or screen doors is prohibited
- Alterations to carports, porches, patios or balconies are prohibited

## DOOR-TO-DOOR SOLICITATION

Only fundraising programs approved by the Installation Commander and/or Community Management Office are authorized for door-to-door solicitation. Vendors or persons distributing flyers may be asked to show a permit allowing such activity. Any other door-to-door solicitation is prohibited. Residents should notify the Community Management Office or Installation security if peddlers or uninvited salespeople are encountered in the community.

## DRONES

The use of unmanned aerial vehicles (drones) is strictly prohibited in all areas of the housing community.

## DRUG-FREE POLICY

Residents, occupants and guests will not commit any act, or use the Premises or common areas in such a way, that violates any law or ordinance, including laws prohibiting the use, possession or sale of illicit drugs. Violation of the Installation's drug policy shall result in immediate eviction.

## EMERGENCIES & SEVERE WEATHER EVENTS

Community Management will work in conjunction with Installation personnel and agencies in following procedures for Emergency Warning Announcements due to emergency situations and severe weather events.

Announcements may be issued through a variety of channels, including:

- Email
- Text message
- In person
- Telephone
- Local radio or television
- Loudspeaker/PA system
- Social media

Residents in severe weather prone areas should keep a disaster supplies kit on hand at all time. The following items are recommended for inclusion in a basic disaster supplies kit:

- Three-day supply of non-perishable food
- Three-day supply of water (one gallon of water per person, per day)
- Portable, battery-powered radio or television and extra batteries
- Flashlight and extra batteries
- First aid kit and manual



- Sanitation and hygiene items (moist towelettes and toilet paper)
- Matches and waterproof container
- Whistle
- Extra clothing
- Kitchen accessories and cooking utensils, including a can opener
- Photocopies of credit and identification cards
- Cash and coins
- Special needs items, such as prescription medications, eyeglasses, contact lens solutions and hearing aid batteries
- Infant needs, such as formula, diapers, bottles and pacifiers
- Other items to meet your unique family needs

Just as important as collecting your supplies is **maintaining them** so they are safe to use when needed. Here are some tips to keep your supplies ready and in good condition:

- Keep canned foods in a dry place where the temperature is cool
- Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend its shelf life
- Discard any canned goods that becomes swollen, dented or corroded
- Use foods before they go bad and replace them with fresh supplies
- Place new items at the back of the storage area and older ones in the front
- Change stored food and water supplies every six months. Be sure to write the date you store it on all containers.
- Re-think your needs every year and update your kit as your family needs change
- Keep items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers, such as a large plastic tote, camping backpack, or duffel bag.

#### Hurricane Information

Hurricane season typically runs from the beginning of June until the end of November. Familiarize yourself with hurricane preparedness and evacuation procedures. Our number one priority is the life, health and safety of our residents. This may require an evacuation order depending on the forecasted severity of the weather system. If you are told to evacuate your residence during a hurricane, do so immediately. Failure to evacuate will endanger the lives of you and your family and emergency personnel in the evacuation area. Follow all Installation regulations and orders during a hurricane. The Community Management Office will have information on hurricane preparedness, evacuation kits and evacuation route maps. Residents should reference local news stations for weather updates, alerts, road closures and information on shelters and evacuation stations.

In the event of an advancing hurricane or other extreme weather events, you may receive instructions from the Community Management team and/or Installation Command to take certain actions to prepare and safeguard your home and possessions from damage, injury or loss that can be the result from the high winds and rising water associated with these weather systems.

Some homes may be outfitted for the installation of hurricane shutters. For a variety of reasons, the Landlord does not make use of hurricane shutters and will not install them during weather events. The Landlord strongly discourages residents from attempting to install hurricane shutters on their Premises for safety and liability reasons. Failure to install these shutters properly can cause personal injury and significant property damage for which the Resident could become liable.

#### FENCING

Residents who desire to install fencing must obtain the Landlord-approved specifications from the Community Management Office and submit a Request for Alterations form with an accompanying sketch or proposal from the vendor providing the fence. Fences will be of standard design and alignment with others in the community. Failure to comply with the specifications provided will result in a violation and require the subsequent removal of the fencing at the Resident's expense. The Resident is required to obtain any required permits and/or mark-outs related to fencing.

Residents are responsible for the care and maintenance of fenced yards. These areas will not be mowed or maintained by the Landlord. Resident-installed fencing must be removed prior to vacating the home.

#### FLAGS

The display of flags and/or pennants is restricted to the following criteria:

- Only the American flag, Service Branch flags or other Installation-authorized flags are permitted
- Limit of ONE flag displayed on the Premises
- Flag size cannot exceed 3' x 5'
- Flagpole holders can be mounted on front entry wood trim or columns, NOT on any exterior siding or building fascia. Maintenance can assist Residents with proper installation of flagpole holders.
- Flagpoles cannot exceed 5' feet in length
- Proper flag etiquette must always be observed

Any deviation from the above may require the Resident to remove flags or flag holder equipment. Residents should consult with the Community Management Office if they are unsure whether a flag or flag equipment meet the above criteria.



Please note Residents in historic homes have executed a Historic Home Addendum that may prevent the installation of flag equipment. In the event of a conflict between the Historic Home Addendum and these Community Guidelines, the Historic Home Addendum shall apply.

## FITNESS CENTERS

Fitness Centers located within a Community or Neighborhood Center will be open to Residents on the days and hours posted. Residents are asked to limit their time and use of these facilities if others are waiting so that they may be enjoyed by all. Following are general guidelines for fitness centers:

- Residents may bring up to two (2) guests (must be accompanied by Resident)
- Persons under the age of twelve (12) must be accompanied and supervised by a parent, guardian, legal custodian or suitable and responsible individual
- If available, Residents may check out recreational equipment from the Community Management Office during normal office hours with a valid driver's license or similar identification
- Glass containers, smoking, eating, alcoholic beverages and pets are not permitted in fitness centers

Fitness centers are not supervised. Residents are solely responsible for their own appropriate use of equipment. Residents should carefully inspect equipment prior to use and refrain from using equipment that may not be functioning properly or that may be damaged or dangerous. Equipment is to be used the way in which it is intended. Please follow directions carefully and return equipment to the appropriate place when finished.

Residents will be responsible for the cost of any repair or service on equipment or facilities due to misuse by the Resident, occupants or guests. Residents shall notify Community Management of any malfunctioning equipment.

## FIRE PITS & GRILLS

### Fire Pits

Portable fire pits are permitted if the following safety guidelines are followed:

- Fire pit must comply with Installation Fire Safety Code. Residents must contact Fire Prevention for an inspection of the fire pit and required equipment.
- Fire pit cannot be used within 30 feet of a structure or under any type of overhang or trees
- Fire pit MUST have a screen to prevent sparks from escaping. Open fires are NOT permitted.
- Fires must be kept small and under control.

- Fire and Emergency Services personnel may determine at any time that a fire needs to be extinguished
- Fire pit use is prohibited during extreme fire hazard conditions, to include local burn bans and high winds
- Resident are required to keep a fire extinguisher at the fire pit as well as one inside the home
- A fully operational garden hose must be readily available to extinguish spot fires
- Firewood should be stored a minimum of twenty-two (22) feet from any buildings to protect homes from termites
- When not in use, fire pits should be stored in the fenced portion of the back yard or garage (where available), not in the driveway or at the side of the home
- Residents are responsible for all damages and/or injuries resulting from the use of such equipment and liable for the associated costs incurred

### Grills

Grills are permitted if the following safety guidelines are followed:

- Grills must be located and stored within the fenced area of the rear yard
- Grills cannot be located within fifteen (15) feet of a structure or under any type of overhang or trees when in use
- Charcoal briquettes must be properly stored
- Used charcoal briquettes must be totally extinguished and placed in a METAL container for disposal. The metal container is NOT to be placed near the Premises, as the ashes have the potential to relight and catch the Premises on fire.

## FIREWORKS

The manufacturing, sale, storage, possession, transport and/or use of fireworks and all incendiary devices is expressly prohibited at the Premises or in the community. Violation of the this fireworks policy is cause for immediate termination of the Resident Responsibility Agreement/Lease and eviction.

## FLAMMABLE LIQUID STORAGE

Never store flammable liquids, including gas, in a space designed for occupancy. This includes any structure attached to the Premises such as storage closets, garages and sheds unless the liquids are placed in a fireproof cabinet. Unsecured storage areas holding such liquid should be a minimum of fifteen (15) feet from the nearest space designed for occupancy.

Petroleum or petroleum by-products necessary to operate lawn mowers or other small motor maintenance equipment and recreational vehicles may be maintained by Residents in quantities

of three (3) gallons or less provided they are kept in approved Underwriter Laboratory (UL) containers and stored as provided above.

In the event of a leak from a vehicle or a spill of oil, gasoline or other petroleum or hazardous product, the Resident must contact the Community Management Office who will help ensure the proper authorities are notified and the contaminated area is appropriately remediated.

It is recommended that Residents not store any type of accelerant at the Premises. If accelerants are stored, the contents should be noted and a copy maintained in case of an accidental ignition. This information could prove vital for emergency personnel working to contain the resulting fire.

#### FOSTER CARE

Prior to becoming a new foster parent, the Resident must submit a request the Community Management Office to increase the number of occupants in the Premises. All applicable state and Federal rules and regulations regarding foster care will apply. Foster children will not qualify the Resident for an additional bedroom.

#### GUESTS & SOCIAL VISITORS

Visitors and guests are welcome in our community and are subject to the rules contained in the Resident Responsibility Agreement/Lease and these Community Guidelines. Temporary social visits by the Resident's family members are permitted. Residents are allowed guests for a maximum of fourteen (14) continuous days only and not to exceed thirty (30) days total in a calendar year, without notifying Community Management. If a guest is to remain in housing for more than thirty (30) days, a Guest Request form indicating the guest's name, age, date of arrival and expected date of departure must be submitted to the Community Management Office. Community Management and the Installation have approval/disapproval authority for all guest requests.

A visit is valid only if the guest is present at the invitation of the host and does not contribute directly or indirectly to any of the household expenses, or other expenses, the host must bear because of such visit. To be considered a guest, the Resident must be present for the visit.

House sitting is not authorized without permission of the Community Management Office

#### HEATERS/SPACE HEATERS

Resident-owned space heaters are prohibited. Maintenance may provide authorized space heaters in response to an emergency or no/low heat work order. These space heaters must be kept on the floor while in use and at three (3) feet from flammable items like window treatments,

blankets and furniture. The Resident must be present while the space heater is in use and turn the space heater off if leaving the room for any length of time.

Kerosene heaters or other heaters using combustible materials or fluids and open coil heaters are prohibited for use both inside and outside the Premises.

#### HOLIDAY LIGHTING & DECORATIONS

Following are the community rules regarding holiday decorations:

- Lighted seasonal decorations on the exterior of the home may be used between the hours of 1800-2300 only from the week after Thanksgiving through New Year's Day (they should not remain on during the day or all night)
- Seasonal decorations must be removed no later than the third week of January
- Outdoor decorations for other holidays (Halloween, Easter, Fourth of July, etc.) must be removed no later than the third week after the holiday
- Rooftop and second story level decorations are prohibited
- Decoration materials must be fire resistant
- Nails, spikes, building staples or any other type of fastener that leaves permanent damage are prohibited
- All lights and fixtures must be listed or labeled by a nationally recognized testing agent for indoor or outdoor use as applicable
- Lining sidewalks with lights is prohibited
- Candle luminaries or other open flame decorations are prohibited
- Do not use indoor extension cords for outdoors
- Canned 'snow' and similar substances are not permitted to be sprayed on windows, siding or brick facades

Residents will be held financially responsible for any damage to the Premises caused by the installation, removal or use of any holiday lighting or decorations.

#### HOT TUBS/WHIRLPOOLS/SPAS

Hot tubs, whirlpools and spas are prohibited.

#### HOUSEKEEPING

Consistent upkeep of the Premises from the time of move-in will help ensure a clean, comfortable home for the enjoyment of Residents, as well as an minimize the potential for any permanent damage to the home that could result in damage charges to the Resident at move-out. Following are some basic suggestions to help prevent damage to the home:

### **Carpeted Flooring**

- Do not use cleaning products that contain bleach or bleaching agents for spills on carpets, as they can cause permanent damage
- Vacuum carpeted areas regularly to keep them in good condition and discourage dirt build-up
- Encourage young children to eat and drink in non-carpeted areas and over a table to avoid permanent stains often caused by punch, juice and soft drinks. Wine, coffee and tea also contain agents that can permanently stain carpeting.
- Use throw rugs, safely secured, on high-traffic areas to prevent heavy soil build-up
- Use carpet protectors under chair legs, tables, sofas or any furniture item that may leave a permanent indentation

### **Tile, Hardwood, and Vinyl Flooring**

- Lift heavy furniture rather than dragging across the floors to avoid marring/scratching
- Never flood the floor with water or let water stand on the surface
- Do not apply wax to no-wax floors, which will be pointed out during move-in. Do not use products claiming to be shining agents for no-wax floors (even on no-wax floors) as they are difficult to remove and can cause damage during the removal process. Residents may be charged for damages to the floor caused by wax, shining agents, or wax removers.

### **Walls and Woodwork**

- Furniture should not touch or rub against walls
- Bicycles, large toys, strollers and such items should be moved through doorways with care
- Discourage young children from writing on the walls. Residents are responsible for cleaning all marks from the walls prior to move-out.

### **Countertops**

- Do not allow water to stand on countertops
- Never place hot pans directly on countertops—use potholders and trivets to protect surfaces
- Use cutting boards when cutting/chopping; never use a knife directly on the countertop surface
- Do not use abrasive cleaning products on countertops; always use cleaning products specified for the specific type of countertop in the home

## **ILLEGAL OR UNAUTHORIZED ACTIVITY**

Residents, occupants and guests are required by the Resident Responsibility Agreement/Lease to refrain from illegal or unauthorized activity. Failure to do so may result in termination of the Resident Responsibility Agreement/Lease.

## **LANDSCAPING**

Community Management is responsible for common area landscaping maintenance in areas surrounding the Premises.

Residents are responsible for maintenance of fenced-in areas of back yards, including lawns and shrubs. Residents are responsible for maintaining clean, defined edges along all exterior walls, fencing and other structures. Damage to lawns caused by play equipment, wading pools, decorations, etc. should be repaired by the Resident or will be repaired by Community Management and billed to the Resident.

Residents are responsible for weeding all garden beds adjacent to the home and in areas directly surrounding the Premises that may contain shrubs, flowers, trees and other decorative landscape vegetation. Residents may plant annual and/or perennial flower gardens in beds around the home.

Authorization is required prior to any significant alteration to existing landscaping. The Resident must submit proposed plans in writing to the Community Management Office along with a Request for Alterations form. Plantings cannot have the potential to cause damage to or interfere with gutters, downspouts, windows, doors, screens, roofs, air conditioning units, fencing or other structural parts of the building. The Resident will be required to return the altered area to its original condition at their own expense prior to vacating housing. Residents will be charged for any landscaping plants they remove.

Residents are responsible for the removal of trash and debris from their yard areas.

### **Vegetable Gardens**

Vegetable gardens are allowed in raised planters not to exceed 3' X 4' located within back yards only.

### **Sprinkler Systems and Watering**

For those homes with sprinkler systems, Residents are NOT permitted to adjust system settings. Residents should contact Maintenance regarding all sprinkler system issues.

The Installation may observe mandatory water use restrictions temporarily limiting or banning the irrigation of yards (days of the week, times of day, duration of irrigation, etc.). Restrictions can

vary seasonally. In the event of a water emergency, more stringent restrictions may be imposed. Residents should consult the Installation's website or paper for specific information.

#### LITTER CONTROL

Residents are responsible for picking up and properly disposing of any trash in their yards. Residents can help maintain their curb appeal and general community appearance by:

- Using tightly covered trashcans
- Bagging and securing all trash so that it cannot be accessed by pets or wild animals or scattered by high winds
- Using pet refuse bags and disposing of them in appropriate receptacles
- Picking up trash as needed
- Participating in neighborhood clean-up projects

Everyone has a role in keeping our community where we live and play beautiful and litter-free.

#### LIVE-IN CARE PROVIDERS

Permission for live-in care providers, or nannies, staying in the home longer than the maximum number of days allowed for social visitors must be requested in writing to the Community Management Office. Requests are evaluated on a case-by-case basis and should be submitted with documentation supporting the need for live-in assistance. Approval of a live-in care provider is predicated on specific childcare or health care issues shown to require full-time, live-in assistance. The Resident must fill out the Guest Request form and submit to Community Management. Approval of a live-in care provider does not increase bedroom eligibility.

Residents are responsible for ensuring live-in care providers comply with all rules and regulations of the Resident Responsibility/Lease, any addenda and these Community Guidelines.

#### NUISANCE (DISTURBANCES & NOISE)

Residents, occupants and guests are to conduct themselves and control children and pets in a manner that will not offend or disturb other Residents, guests or visitors to the community. Activities causing extreme or excessive noise, excessive traffic, repetitive or excessive disturbances of any kind, or disturbing or threatening the rights, comfort, health, safety or convenience of others in or near the community is a lawful cause for eviction. This includes, but is not limited to, behaving in a loud or obnoxious manner, excessive noise from pets or destroying any part of the community. These actions are considered a 'nuisance' and a serious violation of the Resident Responsibility Agreement/Lease.

The Landlord has the right to exclude individuals from the Premises. Residents are responsible for informing guests of the Resident Responsibility Agreement/Lease provisions regarding use of the Premises and all rules and regulations contained in these Community Guidelines. Resident guests who violate these provisions may be prohibited from the community.

Issues with neighbors should be settled peaceably. If those efforts are not successful, the Resident can file a complaint in writing with the Community Management Office and the team will investigate and attempt to assist in resolving the issue. Details of the complaint, investigation, results and action taken will be made a matter of record and placed in resident file for both the Resident filing the complaint and the Resident named in the complaint.

Continuous harassment will result in non-renewal of the Resident Responsibility Agreement/Lease and/or eviction. Type of harassment can include verbal, written, social media, etc.

The following are a few simple rules to help ensure a positive and harmonious living experience:

- Keep household noise to a minimum and observe quiet hours between 10:00 pm and 6:00 am. Please remember neighbors work a variety of shifts.
- Keep the Premises, including the yard, clean and free of any unsightly trash or debris
- Always know where household occupants and guests are
- Provide neighbors with advanced notice of private gatherings or parties that may cause parking difficulties or excessive or above normal noise
- Excessive barking and unsupervised pets are strictly prohibited

#### PARKING, VEHICLES, MOTOR VEHICLES, GARAGES & CARPORTS

Resident vehicles must be registered with the Community Management Office and Residents must abide by Installation requirements regarding parking decals.

Motor vehicles are to be parked in the garage, driveway or authorized parking areas along street curbs, in that priority. Motor vehicles cannot be parked within 15 feet of a fire hydrant. Vehicles parked in driveways may not block or hinder movement along sidewalks.

Motor vehicles cannot be parked or driven on grass areas. Violation of this regulation will result in the vehicle being towed at the Resident's expense and the Resident will be charged to repair any damage to the grass.

Motorcycles/mopeds may not be parked on patios, porches, sidewalks or grassy areas.

Vehicle repair of any kind is prohibited in the community. An on-Installation auto craft shop may be available to perform these repairs.

Residents are not authorized to wash vehicles in their driveway or street as prohibited by local wastewater regulations.

Parking for boats, trailers, recreational vehicles, pop-up campers, camper shells, and utility trailers is prohibited in the community except for twenty-four (24) hours before or after use, specifically for the purpose of loading and unloading. Storage for these items must be arranged prior to purchase or transport and may be available through the Installation's outdoor recreation department.

Unregistered, inoperable, unlicensed, or abandoned vehicles cannot be parked within the community. Violators will be subject to having the vehicle towed at the Resident's expense. Vehicles cannot be left on jacks.

Take measures to keep garage and/or carport floors free of stains from car fluids, grease and rust. Garage and/or carport floors must be free of stains upon move-out.

Garages are only to be used to house the Resident's motor vehicle(s).

Storage of personal property in the garage or driveway is at the Resident's risk. The Landlord assumes no responsibility or liability for loss or damage to vehicles parked in the community.

## PEST CONTROL

Residents are responsible for performing basic sanitation and housekeeping practices to help minimize the occurrence of pests in the home. Residents should contact Maintenance if professional pest control treatment is needed.

Residents are expected to:

- Maintain home in a manner that denies access, harbor and sustenance to household pests
- Ensure windows and doors are screened and fit properly
- Submit a work order if screens need repair or holes or cracks are observed on the exterior of the home
- Ensure minor cracks and holes inside the home are caulked or otherwise sealed
- Regularly remove excessive clutter in and around the home including debris, weeds, dead leaves, pet waste, trash, containers that hold water, etc.
- Protect food by storing in pest-proof containers, especially starchy or fatty foods and pet foods
- Promptly clean up spilled foods, crumbs, drinks and pet mishaps
- Clean the kitchen after every meal, especially areas where grease accumulates (drains, vents, ovens and stoves)
- Wash dirty dishes in soapy water

- Empty garbage cans and litter boxes daily
- Clean dog feces from yards daily
- Prevent the accumulation of soiled clothing, rags, corrugated paper boxes, newspaper, empty cans and bottles and paper bags in the home
- Have leaks and dripping faucets repaired promptly
- Do not leave food out for stray animals or wildlife

Failure to maintain the home as described above may result in charges to the Resident for pest service or the termination of the Resident Responsibility Agreement/Lease.

Residents should notify Maintenance if they are allergic (or have any reaction) to common pesticides. Pesticides may be hazardous to infants under three (3) weeks old, elderly or pregnant individuals, those with heart, liver or respiratory problems, people with allergies and pets, including tropical fish and exotic birds. Residents should inform the pest control service provider of any such situations so they can advise of any special safety precautions required.

Exterior pest control services for problems around the home can be requested by submitting a work order to Maintenance. Problems involving wasps, bees, hornets, bats, houseflies, mosquitoes, snakes, black widow spiders, rodents (other than mice), ticks, fleas, birds, wood destroying pests and pests in stored food products should be promptly reported to Maintenance.

## PETS

All pets must be registered with the Community Management Office when the Resident Responsibility Agreement/Lease is signed or within ten (10) days of acquiring the pet. A Pet Addendum must be executed. Pets acquired after move-in must be added to the Pet Addendum. Contact the Community Management Office for a copy of the Pet Addendum.

### Pet Restrictions

Only two pets are allowed. No more than one fish tank is permitted in the Premises and cannot exceed 10 gallons in size. Birds must be kept in cages and no more than two bird cages are permitted in the Premises.

Pets are restricted to dogs, cats, birds and fish. Exotic pets are not permitted.

**Please note:** The following breeds are considered aggressive and are not permitted: Akita, American Bull Dog, Chow, Doberman Pinscher, Pit Bull (American Staffordshire Bull Terriers or English Staffordshire Bull Terriers), Presa Canario (Canary Mastiff), Mastiff, Rottweiler, Alaskan Malamute and wolf-hybrids.

Animals that assist persons with disabilities (Assistance Animals) are not considered pets for purposes of restrictions under the Pet Addendum. The Landlord and/or its property manager can

provide forms for Residents to request reasonable accommodation/modification for an Assistance Animal. Residents should contact the Community Management Office regarding Assistance Animals.

Residents must follow all posted rules when using community dog parks and ensure their dog is always supervised and under their control.

Resident guests are not allowed to bring pets on the Premises or to community common areas. Residents are not permitted to use the Premises to care for pets belonging to other persons without written consent from the Community Management Office.

Complaints concerning stray or unattended pets should be directed to the Community Management Office. Residents should not leave food out for stray or unattended animals.

## PLAYGROUNDS

Playgrounds are located throughout the housing community and have signs indicating their hours of operation. Community streets and neighbor yards should not be used as child play areas.

Children under the age of six (6) years are not permitted on playgrounds without adult supervision.

Pets are not permitted in playground areas at any time.

Playground equipment (swings, slides, etc.) are fixed in place and cannot be removed, relocated, changed or altered. No personal equipment can be installed in the playgrounds.

## PLUMBING FIXTURES/EQUIPMENT

Kitchen and bathroom plumbing fixtures/equipment are not to be used for any purpose other than that for which they were constructed. Trash, rags, disposable diapers, flushable/non-flushable wet wipes, tampons, sanitary napkins and other obstructive substances should never be flushed down toilets.

Outdoor water spigots may have a backflow/cross-connection prevention device attached to the end of the hose bib that protects the water source. Do not remove this device from the water spigot.

Do not place flammable liquids, metal, string, grease, coffee grounds, nutshells, glass, olive or fruit pits, corncocks, paper, wire, bones, rice, pasta or non-food items in a garbage disposal or sink. Residents are responsible for damage resulting from the improper use of such equipment and liable for the cost incurred to repair such equipment and any related damages.

Used grease should be placed in a container and, once hardened, thrown in the trash. Pouring grease down drains may result in sewer line back-ups that present unsanitary conditions that could overflow into yards. Such back-ups can potentially result in damage to household goods and the inconvenience of water outages while repairs are performed. Your assistance in keeping our sewer lines healthy is appreciated.

Removal or replacement of existing plumbing fixtures and devices with non-comparable components is prohibited. Upon move-out, the final inspection will confirm the presence of aspirators and low-flow showerheads. Residents will be charged for the replacement of missing devices.

## Garden Hose Bibs

During freezing weather (32 degrees Fahrenheit and below), Residents must remove all hoses from the outside hose bibs to prevent damage to the Premises. Residents may be responsible for the cost of water or plumbing damage due to freeze ups caused by the Resident's neglect.

## SAFETY

Safety on the Premises and in the community is the responsibility of each Resident, occupant and guest. Below are a few policies and guidelines to be followed to help assure a safe environment for all.

## Bikes/Skates/Skateboards

Bike helmets are required for all cyclists, including children in safety seats, regardless of age. Helmets and other protective gear are required for skaters and skateboarders.

## Child Safety

Residents are responsible for the safety, care and actions of the Resident's own children and children in the Resident's care. Please instruct children not to play in streets, alleys or parking lots.

## Fire Safety

In the event of a fire in your home:

- DO NOT PANIC - KEEP CALM
- Do not try to put the fire out by yourself
- Leave the room where the fire has started and close the door
- Instruct all occupants to vacate the home
- Call 911 from outside the home
- Do not go back in the home until the fire has been put out and approval has been provided by the Fire Department

Alternate Plan - if you cannot leave your home:

- If door is hot or smoke is seeping in, cover cracks and vents around door preferably with wet towels or other natural (non-synthetic) items
- Go to a room with an outside window; close all doors between you and smoke or fire.
- Open window for air and hang a sheet or blanket out to signal for help
- If possible, call 911

### Fire Prevention/Preparation

Following are suggested tips to help prevent and be prepared for fires:

- Locate all possible exits from a room and/or floor and discuss escape routes with family members. Select a meeting place for all family members once they are clear of the home. Hold a fire drill for your home to practice the family escape plan.
- The telephone number of the fire department and all emergency services should be readily available by your phone. In the event of an emergency, call 911.
- If you are aware of a Resident who is an invalid or is confined to a bed, please contact emergency services if you suspect there is a fire.
- Do not smoke carelessly.
- Never leave food cooking on the stove unattended
- Do not overload electrical outlets. If an appliance or TV starts smoking, pull out the plug and call the Fire Department.
- When you leave your home for any length of time, make sure the stove, TV and any other electrical appliance is turned off
- Do not try to remove a burning pan of grease or food from the stove. First, turn off the burner beneath the pan. Then smother the fire by using a lid or baking soda. Wait for the pan to cool before removing. Keep a large box of baking soda open and near your stove.
- Cover unused outlets with outlet covers so that children cannot place items into them.
- Do not leave electrical cords where children can reach them or use extension cords as a permanent connection. Electrical and extension cords should not be run under carpets, tacked to the wall or run between doorways or through door holes in the walls.
- Dryer lint traps should be cleaned before each use
- Attend fire prevention training when offered

Please contact the local Fire Department with any further questions about fire prevention.

### Fireplaces

The Resident is responsible for the safe operation of interior wood burning or gas fireplaces (if applicable). The Resident will be instructed on the safe and proper use of the fireplace at move-in. The Resident should contact Maintenance with any questions about operating the fireplace.

Residents are responsible for the safe operation of Resident-owned exterior fire pits, patio heaters, fire 'fountains' and similar devices.

### Garage Doors

Garage door springs, cables, brackets and other hardware attached to the springs are under very high tension and if handled improperly, can cause serious injury. Residents should report malfunctions to Maintenance so the necessary repairs/adjustments can be made. A few simple precautions can protect family and friends from potential harm:

- Do not stand or walk under a moving door
- Do not let children play with or use garage door controls
- Teach children about garage door and opener safety; explain the danger of being trapped under the door
- When using the garage opener, keep the door in sight until it completely stops moving
- Teach children to keep their hands and fingers clear of section joints, hinges, tracks, springs and other door parts

In the event of a power outage you will not be able to open or close the door using the pushbutton or wireless transmitter (if equipped). Instead, you will have to pull the Emergency Release Latch to allow the door to be manually lifted or lowered. It is recommended that the latch be pulled when the door is closed. Use caution when using this release with the door open. Weak or broken springs may cause the door to fall rapidly causing severe injury or death.

If the wireless transmitter (if equipped) needs service, please drop it off at the Maintenance Office.

### Personal Safety Reminders

- Take responsibility for personal safety. Know your local emergency phone numbers. Dial 911 in the event of an emergency.
- Verify the identity of anyone at your front door requesting entry. If the person claims to be an employee of the Community Management Office or Maintenance and does not have proper identification or you do not recognize them, call the Community Management Office for verification.
- Always use the main Community entrance when entering late at night
- Be observant and aware of your surroundings and the people in the area
- Do NOT display house keys in public or leave them in the mail area or places where they can easily be stolen
- Do NOT affix identifying tags with your address on your key chain
- Keep a complete list of the serial and identification numbers of all appliances, computers, television, stereo, electronics, etc. This will greatly aid in recovering stolen goods.



- Do NOT confront suspicious persons loitering around the property. Report them immediately to the proper authorities and the Community Management Office.
- Vehicles should be locked with items stored out of sight
- Doors and windows should be locked. Contact the Community Management Office immediately if any locks are inoperable.

#### Welding

Welding activity is prohibited in the home and Community.

#### Window Safety

Children should be prevented from windows where they may push or lean on screens and potentially suffer serious injury or death from a fall if the screen is dislodged. To avoid such hazards, beds, tables, chairs and other furniture should not be placed close to windows. Safety stickers are placed in second story windows and above. Residents should NOT remove these stickers. If these stickers become damaged, Residents should submit a work order for service.

Never leave young children unsupervised in rooms with open or unlocked windows.

#### SATELLITE SYSTEMS (TV)

Satellite systems are permitted. Satellite dishes, not larger than one (1) meter in width, may be approved for installation. In order to ensure installation does not damage homes or detract from the appearance of the Premises or the community, prior approval of the system and installation must be given by the Community Management Office and a Satellite Dish Addendum to the Resident Responsibility Agreement/Lease must be executed.

Satellite dishes can be mounted on a separate pole located in the back or side yard of the Premises. Dishes cannot be mounted directly on the Premises, including the roof, clothesline pole, false chimney, vent pipe or any part of the gutter. The satellite dish and its supports must be constructed of rust-proof materials and placed away from any electrical power lines.

Satellite dishes must be removed prior to move-out and any damage resulting from the installation repaired. Residents are liable for any damage or injury caused by satellite dishes. Any audio and/or visual interference caused by the system must be corrected.

Satellite systems may not connect into the Premises' cable television system.

Exterior television antennas are prohibited.

#### SIDEWALKS, DRIVEWAYS, PARKING, YARDS, PORCHES, PATIOS & BALCONIES

Please observe the following to help preserve a clean and orderly appearance throughout the community:

- Store bikes, toys, outdoor furniture and lawn equipment in the back yard when not in use
- Tasteful outdoor furniture that is used regularly and properly maintained can remain on patio, porch or yard areas when not in use
- The use of indoor furniture (couches, chairs, etc. not intended or designed for outdoor use) in an outdoor area is prohibited
- Keep back yards well-maintained and neat in appearance
- Keep balconies well-maintained and neat in appearance
- Residents, occupants and guests are expected to conduct themselves in a manner that is considerate of the rights and property of other Residents. Residents must understand that the grounds surrounding the home are, in essence, considered to be their private yard and are, therefore, entitled to the same privacy as would be afforded in a civilian community. Assignment to the home does not give the Resident and family members the right to use property occupied by or assigned to other Residents. For example, playing uncontrolled sports games or practicing golf in areas that are not designated for such, or trespassing across other yards as a short cut, is not in the best interest of all Residents and is prohibited.
- Construction or installation of platforms or other structures in trees, including attaching swings to tree limbs and driving nails into tree trunks, is prohibited
- Disposal of cigarette butts on roads, parking lots, sidewalks or any other public or landscaped areas is prohibited
- Don't store bikes or toys in driveway areas or leave them unattended in public areas or on sidewalks where they could become a hazard or nuisance
- Skateboard ramps are prohibited
- Porches, patios, balconies and carports cannot be used as storage areas
- Swing sets and similar children's outdoor recreational equipment is permitted in back yards with authorization from the Community Management Office prior to installation. The Resident must submit a Request for Alterations form to the Community Management Office. Equipment must be whole and without defect so that it does not present a health and safety risk. The Resident is responsible for the safety, supervision, and upkeep of equipment. The Resident is also responsible for restoring damaged areas of turf/landscape caused by use of said equipment. The Resident assumes all liability for injuries sustained from their personal equipment.



- Residents are not permitted to attach any personally owned equipment, athletic devices or basketball backstops to any portion of the home or trees. Freestanding units are permitted, however they cannot be located in a position that encourages children to play in the street and should be stored in a fenced back yard or garage (where applicable).
- Clotheslines of any kind are not permitted

Failure to comply with these provisions may result in termination of the Resident Responsibility Agreement/Lease.

## SIGNS

Signs of any kind on the exterior of the Premises, including yards, or anywhere around the community, are prohibited. Signs in windows are also prohibited.

## SMOKE & CARBON MONOXIDE DETECTORS

Smoke and carbon monoxide detectors are provided in accordance with local safety ordinances and should NOT be deactivated or removed. Disconnecting and/or disabling smoke detectors is a violation of local and State ordinances and will be cause for eviction.

Questions about the operation or performance of smoke or carbon monoxide detectors should be directed to Maintenance. Residents are responsible for checking and maintaining all smoke and carbon monoxide detectors and must immediately notify Maintenance of any problem, malfunction or damage to the detectors. Any activation of these devices, other than a malfunction, shall be reported immediately by calling 911.

Battery replacement is the Resident's responsibility. Residents should check detectors monthly.

## SNOW & ICE REMOVAL

Depending on the location, snow/ice removal from roadways, sidewalks and/or driveways may be provided. In some locations, Residents may be responsible for snow removal from the Premises' sidewalks and driveways. More information on Installation services and requirements in this area can be found on the Resident Portal or through the Community Management Office.

## SPEED LIMIT

Residents are required to abide by all traffic regulations set forth on the Installation, including speed limits. The speed limit in family housing is 15 MPH.

If children are in or around the street, or poor weather conditions exist, the posted speed limit may not be safe and speed should be reduced accordingly. There are many children in family housing; please DO NOT SPEED.

## STORAGE BUILDINGS

Storage sheds are permitted at select locations. If permitted in the community, Residents who want to install a storage shed must obtain the Landlord-approved specifications and requirements from the Community Management Office and submit a Request for Alterations form with an accompanying sketch or proposal from the vendor providing the shed. Failure to comply with the specifications and requirements provided will result in disapproval and subsequent removal of the shed at the Resident's expense. Residents are required to remove the storage shed and return the area to its original condition with grass seed at the Resident's expense. Questions related to storage sheds should be directed to the Community Management Office.

## TRAMPOLINES

Trampoline use is allowed as outlined below:

- Residents must register trampolines with Community Management prior to installation
- Resident must sign a Trampoline Addendum and provide the Community Management Office with evidence of liability insurance with a minimum coverage of \$100,000.00. Permission will NOT be granted without proof of insurance.
- Trampolines must be kept in a fenced back yard (chain link or rock wall only)
- Trampolines must always be anchored to the ground
- The Resident must install the following safety equipment:
  - Padding for springs and side railings
  - Trampoline net enclosure
- Children 10 years of age or younger must have adult (18 or older) supervision when using a trampoline
- The Resident must repair damage to the yard caused by a trampoline prior to move-out
- The Resident agrees that the Landlord and Community Management will not be held responsible for any injuries to person(s) involved in trampoline activities

## TRASH DISPOSAL & RECYCLING

### Household Trash

Curbside trash collection is provided as a contracted service and trash bins are provided for each Premises. The pick-up schedule is available on the Resident Portal. Trash should be placed in the provided container and put out no earlier than 7:00 pm the evening before the scheduled pick-up day. Trash bins must be on the curb by 7:00 am on the pick-up day and empty trash bins must be removed from the curb no later than 7:00 pm.

Empty bins should be returned to assigned storage areas. If no designated storage area is provided, trash bins should be stored in an area protected from wind and where they will not

become an eyesore. Residents are responsible for cleaning trash bins periodically to prevent unsanitary conditions that attract insects, rodents and other animals. Residents are responsible for the cost to replace lost bins or repair bins damaged due to neglect.

To ensure pick-up, trash bins should be placed at least three (3) feet from vehicles or obstacles. Trash may not be collected if bins are overstuffed.

#### Bulk Trash

Routine bulk trash collection at the curb is provided on a periodic basis. Bulk trash includes items like most small appliances, furniture, larger items and other miscellaneous debris. The bulk pick-up schedule and applicable rules are available on the Resident Portal.

The following items WILL NOT be picked up in bulk trash: refrigerators, batteries, paint/paint cans, oils, household cleaners, chemicals, tires and similar items stipulated in Environmental Protection Agency regulations. It is the Resident's responsibility to dispose of these items properly. Please refer to the section below for Household Hazardous Waste Disposal.

#### Household Hazardous Waste Disposal

Many common household products, such as cleaning products, are considered hazardous household materials. Residents are encouraged to read and follow label safety directions, purchase modest amounts of these products that can be used up easily and, where needed, follow manufacturer recommendations for proper storage and/or disposal.

It is critical that hazardous household materials are not disposed of in the trash or recycling pick-up. Contact Maintenance for information on locations to properly store or dispose of household hazardous material. Common hazardous household products include, but are not limited to:

- Cleaning products
- Turpentine, thinner and other spirits
- Gasoline and other petroleum products
- Pesticides, herbicides, fertilizers, soil additives

See list below for some helpful tips to minimize and dispose of household hazardous waste.

**Paint:** Latex or oil-based paint that is still usable may be recycled at the Installation or local (municipal) HazMat Center (where available). Latex paints are more environmentally friendly than oil-based paints. If you are looking for alternatives, nontoxic paints are also available, though they tend to be more expensive than traditional paints.

**Aerosol Cans:** Empty aerosol cans may be disposed of with regular trash. Minimize waste by completely using aerosol-packaged products prior to disposal.

**Motor Oil:** Vehicle maintenance is prohibited in the housing area. However, many Auto Craft shops located on the Installation, as well as off-post maintenance shops, have collection points for motor oil.

**Drugs:** Prescription drugs may only be disposed of at special drug collection events. These events will be announced by both the Installation and the Community Management Office.

**Light Bulbs:** Incandescent, halogen and LED light bulbs can be disposed of with regular trash. CFL light bulbs should be taken to the Maintenance Office where they will be collected and properly disposed of.

**Batteries:** Small flashlight or calculator-type batteries can be taken to the Maintenance Office where they will be collected and properly disposed of.

The U.S. Environmental Protection Agency offers non-hazardous alternatives for many common household products with non-hazardous products. Please follow these guidelines for any household cleaner or pesticide.

Household Cleaner	Alternative
Drain cleaner	Use a plunger or plumber's snake.
Oven cleaner	Clean spills as soon as the oven cools using steel wool and baking soda; for tough stains, add salt (do not use this method in self-cleaning or continuous-cleaning ovens).
Glass cleaner	Mix 1 tablespoon of vinegar or lemon juice in 1 quart of water. Spray on and use newspaper to wipe dry.
Toilet bowl cleaner	Use a toilet brush and baking soda or vinegar (this will clean but not disinfect).
Furniture polish	Mix 1 teaspoon of lemon juice in 1 pint of mineral or vegetable oil and wipe furniture.

Rug deodorizer	Deodorize dry carpets by sprinkling liberally with baking soda. Wait at least 15 minutes and vacuum. Repeat if necessary.
Silver polish	Boil 2 to 3 inches of water in a shallow pan with 1 teaspoon of salt, 1 teaspoon of baking soda and a sheet of aluminum foil. Totally submerge silver and boil for 2 to 3 more minutes. Wipe away tarnish. Repeat if necessary. Do not use this method on antique silver knives as the blade will separate from the handle. Another alternative is to use nonabrasive toothpaste.
Plant sprays	Wipe leaves with mild soap and water; rinse.
Mothballs	Use cedar chips, lavender flowers, rosemary, mint or white peppercorns.
Flea and tick products	Put brewer's yeast in your pet's food; sprinkle fennel, rue, rosemary, or eucalyptus seeds/leaves around animal sleeping areas.

DO NOT mix anything with a commercial cleaning agent.



If you do store a homemade mixture, make sure it is properly labeled and do not store it in a container that could be mistaken for food or beverage.

When preparing alternatives, mix only what is needed for the job at hand and mix them in clean, reusable containers. This avoids waste and the need to store any cleaning mixture.

### Recycling

Recycling is encouraged where provided. Each Premises is provided with a recycling bin. Recyclable materials can be co-mingled (mixed) in this bin. The pick-up schedule is available on the Resident Portal. Recycling bins should be put out no earlier than 7:00 pm the evening before the scheduled pick-up day. Recycling bins must be on the curb by 7:00 am on the day of pick-up and empty bins must be removed from the curb no later than 7:00 pm.

Residents are expected to recycle the following items:

- Newspaper and inserts, magazines (1-inch thick or less)
- Cardboard – break down and place in bin
- Aluminum and steel cans and lids – emptied and rinsed (no motor oil cans)
- PLASTIC #1 – includes bottles and jugs with the number “1” recy  symbol
- PLASTIC #2 -- includes bottles and jugs with the number “2” recy  symbol
- Large recyclables – must be placed at curb on the designated day for bulk recyclable collection (includes washers, dryers, grills, bikes, etc.)

### WADING POOLS

Swimming pools are not permitted. However, small wading pools up to 6 feet in diameter and one foot in depth are permitted in back yards only.

- Adult (18 or older) supervision is required for children using wading pools
- Wading pools must be emptied and stored when not in use. This will help prevent them from becoming a breeding ground for mosquitoes.
- Residents are responsible for supervising persons using the pool and are liable for injuries resulting from the pool, whether or not the Resident is present at the time of injury.

The Landlord and property manager will not be held responsible for any injuries to person(s) involved in pool activities. Wading pools are subject to unannounced inspections by Community Management. A second violation of wading pool regulations will result in immediate revocation of pool authorization.

Failure to properly abide by the policies may further result in immediate eviction notification.

Damage to yards caused by wading pools must be repaired by the Resident prior to move-out.

### WEAPONS

Residents and family members residing in the Premises may possess and store privately-owned weapons, including firearms, crossbows and BB and pellet guns.

Privately-owned permitted weapons must be registered with the Installation prior to move-in or within the Installation's required timeframe after obtaining the weapon. Residents must abide by all Installation and local laws regarding firearms.

Firearms should be kept in an unloaded state and stored out of children's reach/access in a secure location.

Discharging weapons while in the Premises or in the community is expressly prohibited.

Violation of this Weapons policy may be grounds for termination of the Resident Responsibility Agreement/Lease.

#### WILDLIFE & ENDANGERED SPECIES

Many varieties of wildlife inhabit family housing areas. Residents are prohibited from disturbing, capturing or harming wildlife. Do not feed feral animals or wildlife, including putting food scraps outside or in wooded areas. Trash bins should be properly stored with lids securely closed so as not to attract wildlife.

Residents concerned about an animal around the home or in the community should contact the Community Management Office.

There may be an endangered species that resides in family housing areas. For a list of endangered species and/or plants present at the Installation, contact the Community Management Office.

Where there are endangered turtles, Residents should avoid turning on lights in the areas where they nest to prevent harming the turtle's eggs and hatchlings.

#### WINDOW COVERINGS

The Landlord provides appropriate window coverings for all or most windows in the Premises. Residents should submit a work order if window coverings are broken, missing or otherwise in need of repair or replacement. Residents may be charged for damages other than sun damage.

Only proper window decorations and coverings may be used to cover windows.

If Residents wish to cover windows with decorations and/or coverings other than those supplied by the Landlord, a Request for Alterations form must be submitted to the Community Management Office for approval prior to installation. Window coverings must always be visible. Flags, sheets, tin foil and other non-standard coverings are prohibited as a replacement for Landlord-supplied window coverings.

#### YARD, LAWN, GARAGE & CARPORT SALES

Individual Resident yard or garage sales are prohibited. Community Management will hold regularly-scheduled Community yard or garage sales which all interested Residents can participate in.

**Attachment 7– 2021 Earth Day Celebration Information**





## DoorDash offers delivery from Carson restaurants

By Army & Air Force Exchange Service

The Army & Air Force Exchange Service and DoorDash, the nation's leading on-demand local logistics platform, are serving up convenience and tastes of home to Soldiers and their Families. When the new service began April 21, Fort Carson became the second Army post in the U.S. to have on-demand meal delivery.

"We are excited to have this convenience for Fort Carson diners," said Col. Nate Springer, commander, U.S. Army Garrison Fort Carson. "Whether you're looking for a quick bite or dinner for the whole family, mealtime planning just got much easier."

DoorDash will offer delivery from Fort Carson Exchange restaurants including:

- Charleys
- Qdoba
- Burger King
- Subway
- Boston Market
- Arby's

"The Exchange is all in to strengthen quality of life support at Fort Carson," said Chris Holifield, general manager, Fort Carson Exchange. "We are looking forward to making food delivery a success as evaluation of opportunities to expand food delivery service to other installations continues."

Diners can place an order on <https://www.doordash.com> or via the DoorDash app for iOS or Android.

## Arbor Day



Jeff McLemore, right, environmental division forester, Directorate of Public Works, assists Patriot Elementary School students with planting a Canada red cherry tree at the school during an Arbor Day celebration April 22. Col. Nate Springer, commander, U.S. Army Garrison Fort Carson, began the event by reading the annual Arbor Day proclamation to students and staff attending in person and virtually. A representative from the Colorado State Forest Service Woodland Park Field Office was on hand to recognize Fort Carson for its 34th year designation as a National Arbor Day Tree City U.S.A.

Photo by Roger Peyton

## Child

From Page 2

advocacy, collaboration, awareness, equality and opportunity.

Zeke, now a freshman in high school, has successfully transitioned through five public schools, two private schools and even three-semester as a homeschooled student. He has friends all over the globe, is rarely sick, reads like a champ and is on a promising pathway to live an independent life. He continues to

make forward progress in academic learning and social relationships.

He's experienced rejection, been denied access to services, fallen behind in meaningful academic progress and year after year has unmet individualized education program goals.

Yes, all of this is true.

When moving to a new duty station and making housing and school decisions, my husband and I consider community culture and attitudes toward disability, as well as support for professional learning. We have seen seasons of outstanding progress

thanks to passionate professionals who implemented creative, out-of-the-box methods when fancy resources were limited. We also regularly struggle to gain and sustain appropriate medical care and equipment to meet Zeke's unique health needs; also indicative of the transitory military lifestyle.

But when I consider celebrating Zeke during Month of the Military Child, the festivities are incomplete without expressing gratitude for the amazing community of professionals who, at every stop on the journey, have labored long hours in the

trenches of love to help us cultivate Zeke's superpowers of resiliency. Yes, there are many challenges to raising an exceptional military kid, and this is why we continue to advocate and raise awareness, but also many wonderful partners along the way. They are the creative. They are passionate. They are determined.

We are so grateful for you.

Kaci McCarley is the spouse of Capt. Chris McCarley, chaplain, 4th Engineer Battalion. This story was originally published by the Military Child Education Coalition®.



# Shredding event focus of Earth Day



Photos by Spc. Scyrus Corregidor

Soldiers and Fort Carson community members unload paper outside building 3710 during the Fort Carson Earth Day Paper Shredding event April 22. Hosted by the Directorate of Public Works (DPW), the event was part of the Mountain Post's effort to recognize Earth Day. Soldiers and community members dropped off unclassified paper and documents to be shredded and recycled. By mid-day, more than 50 community members had dropped off paper for shredding and recycling. Rob Cavanaugh, pollution prevention coordinator, DPW, estimated the event would draw more than 100 participants. Cavanaugh said everything Fort Carson recycles not only minimizes the amount of paper deposited in local landfills, but generates revenue back to the post through the quality recycle program.



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# National Air Quality Awareness week is May 3-7

■ By U.S. Environmental Protection Agency

The U.S. Environmental Protection Agency (EPA), in partnership with the National Weather Service, Centers for Disease Control and Prevention, U.S. Forest Service and U.S. Department of State announced that Air Quality Awareness Week 2021 will be celebrated May 3-7. The 2021 theme is “Healthy Air-Important for Everyone.” The goal is to promote events that increase air quality awareness and encourage people to check the air quality index daily.

The EPA will focus on the

following daily topics this year, featuring one each day beginning May 3 about the Air Quality Awareness Week website, <https://www.airnow.gov/aqaw>:

- Monday: Wildfires and smoke
- Tuesday: Asthma and your health
- Wednesday: Citizen science and sensors
- Thursday: Environmental justice communities and air quality
- Friday: Air quality around the world

For information about air quality and health, visit <https://www.airnow.gov/aqi-and-health>.



Photo courtesy Colorado Springs Utilities

## Financial

From Page 16

Soldiers and Families can get the best resources and education in those times they may need them most.”

As pandemic restrictions have eased somewhat recently, ACS staff started offering limited in-person financial readiness classes, as well.

“I just taught a class at Prussman Chapel for a unit, and I’ll augment the family life center’s program taught by the chaplains soon,” Brown said.

Bone prefers to meet people in person because she can demonstrate with different techniques, she said, but the virtual classes are here to stay. At least for the time being.

“During the height of the pandemic, I was teaching virtually

only,” she said. “It simply works better for some people — for a spouse with small children, for example, who would have to load the Family into the car and make a trip down to our offices, or for a deployed Soldier. It’s nice to have that virtual option.”

While April is Financial Literacy Awareness Month, Brown said it provides a good time for ACS

staff to reach people and relay the importance of being proactive about their finances.

“We’re also here for unit leaders who want to be reactive to Soldiers who get into trouble with their finances,” he said.

To find out more about financial Foundational Readiness Classes or to register for classes visit <http://www.carson.army.mil/acs> or call Fort Carson ACS at 719-524-4601.





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**Attachment 8 – 2021 Make A Difference Day Information**

# 250 clean community for better place to live

Public Affairs Office Oct 30, 2021 0



**F**ORT CARSON, Colo. – A Family volunteers to clean up Iron Horse Park Oct. 23, 2021, during the Make A Difference Day event. (Photo by Walt Johnson)

By Walt Johnson

Mountaineer staff

**FORT CARSON, Colo.** – Make A Difference Day (MADD) is a national event focused on community service with a common goal of making a difference in the lives of people and places.

According to Kristen Kea, division chief, Army Community Service, and over 250 members of the Fort Carson community, it could not have been a better day to take



**FORT CARSON, Colo.** – A volunteer applies bicycle lanes to the

- > Strykers upgraded with modernized weapons system
- > (no title)
- > Apache pilots receive safety award
- > Women's History Month: Service helps propel 19th Amendment
- > Need to borrow a tank? Mountain Post trains IBCT Soldiers in virtual world

part in the annual MADD event Oct. 23, 2021.

*playground area at Patriot Elementary School Oct. 23, 2021, during Make A Difference Day. (Photo by Walt Johnson)*

This was the 25th year the post community came together to make Fort Carson a better place to live. Kea appreciated the volunteers cleaning up Iron Horse Park and other areas on post were also being cleared of leaves and debris.

"Make A Difference Day is a chance for people to come out to give back to our community and do a little cleanup here on Fort Carson," Kea said. "It is also an introduction to volunteering for Families, which has been a tradition here. We are passing on the legacy of volunteering with events such as this. That is what makes this day a lot of fun and is a great chance for people to come out and volunteer and make our community better."



**FORT CARSON, Colo.** – Volunteers pick up leaves and garbage at Iron Horse Park during Make A Difference Day event Oct. 23, 2021. (Photo by Walt Johnson)

Kea said 140 people signed up for the event and as many people walked up to volunteer their time and efforts. She said it was a good sign that people woke up Oct. 23, 2021, and decided they wanted to give back to the community.

Christian Martinez, who only recently had a permanent change of station (PCS) move to Fort Carson, said he felt it was the one thing he wanted to do Oct. 23,

2021, if he didn't do anything else.

"I'm actually a new member of this community," Martinez said. "I just PCS'd here a couple of weeks ago, and I wanted to make a

difference. Fort Carson will be my new home for at least another couple of years, and I definitely want to make a positive impact while I'm here. I also did this when I was stationed at Fort Hood, Texas. So, when I got here, I reached out to the places I've needed to and got the information I needed on volunteer work. I want to do everything that I can to help people out and make a difference in the community and people where it is needed here."

Romero Lopez and Guadalupe Salazar were among the volunteers cleaning and sprucing up Patriot Elementary School. Lopez said the day



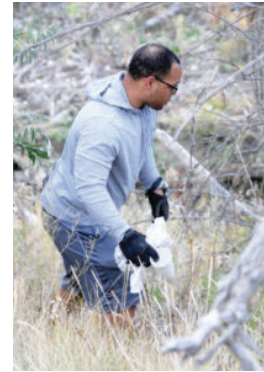
**FORT CARSON, Colo.** – A Soldier volunteers to collect garbage from the drainage ditch that runs parallel with Berkeley Avenue adjacent to the Forrest Resiliency Center during Oct. 23, 2021, Make A Difference Day event. (Photo by Walt Johnson)

is a continuation of the volunteer work he performed growing up in Texas. Salazar said she has a soft spot for children and working at the school was something she looked forward to.

"I haven't had a chance to do anything here in this way, and I felt this would be a good thing to get involved with," Salazar said. "I was especially excited when I saw that we could do things for the schools on posts like cleaning up and painting, which really motivated me to want to do something today. Before I joined the Army, I worked with kids a lot, and I saw how much they enjoyed being able to paint that makes things better. So, I figured anything I could do to help the kids feel better about their school was a good thing."

Patriot Elementary also received new painted bicycle parking lanes. The drainage ditch adjacent to Forrest Resiliency Center was

cleaned of debris among the projects performed by Fort Carson volunteers who truly made a difference Oct. 23, 2021.



**FORT CARSON, Colo.** – A volunteer collects garbage from the drainage ditch that runs parallel with Berkeley Avenue adjacent to the Forrest Resiliency Center during Oct. 23, 2021, Make A Difference Day event. (Photo by Walt Johnson)



**FORT CARSON, Colo.** – Romero Lopez, left, and Guadalupe Salazar clean up garbage and leaves at Patriot Elementary School during Oct. 23, 2021, Make A Difference Day event. (Photo by Walt Johnson)



*FORT CARSON, Colo. – Volunteers rake leaves at Iron Horse Park during Oct. 23, 2021, Make A Difference Day event to clean up various areas on post. The annual event focuses on beautifying the Fort Carson community. (Photo by Walt Johnson)*



*FORT CARSON, Colo. – Soldiers and Family members bag up leaves, working together to clean up Iron Horse Park Oct. 23, 2021, at the Make A Difference Day event.*



*FORT CARSON, Colo. – A child helps rake leaves during the Make A Difference Day event Oct. 23, 2021, at Iron Horse Park.*



*FORT CARSON, Colo. – Fort Carson Family members clean up the area at the dog park by Iron Horse Park Oct. 23, 2021, during Make A Difference Day.*



*FORT CARSON, Colo. – A Soldier paints bike parking lanes at Patriot Elementary School Oct. 23, 2021, during Make A Difference Day.*



*FORT CARSON, Colo. – Two Soldiers collect garbage from the drainage ditch area adjacent to the Forrest Resiliency Center during Oct. 23, 2021, Make A Difference Day event.*

PREVIOUS POST

Carson celebrates America  
Recycles Day

NEXT POST

Ignite future during American  
Education Week

LEAVE A REPLY

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## **Attachment 9 – 2021 Fall Stormwater Clean-Up Event Information**



## Keeping it clean



Photos by Susan C. Galentine

Directorate of Public Works (DPW) staff remove vegetation and debris to clear a stormwater basin Sept. 30 near 1st Stryker Brigade Combat Team, 4th Infantry Division, building 9062. A crew of 10 employees volunteered to clean up three locations to improve stormwater quality within the footprints of 1st SBCT and 2nd Stryker Brigade Combat Team, 4th Inf. Div. The crew removed eight bags of garbage and six pickup truck loads of vegetation.



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## **Attachment 10 – Fort Carson Spill Response Procedures**



# SPILL RESPONSE PROCEDURE



## Environmental Do's

Containers **MUST** be closed and labeled with their contents.

Spills **MUST** be cleaned and reported according to these Spill Response Procedures.

All containers 55 Gallons and above **MUST** be on secondary containment.

Flammable materials **MUST** be stored in flammable storage lockers.

## Environmental Do Not's

Don't wash tactical vehicles unless in an authorized wash area.

Don't pour/rinse products into drains.

Don't mix products or wastes.

## Environmental Phone Numbers

Environmental Compliance Assessment Team (ECAT)  
524-3534 or 526-0979/0755/8000/9176

AST Manager:	526-9411
Hazardous Waste Storage Facility:	526-8003
Pollution Prevention:	526-4340
Recycle Program:	526-5898
Stormwater Manager:	526-1697
Wastewater Manager:	526-1730
Service Orders:	526-5345

Fort Carson DPW Environmental  
Battle Book  
<http://www.carson.army.mil/DPW/>



**YOUR EPO/EPNCO IS:**

---

---

---

Is spilled material greater than 5 gallons?



NO

YES



Has spilled material entered a drain or storm ditch?



NO

YES



Is the spilled material a fire hazard?



NO

YES



Is the spilled material a health and safety hazard?



NO

YES



Is an SDS for the spilled material onsite?



YES

NO



Are the cleanup materials and equipment specified in the SDS readily available?



YES

NO



Clean up spilled material with onsite spill response equipment AND notify the ECAT or HWSF.

## Call 911 – ask for the Fort Carson Fire Department

- Without endangering personal health and safety, prevent further spillage and use onsite spill response materials to minimize the spill.
- CALL THE DPW ENVIRONMENTAL SPILL LINE: 526-0973.
- Complete FC Form 1200-E (Spill Report) and submit to ECAT or DPW Environmental personnel.



## **Attachment 11 - Illicit Discharge Tracker**

**2021 Spill Line Log**

	Date	Time	Illicit Discharge that is Reportable to the EPA	Location (Building, Address)	Person Calling Spill Line	Caller Phone/Email	Person Answering Spill Line	Call Description	Spill Report #
1	19-Jan-21	1537	Not Reportable: SSO	1140	Pat Laydon (T&H)		Jeff Farmer (Direct Call)	wastewater overflow from lateral backup. Estimated quantity 10-20 gal. Remediated	
2	20-Jan-21	1140	Not Reportable	E CO 2-4 GSAB Airport	Emergency Dispatch	phone	Terry Eberle	Spill located at Pump 3 as a result of the pressure from aircraft resulting in approximately 10 gallons of F-24 to be spilled. Dry sweep was used to clean the hardstand and absorbent pillows and snakes were placed around the drain and spill areas to contain and prevent the material from spreading.	
3	21-Jan-21	1000	Not Reportable	Butts COF Facility (under construction)	Greg Pitre	347-935-8139	Tyler Conquest	Spill of 3 gallons of gasoline onto facility pavement as a result of a broken fuel line of a truck. No materials were discharged into drainage. Contractor hired CG Environmental to clean up the spill.	
4	10-Feb-21	1120	Not Reportable: SSO	BAAF	Pat Laydon (T&H)		Jeff Farmer (Direct Call)	500 gal wastewaer overflow from broken line. Remediated	
5	16-Feb-21	1600	Not Reportable	2-77 FA Tank Trail adjacent to Route 5 and intersection of Route 4	Emergency Dispatch	phone	Donald Sullivan	Spill of less than 5 gallons of antifreeze onto tank trail as a result of two tactical vehicles bumping into one another due to inclement weather. Spill material (Pig pads) were utilized to clean up the material that spilt on the tank trail and drip pans were used to contain the leak from the vehicles. No soil contamination noted.	
6	23-Feb-21	1100	Not Reportable	Fox Troop 6-17, 4CAB Tank Road; Gate 20	2LT Christopher Charles	615-496-8846		Spill of 38.75 gallons of hydraulic fluid as a result of a main hydraulic line and wiring harness not being properly connected following a servicing. No materials were discharged into drainage and dry sweep was applied to spill area from 6-17 motorpool to tank trail and all along tank trail. Drains in 6-17 motorpool were blocked off, inspected, and determined to be clear of all hydraulic fluid. No soil contamination was noted.	

7	17-Mar-21	1200	Not Reportable	4-10 CAV, TA 07 on Tank Trail near Haymes Dam	Emergency Dispatch	phone	Donald Sullivan	Spill of approximately 30 gallons of fuel as a result of a leak from Bradley vehicle. Leak was stopped and fuel contained. No materials were discharged into drainage systems. The contaminated dirt was removed and sent to the HWSF. Micro Blaze was used from cleanup in conjunction with soil removal.	
8	25-Mar-21	630	Not Reportable	4-4 AB- Butts Airfield Southside Fence Line	CPT Tyler Elliot	334-369-8691	Tyler Wendtland	Drone Aircraft crash resulting in approximately 3 gallons of fuel to be spilled. One gallon was spilt on the ground. No materials were discharged into the drainage systems. Saturated soils were removed and hauled off to HWSF for disposal. Leak was contained in a drum.	
9	5-Apr-21	1500	Not Reportable: SSO	1910	Pat Laydon (T&H)		Jeff Farmer (Direct Cal	10 gal wastewater overflow from bathroom cleanout. Remediated.	
10	7-May-21	1700	SSO	Bldg. 3092	Emergency Dispatch	phone	Terry Eberle	Approximately 70 gallons of sewage overflowed from a manhole due to a blockage in the sewer system and materials entered into a stomdrain. The storm drain was blocked off. Area was bleached and rinsed and a vac truck removed materials from site.	
11	3-Jun-21	1030	Not Reportable	FSC, 3rd BN, 10th SFG(A)- Bldg 7426 Parking Lot	Emergency Dispatch	phone	Terry Eberle	Spill of approximately 20 gallons of hydraulic Oil on to the surrounding parking lot as a result of trying to move MTV tarps with a forklift. Spill was cleaned up and no materials entered into drainage systems.	
12	28-Jul-21	1400	Not Reportable	4th Engineering BN- Motor Pool	Emergency Dispatch	phone	Tyler Conquest	Spill of approximately 3 gallons of Oil into a storm drop inlet in the motor pool. A vac truck removed all the contaminants. Subsequent inlets and outfalls were inspected and verified oil went no further than the inlet that was contaminated.	
13	29-Jul-21	1100	SSO (Report #2021-0360)	Intersection of Specker and Cobra	Pat Laydon (T&H)		Jack Haflett (Direct Call)	800-900 gal wastewater overflow from manhole. Remediated.	2021-0360



**Attachment 12 – Garrison Commander’s Policy Letter #17- March 2021 Update**

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**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT CARSON  
1626 ELLIS STREET, SUITE 200  
FORT CARSON, CO 80913

**GC Policy #17**

IMCR-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enforcement of Construction Site Stormwater Management Program Policy

1. References:

a. U.S. Installation Management Command, U.S. Army Environmental Command memo, IMAW-BDC, Subject: U.S. Army Environmental Command (USAEC) "Sample" Command Policy and Supplemental Guidance Document for Stormwater Compliance at Construction Sites, dated 31 Jan 07.

b. Fort Carson Municipal Separate Storm Sewer System (MS4) Permit (COR042001) as defined in Clean Water Act (40 CFR 122.26).

2. Purpose: Establish a policy for management of stormwater on Fort Carson, specifically at construction sites. The federal stormwater regulations and Fort Carson's MS4 permit require development, implementation and enforcement of a Stormwater Management Program designed to reduce the discharge of pollutants from the installation's stormwater system to the maximum extent practicable to protect water quality. The program must implement six minimum control measures, including construction site stormwater runoff control and post-construction stormwater management in new development and redevelopment. The construction control and management measures include requirements for erosion, sediment controls, best management practices, as well as establishment of vegetative cover and long term site stabilization measures.

3. Applicability:

a. Installation staff, tenants, activities, contracting offices, and contractors must comply with all the requirements outlined in the sections of Fort Carson's Stormwater Management Plan that address elimination of illicit discharges, construction site runoff control and post-construction site runoff control.

b. When coverage under the Environmental Protection Agency's Construction General Permit (CGP) is applicable, compliance with all CGP requirements is mandatory. Failure to comply with these requirements will result in appropriate disciplinary actions being taken against violator(s) as appropriate.

IMCR-ZA

SUBJECT: Enforcement of Construction Site Stormwater Management Program Policy

c. Copies of these documents are available on the Fort Carson Stormwater website at <http://www.carson.army.mil/organizations/dpw.html>.

4. Responsibilities:

a. Directorate of Public Works - Environmental Division (DPW-ED) will enforce this policy through contractor oversight and project planning. Projects contracted through the Corps of Engineers, Mission and Installation Contracting Command (MICC) and/or any other entity as the proponent are subject to these regulations and oversight.

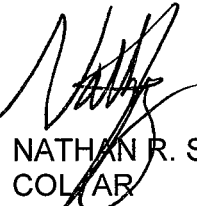
b. Fort Carson Stormwater Program staff has the authority to conduct inspections of site activities as needed, to ensure compliance with the above cited plan and permit.

c. U.S. Army Corps of Engineers and MICC will enforce this policy by incorporating a reference to it in all applicable contract language. MICC and USACE project CORs will ensure contractors comply with the provisions of this policy and the terms of the CGP.

d. Potential sanctions for contractor violations may include, but are not limited to:

- (1) Contract payment withholding, liquidated damages, setoff, or equitable adjustment.
- (2) Indemnification of Government costs due to administrative enforcement and litigation.
- (3) Contract termination.
- (4) Consideration of past performance evaluations in award of future contracts.
- (5) Suspension or debarment from bidding or working on future contracts.
- (6) Stop-work orders may be issued for the entire project until violations have been rectified to the satisfaction of the Fort Carson's Garrison Command.

5. The proponent for this policy is the DPW-ED Stormwater Program at 719-526-1697 or via email at [usarmy.carson.imcom-central.list.dpw-ed-storm-water@mail.mil](mailto:usarmy.carson.imcom-central.list.dpw-ed-storm-water@mail.mil).



NATHAN R. SPRINGER  
COLTAR  
Garrison Commander

DISTRIBUTION: A

## **Attachment 13 - 2021 Construction Activities**

## 2021 Construction Activities

Issuer	Entity Name	Program ID	Program	Coverage Type	Program Area	Action Type	Action Status	Coverage Status	Certified Date	Effective Date
EPA	19-104-TEMF	COR10F04J	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	8/30/2019	9/13/2019
EPA	Airburst Range 123 Electric	COR10F06H	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	3/9/2021	3/23/2021
EPA	ATTK BN MAINT Hanger/Fort Carson, CO	COR10F02T	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	12/29/2017	1/12/2018
EPA	ATTK BN MAINT Hanger/Fort Carson, CO	COR10F02X	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	1/19/2018	2/2/2018
EPA	Candlewood Suites	COR10F006	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	4/6/2017	4/20/2017
EPA	CNS, Gravel Yard and Security Fencing	COR10F073	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	8/16/2021	8/30/2021
EPA	COARNG CTC	COR10F065	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	11/12/2020	11/26/2020
EPA	Colorado Army National Guard Space Battalion Readiness Center	COR10F046	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	3/25/2019	4/8/2019
EPA	Company Operations Facility Six and Seven Company Site Facilities	COR10F05Y	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	9/18/2020	10/2/2020
EPA	Company Operations Facility Six and Seven Company Site Facilities	COR10F05Z	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	10/16/2020	10/30/2020
EPA	Fort Carson - Ammo Supply Point	COR10F03W	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	1/18/2019	2/1/2019
EPA	Fort Carson- Ammo Supply Point	COR10F043	NPDES	General Permit	Construction Stormwater	Change	Approved	Administratively Continued	2/28/2019	3/14/2019
EPA	Fort Carson- Ammo Supply Point	COR10F03W	NPDES	General Permit	Construction Stormwater	Change	Approved	Administratively Continued	3/23/2021	2/1/2019
EPA	Fort Carson ASOS Expansion- ASOC	COR10F03R	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	11/30/2018	12/14/2018
EPA	Fort Carson- Camp Falcon RV Park	COR10F079	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	9/28/2021	10/12/2021
EPA	Fort Carson Company Operations Facilities	COR10F05V	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	8/26/2020	9/9/2020
EPA	Fort Carson Range 117 Upgrade	COR10F04L	NPDES	General Permit	Construction Stormwater	Reapplication	Approved	Administratively Continued	9/18/2019	10/2/2019
EPA	FY18 Post Wide Parking CNS 71st EOD	COR10F04F	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	6/13/2019	6/27/2019
EPA	Hambone High Voltage Test Range	COR10F03H	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	5/10/2018	5/24/2018
EPA	National Intrepid Center of Excellence Satellite, Infrastructure Support	COR10F06N	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	5/7/2021	5/21/2021
EPA	Rotary Wing Taxiway PN85710	COR10F016	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	5/15/2017	5/29/2017
EPA	SOF Human Performance Training Center	COR10F05K	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	4/9/2020	4/23/2020
EPA	Storm Sewer & Fill, Fort Carson CO	COR10F05M	NPDES	General Permit	Construction Stormwater	New	Approved	Administratively Continued	4/16/2020	4/30/2020
EPA	21-175 New Elevated Maneuver Trail, and BS, CD, HC	COR10F07A	NPDES	LEW	Construction Stormwater	New	Approved	Administratively Continued	10/4/2021	10/4/2021
EPA	Stream Channel MSR1	COR10F05A	NPDES	LEW	Construction Stormwater	Discontinuation	Approved	Discontinued	2/26/2021	1/3/2020
EPA	AIPBC Range	COR10F03N	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	3/23/2021	10/2/2018
EPA	Ammunition Holding Area	COR10F06W	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	9/2/2021	8/8/2021

EPA	B9426/9436/9456/9466 Hardstands	COR10F04K	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	2/16/2022	9/18/2019
EPA	Fort Carson- Repair Alpha Ramp	COR10F05Q	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	11/8/2021	5/27/2020
EPA	Fort Carson RPR Culvert MSR1, R13	COR10F04G	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	2/26/2021	8/14/2019
EPA	FY18 Post Wide Erosion Control Building 7330	COR10F04E	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	2/20/2021	6/21/2019
EPA	National Intrepid Center of Excellence Satellite, Infrastructure Support	COR10F05J	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	5/20/2021	4/20/2020
EPA	Post Wide Water Main Repair	COR10F057	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	2/16/2022	12/24/2019
EPA	RPR, Tepar Hardstand Building 3292	COR10F066	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	11/29/2021	11/30/2020
EPA	Sanitary Sewer, Wilderness Road PN DPW 18-050 (FY10)	COR10F05B	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	2/23/2022	1/27/2020
EPA	SOF Mountaineering Facility	COR10F05P	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	2/23/2022	5/7/2020
EPA	Special Forces Language Training	COR10F005	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	4/19/2021	4/4/2017
EPA	Teller Dam	COR10F04H	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	10/19/2021	8/28/2019
EPA	Teller Dam	COR10F05C	NPDES	General Permit	Construction Stormwater	Termination	Approved	Terminated	12/1/2021	1/27/2020

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**Attachment 14 – Construction General Permit Inspection Form**

**CGP/MS4 Construction Inspection Form**

Name of Site:

Inspection Date/Time:

Inspector Name &amp; Contact Information:

Nature of Project:

DPW:

Industrial:

Residential:

Roadway:

USACE:

Utility Linear:

Construction Stage:

Clearing:

Construction:

Infrastructure:

Rough Grading:

Final Grading:

Temp. Stabilization:

Final Stabilization:

Name of Receiving Waters

B Ditch:

Clover Ditch:

Fountain Creek:

Infantry Creek:

Rock Creek:

Nature of Project Other:

Construction Stage Other:

Receiving Waters Other:

Site Location:

Cross Streets:

Building Number:

GPS Coordinates:

Is the receiving water a tributary to waters of the US?

Yes

No

Within the Fort Carson MS4 footprint?

Yes

No

Name and titles of person meeting the definition of “operator”: (CGP APP. AS):

Facility Contact:

Delegated Authority:

Is the Stormwater Team identified in the SWPPP (CGP part 7.2.2)

☐ Yes☐ No

Is There Permit Coverage?

☐ Yes☐ No

NOI visibly posted at entrance to site? (CGP section 1.5):

☐ Yes☐ No

What is the NOI date:

NOI number:

Co-Permittee NOI date:

Co-Permittee NOI number:

SWPPP Location sign posted at entrance (CGP 1.5):

☐ Yes☐ No

Is there access to the 2017 CGP onsite (electronic or hard copy):

☐ Yes☐ No

Percent Complete:



1. SWPPP Review				
Item	Yes	No	NA	Notes
1.1 Is the SWPPP on site or electronically available ( <b>CGP part 7.3</b> )				
1.2 Has the SWPPP been reviewed and updated PRIOR to filing an NOI by the Fort Carson Stormwater Program and is the SWPPP review form included ( <b>MS4 Permit &amp; CGP part 7.1</b> )				
1.3 Signature Certification Statement included in SWPPP ( <b>CGP part 7.2.10 and APP I subsections I.11. I.11.1.1 and I.11.4</b> )				
1.4 Is information on receiving waters, impaired waters, and TMDLs correctly listed? ( <b>CGP part 3</b> )				
1.5 Is there a site description ( <b>CGP part 7.2.3</b> )				
1.6 Total area of site and total area to be disturbed in acres ( <b>CGP 7.2.3</b> )				
1.7 Are all construction support activities described (materials, equipment staging areas, concrete/asphalt batch plants, stockpiles and borrow areas) ( <b>CGP parts 7.2.3 and 1.2.1c</b> )				
1.8 Is the sequence and timing of construction included ( <b>CGP part 7.2.3</b> )				
1.9 Is there a list of allowable non-stormwater discharges ( <b>CGP part 1.2.2 and 7.2.5</b> )				
1.10 Is the Fort Carson NEPA Record of Environmental Consideration (REC) included in the SWPPP? (Operator evaluation of endangered species/historic properties) ( <b>CGP part 7.2.9</b> )				
1.11 Does SWPPP contain buffer documentation ( <b>CGP part 7.2.6 and Appendix G</b> )				
1.12 Does SWPPP include BMP descriptions and details ( <b>CGP part 7.2.6</b> )				
1.13 Where the BMP is a sediment basin, are design maintenance requirements in the SWPPP ( <b>CGP part 2.2.12</b> )				
1.14 Does SWPPP include a dewatering plan ( <b>MS4 Permit</b> )				
1.15 Does SWPPP include <b>temporary</b> stabilization measures (descriptions and specs) ( <b>CGP parts 2.2.14 and 7.2.6</b> )				
1.16 Does SWPPP include <b>permanent</b> stabilization measures (permanent BMPs & specs) ( <b>CGP parts 2.2 and 7.2.10.3</b> )				
1.17 Are construction site pollutants and pollutant generating activities listed in the SWPPP ( <b>CGP part 7.2.3</b> )				
1.18 Are waste management and spill prevention and response procedures in the SWPPP ( <b>CGP parts 2.3 and 7.2.6</b> )				
1.19 Is there documentation that the stormwater team or other responsible personnel have been trained on their requirements of the CGP prior to earth disturbing activities commencing ( <b>CGP part 6</b> )				
1.20 Is the SWPPP amendment log current ( <b>CGP part 7.4</b> )				
1.21 Is the SWPPP current and complete ( <b>CGP part 7.3</b> )				

## 2. Map Review

Item	Yes	No	NA	Notes
2.1 Is there an up-to-date general site map on site ( <b>CGP part 7.2.4</b> )				
2.2 Are drainage patterns (flow arrows) included on map Stormwater, Topography and existing vegetation ( <b>CGP parts 7.2.4</b> )				
2.3 Does the site map show all required features ( <b>CGP part 7.2.4</b> )				
2.4 Are pollutant generating activities, as described in the SWPPP, on the map ( <b>CGP part 7.2.3</b> )				
2.5 Are the locations of BMPs, as described in the SWPPP, on the map ( <b>CGP part 7.2.6</b> )				
2.6 Does the SWPPP or site map identify stormwater management measures to address stormwater runoff once the construction is complete (culverts/ponds/inlets/etc.) ( <b>MS4 Permit</b> )				

## 3. Inspections Review

Item	Yes	No	NA	Notes
3.1 Is the named inspector (or the inspector's position) a duly authorized representative of the operator ( <b>CGP APP I.11.2</b> )				
3.2 Is the delegation of authority signed by the operator in the SWPPP ( <b>CGP part APP I.11.2.3</b> )				
3.3 Are the inspectors qualifications in the SWPPP ( <b>CGP part 4.1</b> )				
3.4 Are inspections performed according to inspection schedule noted in the SWPPP ( <b>CGP parts 4.2, 4.3, 4.4., and 7.2.2</b> )				
3.5 Date of last inspection				
3.6 Does the inspection report cover all BMPs, pollution prevention practices, and all areas requiring inspection ( <b>CGP part 4.5</b> )				
3.7 If applicable, is weather information included in inspection reports ( <b>CGP part 4.7.1</b> )				
3.8 Were findings from last inspection addressed within 7 days ( <b>CGP part 5.2.3</b> )				

#### 4. Best Management Practices

Straw Wattle/Rock Socks:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Silt Fences:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Straw Bales:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Storm Drain Inlet Protection:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Rip Rap:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Check Dam:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Diversion Structure (berms, swales, etc.):

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Sediment Pond:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Track Pad / Street Cleaning effective:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Dumpsters/Waste Management Practices  
(Lids or Covers Required):

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Concrete Washout:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Hazardous Materials Secondary  
Containment Devices:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Spill Kit / Spill Response Info:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Good Housekeeping Measures / Equipment  
and Maintenance Areas:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Vegetative Buffer:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Portable Toilets:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Seeding (bag tags checked):

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Mulching or Other Stabilization Methods:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

#### 5. Final Stabilization

Are stockpiles or areas observed that are  
unstabilized after 14 days:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Seeding (bag tags checked?):

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Mulching or Other Stabilization Methods:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Landscaped areas:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Post Construction BMPs properly installed:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

Are these structures adequately maintained:

☐ Adequate ☐ Deficient ☐ N/A

Notes:

**6. Site Review**

Site Description:

Discharge of Sediment:

Discharge of Pollutants:

Are BMPs maintained adequately to prevent discharge:

**Notes**

**Attachment 15 – Construction General Permit Notice of Termination Inspection Form**



## Fort Carson Stormwater Program Notice of Termination (NOT) Inspection Form

Date:

Project Name:

Project Location:

Permittee #1 .

NOI #

Dates of CGP Coverage:

Permittee #2:

NOI #

Dates of CGP Coverage:

Target Date for NOT filing:

NOT Inspector & personnel:

### Construction General Permit Conditions for filing NOT:

☐ 1. Final stabilization has been achieved on all exposed portions of the site for which you are responsible.

☐ A. All soil disturbing activities at the site have been completed and either, or a combination of, the two following criteria have been met:

☐ i. If you are vegetatively stabilizing any exposed portion of your site through the use of seed or planted vegetation, you must provide established uniform vegetation (*e.g., evenly distributed without large bare areas*), with the following criteria:

- 70 percent or more of the density of coverage that is provided by vegetation native to local undisturbed areas
- No invasive species
- Vegetative cover must be perennial
- Immediately after seeding or planting the area to be vegetatively stabilized, to the extent necessary to prevent erosion on the seeded or planted area, you have selected, designed, and installed non-vegetative erosion controls that provide cover (*e.g., mulch, rolled erosion control products*) to the area while vegetation is becoming established.

☐ ii. If you are using non-vegetative controls to stabilize exposed portions of your site, you must provide effective non-vegetative cover to stabilize any such exposed portions of your site, including, but not limited to, riprap, gabions, and geotextiles.

**OR**

☐ B. In arid and semi-arid areas or drought-stricken areas only, all soil disturbing activities at the site have been completed and both of the following criteria have been met:

☐ i. The area you have seeded or planted must, within 3 years, provide established vegetation that covers 70 percent or more of the density of vegetation provided by local, undisturbed areas; and in addition to seeding or planting the area to be vegetatively stabilized, to the extent necessary to prevent erosion on the seeded or planted area, you must select, design, and install non-vegetative erosion controls that provide cover for at least 3 years without active maintenance by you.

**AND**

☐ You have removed and properly disposed of all construction materials, waste and waste handling devices, and have removed all equipment and vehicles that were used during construction, unless intended for long-term use following your termination of permit coverage.

☐ You have removed all stormwater controls that were installed and maintained during construction, except those that are intended for long-term use following your termination of permit coverage or those that are biodegradable.

☐ You have removed all potential pollutants and pollutant-generating activities associated with construction, unless needed for long-term use following your termination of permit coverage.

**OR**

☐ 2. Another operator has assumed control according to Section 8.2.2 of the CGP over all areas of the site that have not been finally stabilized.

If so, please provide POC information \_\_\_\_\_

**OR**

☐ 3. Coverage under an individual or alternative general NPDES permit has been obtained.

If so, please provide Permit # and Date \_\_\_\_\_

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**MS4 Program Conditions for filing NOT:**

☐ Received a copy of all post-construction stormwater BMP design drawings/as-builts (in both '.dgn' and hard copy format). Please note that this information will need to be verified by Fort Carson staff prior to filing for an NOT.

☐ Received a copy of all post-construction stormwater BMP O&M specifications, as applicable

☐ Received a copy of design grading and drainage plans (in both '.dgn' and hard copy format)

☐ Received a copy of final, general layout of project site (to include buildings, roads, etc.)

☐ Received a copy of the Maintaining Hydrology on Army Construction Projects form (as applicable).

☐ All post-construction BMPs have been cleaned out and are in optimum operating condition.

☐ Site conditions are stable and acceptable. If not, provide actions needed prior to filing NOT:

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**Once the Fort Carson Stormwater Program has signed this form and returned it to the project proponent(s), the NOT filing process can be initiated. The NOT must be submitted within 30 days of conditions 1, 2 or 3 above being adequately met. Authorization to discharge terminates at midnight of the day the NOT is signed.**

---

**Name**  
Fort Carson Stormwater Program

**Signature**

**Date**



**Attachment 16 – Pollution Prevention Poster**

# Stormwater Pollution Prevention

## What causes stormwater pollution?

Routine activities have the potential to pollute stormwater if not conducted properly. These include:

- Vehicle/equipment fueling and fuel storage
- Improper vehicle/equipment washing
- Vehicle/equipment storage, and parking for those awaiting maintenance, and maintenance
- Spills or leaks from storage of parts, equipment, POL, scrap metals, scrap wood/wood chips/pallets, antifreeze and used antifreeze, used oil, solvents, tires, roll-offs, and recycling bins



Cover Containers



Properly Setup  
Secondary Containment



## Stormwater Pollutants:

- POLs
- Antifreeze
- Metals
- Cleaning products
- Trash
- Paint/stain/finishing products
- Solvent
- Sediment



Keep Work  
Areas Clean

## Your site will be inspected:

Site inspections are a requirement of Fort Carson's Stormwater Permits. Your site will be inspected at least quarterly by ECAT and/or Fort Carson Stormwater Program staff. Inspectors will conduct a walk through looking at areas where industrial materials or activities are/could be in contact with stormwater, outfalls, and downstream areas to assess the potential for stormwater pollution and compliance with the SWPPP.

Penalties for knowingly violating stormwater regulations (e.g. dumping oil down the drain) can include fines and/or imprisonment.

## Minimize Exposure

### DO:

- o Store materials indoors or cover those stored outdoors when not in use
- o Store materials and equipment in a place where spills or leaks would be easily contained
- o Drain fluids from equipment/vehicles when they are expected to be unused for a period of time
- o Wash equipment and vehicles on wash racks or designated wash areas
- o Conduct work indoors when possible
- o Use drip pans under parked vehicles/equipment



Use Wash Racks

## Maintenance

### DO:

- o Conduct maintenance indoors when possible
- o Use drip pans, portable containments, or other effective means of containing leaks spills if outdoor maintenance is necessary
- o Use dry cleaning methods first

### DO NOT:

- o Do not power wash outside dirty surfaces to clean them



Use Drip Pans  
Correctly

## Spills and Leaks

Spills and leaks are a potential source of stormwater pollution. The Spill Prevention Control and Countermeasures Plan (SPCCP) and the spill guidance poster provide guidance for spill pollution prevention.



Look for Spills



## Good Housekeeping

### DO:

- o Keep the work area clean and tidy
- o Keep dumpster and other container lids closed
- o Routinely conduct "Police Calls" (clean up site by picking up and throwing away trash, and sweeping dirt)
- o Look out for erosion
- o Sweep up tracked dirt

### DO NOT:

- o Do not sweep dirt or any other materials into outside drains



Keep Valves Closed

## Fueling

### DO:

- o Keep stormwater cutoff/diverter valves closed
- o Utilize secondary containment for mobile fuel tankers or other portable fueling equipment whenever possible

### DO NOT:

- o Do not discharge collected rainwater from secondary containment without first properly inspecting for sheen and using absorbent pads to collect floating POL



A list of ways to prevent stormwater pollution can be found in the Fort Carson SWPPP. The SWPPP is available at the Stormwater Program Manager's office, or online at: <http://www.carson.army.mil/DPW/environmental/stormwater/index2.html>

Contact the Fort Carson Stormwater Program Manager at [usarmy.carson.imcom-central.list.dpw-ed-storm-water@mail.mil](mailto:usarmy.carson.imcom-central.list.dpw-ed-storm-water@mail.mil) or 719-526-1697 for more information or guidance



Use Dry  
Cleaning Methods

**Attachment 17 – Winter Maintenance Best Management Practices**

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## FORT CARSON STORMWATER PROGRAM

### BEST MANAGEMENT PRACTICES

### WINTER MAINTENANCE



**Overview.** Snow and ice on roads, parking lots, drive-ways, and sidewalks can create hazardous conditions for people and property. Snow and ice removal is best done non-chemically with plows and shovels but, the results are not always adequate to ensure safety. Chemical ice melters (typically chloride salts) and/or sanding is often part of a comprehensive strategy to keep streets and parking lots clear.

**Impacts of Salt and Sand.** Salt and sand have traditionally been perceived as the cheapest and most effective materials for de-icing driving and walking surfaces; however, the use of salt and sand degrade water quality.

Effects from salt:

- Deplete the oxygen supply needed by aquatic animals and plants;
- Leach into the ground and change soil composition, making it hard for plants to survive;
- Contaminate groundwater and surface waters; and,
- Deteriorate paved surfaces, buildings, infrastructures, and the environment.

Affects from sand:

- Bury the aquatic floor life, fill in habitats, and cloud the water;
- Cause premature deterioration of floor surfaces as it is tracked into buildings;
- Lose its effectiveness after becoming embedded in snow and ice;
- Enter catch basins, storm drains, and surface waters if it is not swept up each spring; and,
- Contribute to clogged storm drains, which can cause flooding.

### Best Management Practices

#### Snow & Ice Removal



- Use mechanical means before applying salt/sand, when-ever possible.



### Salt Application



- Follow manufacturer's instructions and use only enough to break the ice/pavement bond.
- Calibrate salt spreaders to ensure proper application.
- Do not apply on vegetation or near waterways.

### Sand Application



- Use only enough to provide traction on slippery areas.
- Sweep up excess sand after snowmelt.
- Sweep streets and curbs to remove excess material after storm events

### Snow & Ice Disposal



- Do not dispose of snow and ice in wetlands, creeks, or other waterways or directly on top of storm drains.
- Do not place snow on top of Low Impact Development (LID) features (like rain gardens)

### Pollution Prevention



- Inspect salt storage structures and make necessary repairs
- Store all deicing materials under cover.

## **Attachment 18 - Base Operations Stormwater Work**



## COMPLETED SERVICE ORDER REPORT

Report Period: 1/1/2021 -- to -- 12/31/2021

2/23/202

Pri	W/O #	Shop	Received Completed	Description	Total Loaded Cost
1					
	118110	5300	10/14/2021	BLDG 2757 - MP - FRONT OF DOOR 4 - TRUCK KEYS DROPPED IN POSSIBLE STORM DRAIN	\$37.50
			10/15/2021	CALLED ALVIN @ 1021 10/14/2021 - RG	
				10/14-10:20- awl-called tech, going to shop to get tools to open manhole and retrieval tools	
				10/14-10:40 AM- arrived at site contacted POC , the soldier self recovered keys himself with a fishing pole. returned tools to shop, continued with monthly inspections	
Total Service Orders for Priority 1: 1					\$37.50
2					
	113616	5300	3/10/2021	BLDG 8030 - 247TH QUARTERMASTER - SOUTH END STORM DRAIN TOOLS DROPPED DOWN DRAIN	\$36.96
			3/10/2021	EMAILED HEATER & KAIT @ 8:21 3/10/2021 - JDW	
				Steph is headed to site / har	
				SFALASCO 03/10/2021 15:03:22 -- Went to 8030. contacted POC and was shown to drain. Retrieved item that fell into storm drain.	
	116438	5300	7/27/2021	RANGE - ENTRY WAY NEEDS DUG OUT. DRAINAGE DITCH NOT DRAINING	\$0.00
			8/2/2021	Request downgrade to Pri 3. Road condition is passable and not deemed unsafe.	
				8/2 Alvin approved down grade / har	
	117160	5300	8/31/2021	BLDG 344 - NORTH SIDE OF BLDG - STORM DRAIN COVER FLIPPED OVER & READY TO FALL IN ALSO BROKE SURROUNDING	\$70.13
				CONCRETE - SAFETY CONCERN	
			9/1/2021	EMAILED HEATHER @ 1506 8/31/2021 - RG	
				called ron will look at tomorrow morning, har	
				09/01-AWL- 08:05 - went to site, looked at problem, found two cast pans that need to be regouted into place, the area has straw waddles in place to prevent sediment incursion, placed cones, reset waddles in place. informed POC that we would work first in as soon as possible	
				* due to time and work load requesting downgrade*	
				EMAILED ALVIN REQUEST FOR DOWN GRADE/HAR	
	117510	5300	9/19/2021	ALVIN APPROVED DOWN GRADE/ HAR	\$0.00
			9/21/2021	BLDG. 2340, ABMP - SOLDIER DROPPED APPLE WATCH DOWN STORM DRAIN RIGHT SIDE OF BLDG BEHIND WHITE VW JETTA	
				09/20- CALLED POC, RAVELED TO SITE, RECEIVED INFORMATION THAT THE AREA IS @ BLDG. 2340 NEAR THE FRONT ENTRANCE TO BARRACKS, OPENED MANHOLE COVER, RETRIEVED ITEM USING DRAIN SPOON, WIPED OFF, REPLACED LID, TURNED ITEM OVER TO CQ PER THE POC'S REQUEST, TRAVELED TO SHOP	
	117898	5300	10/1/2021	FRONT OF BLDG 9072 NEAR FENCE - STORM DRAIN IS CLOGGED	\$583.00
			10/4/2021	EMAIL JOHN AT 2:37. CMS	

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Pri	W/O #	Shop	Received Completed	Description	Total Loaded Cost
2					
				Per Alvin & Ron, tech will evaluate as soon as possible/jh	
				SFALASCO 10/04/2021 14:27:22 -- Removed sediment in motorpool washrack drying bed with loader and vactor truck.	
				Cleaned drying bed and flushed 3 drains.	
Total Service Orders for Priority 2: 5					\$690.09
3					
	111923	5300	12/22/2020	DITCH MAINTENANCE AT ROUTE 1 AND RANGE 104	\$2,574.98
			1/21/2021	12/23/20 Joe Boggs- Tracked machine down to jobsite. checked locates with dig permit. Scratched around for culvert. found inlet on southwest corner. found outlet on northeast corner.	
				12/24/20 Joe Boggs- Searched for culvert along range road couldnt find anything. shaped corner for now. Shot grade. Dug out inlet and shaped dirt for now. Started digging out outlet side to at least let water drain for vactor to clean out pipe.	
				12/30- placed dig permit extention to go further north in ditch to get proper grade for flow	
				1/04/21 Vactor truck started cleaning out pipe. found the smaller inlet pipe is just staved(no seal of any kind) into bigger outlet pipe and roadway is voiding into pipe. Shot initial grade on north ditchline in preperation for new dig permit. Unloaded and parked 64ex	
				1/05/21 Had Adam come down and look at pipe and discuss repair. Measured pipe(120ft) and marked out asphalt to be cut (12ftx40ft). unloaded 421skin and prepped 603mini ex for pick up. packed dirt into sinkhole in roadway as much as possible.	
				1/11/2021 Non CWR RP	
				01/14 Joe Boggs- RT1 an RNG104 Dressed road shoulder. swept up road side. spread remaining road base along turnout for range 104. Started shaping culvert ends to prep for pans and rip rap.	
				01/15 Joe Boggs- RT1 RNG104 sartated digging ditch to grade with ne pipe. pulled back sides to slope. spread and leaveled dirt with skid.	
				01/20/ Joe Boggs- RT1 and RNG 104 Continued digging ditch line to grade sloping shoulders and spreading spoils on site. Used skid to smooth and start to leavel dirt.	
	112111	5220	1/4/2021	MONTHLY CHECK AND CLEAN IRRIGATION DITCHES	\$499.45
			1/22/2021	SPHILLIPS 01/22/2021 07:56:42 -- ditches checked and are good	
	112360	5300	1/14/2021	DITCH MAINTENANCE AT WILDERNESS COMPLEX	\$3,097.60
			2/16/2021	PGOMEZ 01/14/2021 15:20:22 -- start digging ditch line load three dumptruck loads of dirt hall off back tomorrow	
				PGOMEZ 01/15/2021 15:15:44 -- continue digging ditch lines on wilderness	
				1/20/2021 NON CWR RP	
				PGOMEZ 01/19/2021 15:13:05 -- hall off excess dirt six dumptruck loads back tomorrow	
				PGOMEZ 01/20/2021 15:14:56 -- dig ditch line tank trail d back tomorrow	
				PGOMEZ 01/20/2021 15:16:10 -- hall off 5 dumptruck loads of dirt	
				PGOMEZ 01/21/2021 15:16:27 -- hall in 4 loads of dirt put on tank trail d and grade dig out culverts 5a hall off 2 dumptruck	

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Pri	W/O #	Shop	Received Completed	Description	Total Loaded Cost
3					
				loads back tomorrow PGOMEZ 01/22/2021 15:11:06 -- load 4 dumptruck loads of dirt hall off PGOMEZ 02/01/2021 15:12:57 -- moved equipment resubmitted permits 02/09-RECEIVED NEW PERMITS DITCH MAINTENANCE AT SOUTH END OF ROUTE 1 AND RANGE 104 01/21 Joe Boggs- Continued digging ditchline to grade. smoothed and spread spoils on shoulder  01/22 Joe Boggs- continued digging ditchline to grade. spread and smoothed spoils on shoulders.  02/01 Joe Boggs- Continued digging ditchline to grade. spread and smoothed spoils on shoulders. put in to extend dig permit.  02/02 Joe Boggs- Continued diging ditchline to grade. spread and smoothed spoils along shoulder.  02/03 Joe Boggs- Continued diging ditchline to grade. spread and smoothed spoils along shoulders.  02/04 Joe Boggs0 Continued diging ditchline to grade. spread and smoothed spoils along shoulders.  02/05 Joe Boggs- cointinued digging ditchline to grade. spread and smoothed spoils along shoulders.  02/08 Joe Boggs- Instaled inlet and outlet pans. Rip rapped inlet and outlet. used 16 tons (1 truck)of medium riprap.20 TONS SAND  02/09 Joe Boggs- graded out dirt spoils and dressed banks of ditchline.  02/10 Joe Boggs Waiting on dig permit to continue digging. moved loosed dirt spread dirt and dressed area. moved equipment down to consolidate work area.  02/11 Joe Boggs-continued digging ditchline to grade. spread and smoothed spoils along shoulders  02/12 Joe Boggs- continued digging ditchline to grade. spread and smoothed spoils along shoulders. cleaned and dressed up jobsite. will need hydroseded in the spring. fueled and parked equipment for pickup. DITCH MAINTENANCE AT WILDERNESS COMPLEX DUE TO EQUIPMENT SHORTAGES,SNOW REMOVAL EFFORTS AND NUMEROUS PRI 1 WATER BREAKS WE WILL CLOSE THIS SO AND REVISIT IN MAY/ JUNE TIME FRAME MONTHLY CHECK AND CLEAN IRRIGATION DITCHES SPHILLIPS 03/09/2021 13:01:44 -- zach and roger checked ditches and they looked good RANGE CONTROL - NEAR RANGE 143 BLDG J - STORM DRAINAGE NEEDS CLEARED OUT 03/24- traveled to Bldg. J @ RG.143, looked at area, marked area for dig permit, traveled back to shop. 03/25- got maps, did pw, turned in dig permit 04/5- RECEIVED DIG PERMIT 04/06- WE WILL MOVE ON THIS ON 04/13, IN CORDINATION WITH C&D AS THEY HAVE A LEAK NEAR THE TOWER.	\$7,391.67
	112426	5300	1/20/2021 2/12/2021		
	113048	5300	2/16/2021 3/16/2021		\$0.00
	113541	5220	3/5/2021		\$594.08
	113846	5300	3/9/2021 3/23/2021 4/9/2021		\$3,269.75

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Pri	W/O #	Shop	Received Completed	Description	Total Loaded Cost
3					
				04/08- machine delivered to site. Assigned to A. Gandra, start 04/09 AGANDERA 04/09/2021 14:27:44 -- started digging drainage ditch by bldg j at range 143. AGANDERA 04/12/2021 14:40:32 -- had vactor crew pot hole the fiber line before continued digging sediment out of drainage ditch. vactor crew also started jet rodding culverts AGANDERA 04/13/2021 14:46:22 -- continued digging sediment out of drainage ditch and vactor crew continued rodding the plugged culverts 4/15 JET RODDED 3RD CULVERT USED 7000 GAL WATER GOT 65% CLEAR-SFALASCO 4/20 emailed JJ notified work order is going over 30 days/ har AGANDERA 04/21/2021 14:45:33 -- cleaned up area around drainage ditch, had equipment hauled back to 8200.  vactor crew will finish cleaning out culverts under thier monthly work order.  left sediment pond on both ends of culverts for vactor crew 4/22 drove to range 143, set up truck for jet-rodder, culvert called off to haul water-sfalasco  5/12/2021 NON CWR RP MONTHLY CHECK AND CLEAN IRRIGATION DITCHES SPHILLIPS 04/22/2021 14:36:22 -- ditches done have another work order to finish ditch over in rv park DPW - CLEAN & SERVICE RIPLEY DITCH - ASKING TO HAVE THE HEAD GATE LEFT OR SET TO OPEN & CLEAN GRATES AND BEEHIVE  4/26/2021 SPHILLIPS 04/26/2021 07:11:33 -- cleaned and lefted gate. 4/30/2021 MONTHLY CHECK AND CLEAN IRRIGATION DITCHES 5/27/2021 SPHILLIPS 05/27/2021 05:25:33 -- ditches are good ,a couple of them we had to weedat and couple had debris to clear. 5/4/2021 DITCH MAINTNENACE BLDG 6270 AND 6272 5/17/2021 WTHOMASON- 5/5/21- SET UP SIGNS. BEGAN WORKIN INLET SIDE OF DRIVEWAY TO CULVERT. THEN STARTED WORKING DITCHLINE FROM BEHIND CONEX TO END OF DRIVEWAY CULVERT. THEN REMOVED THE CULVERT THAT NEEDED TO BE REMOVED AND CLEANED OUT DITCHLINE AND CONNECTED INTO THE MAIN DITCH. HAULED OFF 5 TRUCK LOADS OF MUCK TO CLEANFILL. 23 TREES CUT AND REMOVED BY GROUNDS. WTHOMASON- 5/6/21- CONTINUED CLEANING OUT DITCHLINE TO DROP INLET. CLEANED NORTHSIDE DITCHLINE THAT CONNECTS TO MAIN DITCH. CLEANED OUT DIRT THAT WAS USED TO FILL DROP INLET ON THE FAR EAST SIDE. HAULED 4 TRUCK LOADS OF MUCK TO CLEANFILL.  5/10/2021 NON CWR RP WTHOMASON- 5/10/21- JOB SITE INCREDIBLY TOO MUDDY TO WORK DUE TO INCLIMATE WEATHER. USED THE DAY TO VACTOR OUT DROP INLET. WTHOMASON- 5/11/21- JOB SITE INCREDIBLY TOO MUDDY TO WORK DUE TO INCLIMATE WEATHER. USED THE DAY TO VACTOR OUT CULVERT ACROSS THE DRIVEWAY, AND THE 2 CULVERTS ON THE SOUTH SIDE DITCHLINE. STARTED WORKING DITCHLINE AND STOCK PILING MUCK MATERIAL FOR REMOVAL ONCE TRUCKS CAN ACCESS CLEANFILL.	\$213.14 \$42.63 \$213.14 \$5,520.77

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Pri	W/O #	Shop	Received Completed	Description		Loaded Cost
3				CLEANFILL IS TOO MUDDY.  WITHOMASON- 5/12/21- FINISHED WORKING DITCHLINE IN FRONT OF BUILDING THAT WRAPS AROUND THE SIDE ALONG WOODFILL RD. HAULED OUT 4 TRUCK LOADS OF MUCK TO CLEANFILL. TOOK DOWN SIGNS. WILL NEED TO BACK DRAG AREA ONCE IT DRIES OUT AND NEED TO SPRAY WITH HYDRAMULCH.		
115361\	5220	6/4/2021		MONTHLY CHECK AND CLEAN IRRIGATION DITCHES	\$85.26	
115558\	5300	6/22/2021		SPHILLIPS 06/22/2021 15:30:56 - ditches good		
		6/16/2021		DITCH MAINTENANCE AT PRUSSMAN AND FORCE STREET	\$1,713.90	
		6/30/2021		WITHOMASON- 6/17/2021- STARTED DIGGING OUT EXIT SIDE OF HARR & PRUSSMAN. MOVED 8 TRUCK LOADS OF SPOILS OUT OF EXIT SIDE. EXPOSED CONCRETE DRAIN PAN AROUND AND UNDER THE 3 LARGE CONCRETE CULVERTS		
				WITHOMASON- 6/22/21- CONTINUED DIGGING CENTER SECTION OF DITCHLINE. HAULED OUT 4 TRUCK LOADS OF SPOILS. HAD GROUNDS COME AND MOW/WEEDECK THE INLET SIDE OF DITCH NEAR WALKING BRIDGE AND HARR RD.		
				WITHOMASON-6/23/21- CONTINUED DIGGING CENTER SECTION OF DITCHLINE, FINISHED DIGGING AND ESTABLISHING GRADE FROM THE 3 CULVERT ENDS TO THE BRIDGE. HAULED OUT 8 TRUCK LOADS OF SPOILS.		
				WITHOMASON- 6/24/21- STARTED WORKING INLET SIDE OF DITCH NEAR WALKING BRIDGE AND HARR RD. DUG OUT SILT AND ESTABLISHED FLOW ALL THE WAY TO WALKING BRIDGE. HAULED OUT 10 TRUCK LOADS OF SPOILS.		
				WITHOMASON- 6/28/21- STARTED WORKING EXIT SIDE OF BRIDGE CULVERT. HAULED OFF 1 TRUCK LOAD OF SPOILS AND HAULED IN 9 TONS OF 12"-24" RIPRAP. INSTALLED THICK BLACK FABRIC AND LAID RIPRAP ON TOP 10 FOOT OFF OF CONCRETE EDGE. USED SKID TO SKIM DRAINAGE TO DAYLIGHT.		
				WITHOMASON- 6/29/21- FINISHED SHAPING INLET SIDE BY PEDESTRIAN BRIDGE WHERE WATER ENTERS ALL 3 CULVERTS. HAD EQUIPMENT PICKED UP. JOB IS COMPLETED.		
115677\	5300	6/23/2021		7/19/2021 NON CWR RP	\$306.06	
		6/24/2021		DITCH MAINTENANCE HARR AND GRAND STAFF		
115691\	5300	6/24/2021		06/24/21 Joe Boggs- Reviewed dig permit and walked jobsite. dug out pan and rough graded ditchline. Switched to ditch bucket and cleaned up debris i could with the mud. loaded out 1 truck, dressed and cleaned up jobsite. C&D brought vector over and cleared storm valves and pipe, flagged traffic while they worked.	\$2,046.69	
		6/30/2021		DITCH MAINTENANCE AT BLDG 2625		
				CDANSBY 06/24/2021 15:24:06 -- Cleaning silt out of ditch outside of fence at 2625 with DPW 067 Takeuchi mini excavator		
				CDANSBY 06/29/2021 05:38:37 -- 6/25/2021 Removing sediment in ditch with DPW 067.		
				Meet M Ps and did vandalism report for elevator damage at 9469.		
				CDANSBY 06/29/2021 15:48:24 -- Cleaning silt out of ditch with withDPW 067 Takeuchi mini excavator . Load mud and silt on Truck from inside motor pool ditch . Stephanie on truck support .		
				Hauled off 3 loads to clean fill .		
				CDANSBY 06/30/2021 15:40:10 -- Removed silt out of ditch with withDPW 067 Takeuchi .		
				2 loads to clean fill yard on Stephanie . Hauled in 4 loads of fill to level low area.		
				Fueled and greased 067 and moved		
				outside of gate of motor pool .		
				7/21/2021 NON CWR RP		

Pri	W/O #	Shop	Received Completed	Description	Loaded Cost
3	115707	5300	6/25/2021 8/10/2021	CLEAN-UP DITCHLINE ALONG B-STREET TO GATE 4 IN RAILYARD 07/02-received dig permit , will start work on 07/06	\$5,687.59
				07/16/21 Joe Boggs- Drove to site. Checked locates against dig permit. Filled out JSA. Talked with Randy who went and talked to Dave Henery. Can not work. RR crew wont issue "RR Permit" based on footwear according to Dave Henery. Called Adam. Was pulled off Job.	
				07/19/21 Joe Boggs- Pretriped equipment moved eq down to crossing. started pulling trash and debris out of culvert end. got phone call to pull off. parked equipment at south end of ditchline.	
				7/19/21- JOB ON HOLD PER R&G MANAGER 7/20 notified JJ over 30 / har	
				7/27/21-agandera- started cleaning out drainage ditch in rail yard, stocked piled dirt for removal later.	
				7/28/21-agandera- continued digging out drainage ditch along b-street in rail yard. stocked piled dirt to remove later. had skid delivered and didnt show up until 245pm.	
				07/28-awl- SUBMITTED DIG PERMIT EXTENTION	
				7/29/21-agandera- continued digging out drainage ditch along b street in rail yard. stocked piled dirt to haul away later. had trouble with dpw 067 shutting down.	
				7/31/2021 NON CWR RP	
				8/2/21-agandera- started hauling the spoils from the back part of ditch to stock pile where the truck drivers can get to it. waiting on dig permit to get extended so we can start digging, AWL-PICKED UP DIG PERMIT EXTENTION	
				8/3/21-agandera-continued hauling spoils out of ditch area so it can be hauled away. loaded trucks and had hauled to cleanfill site.	
				8/4/21-+agandera- continued digging drainage ditch, was wet and muddy so digging and moving spoils was slower than normal. loaded trucks and had hauled to cleanfill.	
				*** notified JJ of over 30 days/ har***	
				8/5/21-agandera- continued digging out drainage ditch, and had 21 loads of dirt hauled to cleanfill.	
				8/9/21- agandera- hauled dirt out to where the truck drivers can get to it to load to haul away. started shaping ditch with skid.	

Pri	W/O #	Shop	Received Completed	Description	Total Loaded Cost
3				8/10/21-AGANDERA-finished shaping ditch and final clean up around ditch line. moved all remaining spoils into one area to finish job	
115882	5300	6/29/2021		BLDG 9649 DITCH MAINTENANCE	\$371.64
		7/7/2021		06/29/21 Joe Boggs- Reviewed dig permit and verified locates with walk around. Unloaded equipment and tracked around building over to work area. Scratched work area to remove grass and weeds. Dug out ditchline down to storm drain inlet. Spread spoils in bowl area around drop inlet to build it back up a bit. Tracked in loose dirt to compact.	
115899	5300	6/30/2021		DITCH MAINTENANCE ON MINNICK NEAR BLDG 3192 AND 3292	\$17,379.20
		8/3/2021		RBALTHAZOR 06/30/2021 15:24:57 -- went and looked at what is needed and had to measure 2 spots that adam needed measured got equipment moved over there.	
				RBALTHAZOR 07/01/2021 15:27:33 -- went and set up signs and over 100 cones for the job. then had to put up no parking signs through out the ditch side	
				RBALTHAZOR 07/06/2021 14:34:37 -- i wasnt able to work the ditch thur or friday it was to wet. today i started digging the ditch we hauled off 8 loads to clean fill	
				RBALTHAZOR 07/07/2021 14:53:38 -- went and dug on the ditch and hauled off 14 loads	
				RBALTHAZOR 07/08/2021 13:51:44 -- went and had to wait for the vac truck to some down and pothole the com lines before i could dig anything. they got here and they potholed the com line in 3 different spots where the line runs down my ditch line	
				RBALTHAZOR 07/13/2021 15:15:20 -- dug on the ditch and hauled off 12 loads to clean fill	
				RBALTHAZOR 07/14/2021 15:18:47 -- had vac truck come over here and jet rod a pipe to see if we could find a drop inlet that the dig permit says there is one half way thru the ditch, then i dug down looking for it but never found anything so i just keep digging the ditch out. we hauled off 6 turck loads today	
				RBALTHAZOR 07/15/2021 15:46:15 -- went and dug the ditch and hauled off 14 loads to clean fill	
				RBALTHAZOR 07/16/2021 15:53:54 -- went and greased equipment then when trucks got there dug on ditch and we hauled off 6 loads to clean fill	
				RBALTHAZOR 07/20/2021 15:44:04 -- went and dug on the ditch and hauled off 8 loads to clean. got to the end on the south side of the drop inlet. started to clean up the edge of the road and place bfrs in place.	
				7/21/2021 NON CWR RP	
				RBALTHAZOR 07/21/2021 15:49:57 -- went and started to dig the north side now and we hauled of 15 loads to clean fill	
				RBALTHAZOR 07/22/2021 15:39:33 -- dug on the ditch and we hauled off 26 loads to clean fill	
				RBALTHAZOR 07/23/2021 15:41:45 -- went and had a load of rip rap hauled in from clean fill to put at the end of the colvert. then dug on ditch and we hauled off 14 loads to clean fill.	
				RBALTHAZOR 07/27/2021 15:25:08 -- went and dug up the rest of the ditch and hauled off 7 loads to clean fill and scott brought me 2 loads of bfrs and 1 load of rip rap. need to put in 2 check dams and put bfrs back in place	
				RBALTHAZOR 07/28/2021 15:51:03 -- went and put in 2 check dams and some rip rap around drop inlet then cleaned up north end of ditch. then i placed 65 bfrs along road	
				RBALTHAZOR 07/29/2021 15:53:26 -- went and dug around the rocks at clean fill to find bfrs but only found 4. then went and set 30 more bfrs on ditch line	
				RBALTHAZOR 07/30/2021 15:56:01 -- hauled 7 bfrs to site and set 8 of them	
				RBALTHAZOR 08/03/2021 15:28:17 -- went and set the rest of the bfrs then hauled off the extra rock that was left. cleaned up the area and curb and gutter then picked up all the cones and signs	
115915	5300	6/30/2021		DITCH MAINTENANCE AT BLDG 3600	\$316.21

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Pri	W/O #	Shop	Received Completed	Description	Total Loaded Cost
3				7/1/2021 REMOVED 1 TRUCK LOAD OF SPOILS OUT OF BOTH DITCHLINES. WATER NOW FLOWS OFF OF PARKING LOT INTO DITCH. COMPLETE..	
115944	5220	7/2/2021		MONTHLY CHECK AND CLEAN IRRIGATION DITCHES	\$341.02
		7/19/2021		SPHILLIPS 07/19/2021 15:27:11 -- weedeated areas that neede it and checked ditches	
116107	5300	7/14/2021		STORM DRAIN INLET AND DISCHARGE PIPE BETWEEN 2070 AND 2071 CLEAN OUT	\$110.83
		7/15/2021		SFALASCO- 7/16/2021- SHOWED UP AND HAD THE FENCE OPENED BY POC, JET RODDED CULVERT FOR 50FT, VACUUMED OUT DROP INLET. COMPLETE.	
116146	5300	7/17/2021		299 - BLDG 9062 - STORM DRAIN CLOGGED NOT DRAINING PROPERLY	\$73.88
		7/20/2021		SFALASCO 07/20/2021 07:41:03 -- Went to job. Opened valve to the oil/water seperator to allow standing water to drain from holding drain. Showed POC how the holding drain works to keep hazardous materials from getting into ditch if there were hazardous spill. He was satified with work performed. Drainage issue has be resolved.	
116421	5300	7/26/2021		BLDG 8000 - SE SIDE OF PARKING LOT - STORM DRAIN NOT DRAINING PROPERLY	\$18.51
		8/23/2021		SFALASCO 08/09/2021 15:52:07 -- contacted and met with poc. drain has sunk and shifted, not allowing water to drain properly. drain will need to be serviced to where its level so water can enter drain. issue reported to lead and supervisor. SFALASCO 08/10/2021 14:37:09 -- arrived on scene, contacted poc grose. remove drain gaurd and flushed out sediment. vacced out remaining dirt and debris and trash. replaced drain gaurd. drain naturally drains water into soil underneath electric box. with sediment and trash removed drain should drain faster for now. sw.	
				08/18/2021-AWL- WENT TO SITE, FOUND CONCRETE SUNKEN IN AREA, CANNOT FIX DUE TO STORAGE BLDG. IN THE AREA, CANNOT MOVE BLDG., AS IT IS BOLTED TO CONCRETE, BLDG. WILL NEED MOVED OR DOMO TO DO REPAIR. THIS IS BEYOND OUR SCOPE.... CONTACTED POC TO HAVE 4283 FILED WITH DPW.	
116487	5300	7/29/2021		BLDG 2344 - ABMP - SE SIDE OF BLDG - NEAR GAZEBO - STORM DRAIN CLOGGED - STANDING WATER	\$0.00
		8/2/2021		BN STAFF DUTY - 719-526-4876	
				WTHOMASON- 8/2/2021- WENT AND INSPECTED DRAINAGE ISSUE, INCREDIBLY LARGE AREA SHOWED SIGNS OF IT BEING PREVIOUSLY UNDER WATER DUE TO EXTREME AMOUNT OF RAINFALL IN A SHORT AMOUNT OF TIME OVER THE WEEKEND. BY THE TIME THIS WAS INSPECTED THE WATER HAD PROPERLY DRAINED AND NO RESIDUAL WATER WAS STANDING ANYMORE.	
116513	5220	7/30/2021		MONTHLY CHECK AND CLEAN IRRIGATION DITCHES	\$298.40
		8/24/2021		checked ditched at rv park and by gate by the boy scouts comp and by townsend res still need to check teller cleaned ditches at teller res	
116560	5300	8/2/2021		RANGE - ENTRY WAY NEEDS DUG OUT. DRAINAGE DITCH NOT DRAINING	\$0.00
		8/30/2021		RANGE 145E	
				08/16- marked area for dig permit	
				08/23- submitted dig permit	
				we will complete this on our monthly ditch mt SO	
116565	5300	8/2/2021		BLDG 324 - EAST SIDE OF BLDG - 2 STORM DRAINS CLOGGED	\$148.03
		8/10/2021		SFALASCO 08/05/2021 15:00:21 -- met with Allen poc and went over drains to clean. replaced washed out dirt and washed drain closest to building. removed debris and dirt from drain furthest from building. drain washed. sw.	
116565	5300	8/2/2021		BLDG 344 - WEST SIDE OF BLDG - STORM DRAIN CLOGGED	\$74.02
		8/10/2021		SFALASCO 08/05/2021 15:10:00 -- serviced drain next to fuel tank. drain does not self drain. drain is meant to catch fuel	

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3					
116584	5300	8/3/2021		spills. removed stagnant water and algae per heavy lead. tried to contact poc but poc did not answer phone and poc voicemail is not set up. went looking for poc at 324 and was informed he was gone for the day and on vacation. sw.	
		8/12/2021		DITCH MAINT. O'CONNELL ONE WAYS NORTH SIDE	\$2,405.07
				PGOMEZ 08/03/2021 15:33:11 -- moved equipment set signs and cones start cleaning ditch line back tomorrow	
				PGOMEZ 08/05/2021 15:52:57 -- dig ditch line had vactor support jet roded pipe had 6.5 tons of riprap delivered to job site dack on Monday	
				8/9/2021 NON CWR RP	
				PGOMEZ 01/01/2009 03:20:15 -- dig ditch line load hall off excess dirt had 10 tons of riprap delivered to job site installed riprap on banks back tomorrow	
				PGOMEZ 08/11/2021 15:48:45 -- clean up job site and moved equipment	
116793	5300	8/10/2021		DITCH MAINTENANCE FROM BLDG 5528 TO GATE 1	\$21,073.72
		9/22/2021		08/11/21 Joe Boggs- checked dig permits. No utilities in dig area at all according to permits. Pretriped excavator. Tracked excavator back to north side of ditchline. Shot Grade to get initial fall.	
				08/12/21 Joe Boggs- Started digging out silt and berming to the east. Pulled large rocks off to side. Started pulling material back to open spots to load. Parked and locked equipment.	
				08/16/21 Joe Boggs- pulled excess material out of ditch. Gronds mowed rest of ditchline. Shot grade to figure overall fall. set up grade stations every 100ft. Shaped ditch bottom to grade. Started cuting and shaping ditch shoulders. Started moving material to open spaces away from edge of ditch where we can load from. parked and locked equipment.	
				08/18/21 Joe Boggs- Started loading out dirt. 13 loads out. Kept pullinig trees out and stacking to side. dug down to bottom of culvert to find grade. parked and locked equipment. Reveiwd ditchline with management to start making a plan for the rest of ditchline. Marked culvert inlets along fence with orange tape. marked trees to east of running trail that needed pulled out.	
				8/19/2021 NON CWR RP	
				08/19/21 Joe Boggs- Loaded out 13 trucks of dirt. Kept ripping and stacking trees. Rebuilt natural burm across treeline. Put in for Dig permit extensions. Parked fueled and locked equipment.	
				08/20/2021 Brian Forward- Cleaned out ditch line and surrounding areas of tree's, pilled tree's on the eastern side of running trail untill they can be chiped and hauled away. Reopened ditch line for the weekend possible rain.	
				08/23/21 Joe Boggs- Policed up and piled trees for processing. Dropped 64 down into bottom of ditch. Started roughing out. out and opening up ditchline through north end. Pulled dirt and debris away from Inlet side while contrator cleaned up their side. Dug down and found other 2 culverts in ditchline for hard points to shoot and figure grade. Contractor was placing rip-rap on their side by end of day so should be able to start digging to grade and shaping for rip-rap. Dig permit expires today extension in process. Will police, Consolidate piles, and shoot grade tomorrow while waiting for permit.	
				08/24/21 Joe boggs- Continued roughing ditch to grade. Dug out rebar and debris at inlet fence. Straightened rebar and put back in place. Hamered down 8-10in. Set slab of concrete and boulders in corners and against post to support. .	

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3					
				08/25/21 Joe Booggs- Dug across and lined up ditch with 1st 2 culverts dropping into it. Moved and piled debris Started sifting out rock for recycle. Dressed running trail and pushed back tree piles.	
				08/26/21 Joe Boggs- Continued roughing ditch to grade. got down and across 3rd culvert. hauled out 3 truck loads. Sifted out rock and seperated dirt for recycle. Dressed running trail. Policed up jobsite.	
				08/24/21 Joe Boggs- Brian Forward- Started screening rock out of spoils with skeletin bucket and piling to side. Shot grade and set up stations out to 1300ft. Piled up brush and trees. Got permit extension at end of day for tomorrow. Found materials to replace drain rebar and crushed culvert.	
				08/27/2021 Brian Forward- Loaded dump trucks (15 loads) with left over screened dirt and sediment from the southern ditch, Reinstalled temp burm, Fueld equipment and also lubed and knocked out filters.	
				08/30/21 Joe Boggs- set signs. Continued digging to grade. shot grade. Pileing up spoils. Grubed out next 1000ft and piled to side. Loaded out trucks rebuilt berm. Started smoothing and shaping ditchline. Shot Grade. Dressed running trail. cleaned up trash and debris.Parked and locked equipment.	
				*** 8/30 gave JJ notice of 30 days/ har	
				08/31/21 Joe Boggs- Cut shoulders loaded and hauled off. Shot grade.Continued diggind ditch to grade. loaded and hauled off spoils. Started smoothing bottom of ditch. Started shaping inlet shoulder bank. started shaping east side and berm against tree line. Shot grade. dressed running trail. Road 64 down to south side for pickup for Pri 1 somewhere else. Parked and locked equipment.	
				09/01/21 Joe Boggs- Continued shaping ditchline and hauling off spoils. graded out shoulders. Dug out inlets of 2 culverts we are saving. Vactor cleaned out 2 culverts that are staying. Will need a 20ft stick of pipe for the 3rd culvert. Seperated rock and hauled up to recycle pile to be reused. Parked and locked up equipment.	
				09/12/21 Joe Boggs- Dug out and replaced 3rd culvert. Cleaned up and sorted tree debris. Started colecting rocks and pileing up top. Smoothed and leveled out bottom of ditchline. Cleaned up debris blown out of other culverts. Prepped top hillside for rock.	
				09/03/21 Rained overnight jobsite too wet/muddy to work.	
				09/07/21 Joe Boggs- Finished shaping inlet side by fence. Started laying rock in against fence all the way through curve. Had 2 additional loads of recycled rock (med-lrg rip rap) brought from cleanfill. Had 2 loads of ankle breaker brought from cleanfill. Rocked inlets for 3 culvert pipes coming into ditchline with ankle breaker. Started rocking outlets into ditchline. still need to drop in ditch and rouck outlets across ditchline for rock checks when skid come back. Started clearing trees and stumps back where grounds can get to them. Smoothed out running trail. Parked and locked equipment.	

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Pri	W/O #	Shop	Received Completed	Description	Total Loaded Cost
3				09/08/21 Jury duty wasnt here to work.	
				09/09/21 Joe boggs- Continued loading Trees and debris and hauling up to piles. Dressed running trail. Smoothed dirt and shaped lower corner.	
				09/13/21 Joe Boggs- Rocked outlets for all 3 cross pipes. Dug out inlets coming through fence on south end. Shaped dirt around headwall to prep for rock. Continued smoothing and shapin work area. Dressed running trail. Started pulling trash and debris to side for cleanup. Parked and locked equipment.	
				09/14/21 Joe Boggs- Hauled in rip-rap(36tons) for south side headwall. Shaped ditchline and placed rock at headwall. Finished placing rock and shaping in ditchline. Dressed and smoothed jobsite. Hauled off 2 loads of stumps. Hauled off 1 load of brush. Hauled off 1 load of logs to recycle. Dressed running trail.	
				09/15/21 Joe Boggs- Pretripped hydroseeder. Loaded material. Hydromulched jobsite from north to south. 6 loads 24 bales of mulch and 1 load of water over area at end. Water point was down so had to load at shop each time. Top area will need some more when trees are worked and moved off jobsite.	
				09/16/21 Joe Boggs- Placed waddels through ditch. End of main intet. Before each rock check and down ditch to 1900ft. Used 8 waddles. Waiting for direction on Running trail and possible berm against ditch.	
				09/21/21 Joe Boggs- started building up running trail at designated area. place 35 tons of crushed concrete. Smoothed and leveled. Shaped ditch hill against running trail with excavator. had 15 tons of Small rip-rap delivered for hillside. Smoothed and dressed running trail through work area.	
116796f	5300	8/10/2021	9/8/2021	BLDG 8930 - WEST SIDE OF BLDG - STORM DRAIN CLOGGED - WHEN IT RAINS WATER GOES INTO BLDG	\$3,102.33
				08/11- LOOKED AT AREA, MARKED AREA, SUBMITTED DIG PERMIT	
				SFALASCO 08/18/2021 15:40:56 -- went and looked at drain. got with poc. its actually a culvert and ditch line that needs to be re dug and serviced before vector can jet rodder so water can flow properly. heavy lead is aware of situation. sw	
				08/24- AWL-RECEIVED DIG PERMIT	
				SFALASCO 08/26/2021 10:10:36 -- Jet rodred 25 feet both ways. cleaned and vacced west of culvert.	
				WTHOMASON- 9/7/21- INSTALLED NEW HEAVY DUTY BLACK FABRIC, INSTALLED FRESHLY SCREENED RIPRAP BACK INTO DITCHLINE. BEGAN INSTALLIONG INSTALLING REDROCK. HAD 16 TONS OF 6"-12" RIPRAP HAULED TO JOBSITE. HAD 14" TONS OF RED ROCK HAULED TO JOBSITE.	
				WTHOMASON- 9/8/21- INSTALLED 18 MORE TONS OF RED ROCK TO FINISH OFF AREA. REINSTALLED BFR'S ALONG ROADWAY. CLEANED UP AREA. JOB IS COMPLETE.	
116805f	5300	8/11/2021	8/18/2021	9/10/2021 NON CWR RP	\$1,015.77
				DITCH MAINTNENANCE WEST OF BLDG 8000	
				PGOMEZ 08/12/2021 15:25:03 -- start digging ditch line load in dumptruck hall off 3 loads of dirt back on monday	

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3				WTHOMASON - 8/18/21- FINISHED DIGGING DITCH NEAR 8000, FINISHED DIGGING DITCHLINE IN BETWEEN DIRT AND CONCRETE TANK TRAIL.	
				8/19/2021 NON CWR RP	
116805f	5300	8/11/2021	8/24/2021	DITCH MAINTNENANCE AT BLDG 8000 ALONG OCCNELL	\$699.57
				WTHOMASON- 8/23/21- BEGAN WORKING DITCHLINE IN FRONT OF BLDG. 8000 AND O'CONNELL. REWORKED AND CLEANED OUT 2 DITCHLINES. HAULED OFF 2 TRUCK LOADS OF SPOILS.	
				WTHOMASON-8/24/21- SET UP TRAFFIC CONTROL AND FINISHED CLEANING DITCHLINE. HAULED OFF 1 TRUCK LOAD OF SPOILS TO CLEANFILL TOOK DOWN TRAFFIC CONTROL. SET UP TRAFFIC CONTROL FOR THE NEXT DITCHLINE. CLEANED SPOILS OUT OF DITCHLINE UP TO BENNETT ST. HAULED OFF 2 TRUCK LOADS OF SPOILS TO CLEANFILL. TOOK DOWN TRAFFIC CONTROL. JOB IS NOW COMPLETE.	
116805f	5300	8/11/2021	9/1/2021	DITCH MAINTNENANCE ON MINIX SOUTH OF OCCNELL	\$1,342.94
				WTHOMASON- 8/26/21- SET UP CONE ZONE AND TRAFFIC CONTROL SIGNS. BEGAN WORKING EAST SIDE DITCHLINE. DUG DOWN AND EXPOSED CULVERT BOTTOMS, DUG OUT 1 TRUCK LOAD OF SPOILS AND HAULED TO CLEANFILL. USED GRADER TO CUT NEW DITCHLINE ON INLET SIDE.	
				WTHOMASON- 8/30/21- FINISHED UP CLEANING OUT EAST SIDE OF MINNICK DITCHLINE. REMOVED SILT AND HAULED OFF 2 TRUCK LOADS TO CLEANFILL. NOW SET UP AND STATIONED TO BEGIN WORKING ON WEST SIDE OF MINNICK.	
				WTHOMASON- 8/31/21- STARTING DIGGING WEST SIDE OF MINNICK RD. HAULED OFF 2 TRUCK LOADS OF SPOILS.	
				WTHOMASON- 9/1/21- FINISHED CLEANING WEST SIDE DITCH OF MINNICK RD. HAULED OFF 2 TRUCK LOADS OF SPOILS. TOOK DOWN TRAFFIC CONTROL. REMOVED SMASHED CULVERT END/PAN ON THE EAST SIDE DITCH, INSTALLED NEW FLARED END SECTION 18" CMP PAN ON CULVERT AND PLACED 2 BFR'S, 1 ON EACH SIDE TO PROTECT THE CULVERT PAN ENDS. HAD EQUIPMENT PICKED UP.	
116988f	5300	8/24/2021	11/4/2021	RPARRA 09/07/2021 NON CWR	\$2,481.50
				SPORTS COMPLEX - WEST SIDE - DITCH IS FILLED WITH WATER AND FLOWING OVER INTO PARKING LOT	
				09/03-AWL- looked at site, need to discuss options on type of system to put in place, grass lined, pipe, culvert or rock bottom.	
				09/07-AWL- marked area for dig permit, turned in paperwork	
				21 Sep - Looked at job site to determine options for repair. Options for repair still undecided. Rgl	
				JJ NOTIFIED GOING OVER 30 DAYS/JCH	
				08/28- LOOKED AT SITE WITH ALVIN AND RON, REQUESTED QUOTES FROM VENDORS FOR PIPE AND FITTINGS.	
				10/04- RECEIVED 2 OF 3 QUOTES.	
				10/05- RECEIVED LAST QUOTE, DID COST ESTIMATER, TURNED OVER TO ALVIN, SENT TO KOR	
				10/11/2021 - RJM - sent to government for over 32 hours and over 25K approval	
				10/15-AWL- RE SUBMITTED DIG PERMIT AS OLD ONE HAS EXPIRED	
				10/22-AWL RECEIVED NEW DIG PERMIT	
				10/26- AWL- RECEIVED DENIAL OF WORK FROM KOR.	
				A DA4283 WILL BE PLACE BY DPW, WILL START WORK TO MITIGATE WATER IN PARKING AREA AND DAY LIGHT DITCH ON 11	

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3				<p>/03/2021 RBALTHAZOR 11/03/2021 14:59:13 -- rod and i went and looked at the job to see what was needed while we waited for the ex to show up then we went and got plywood to put down on the grass so we could dig the ditch. we got about 1/2 the ditch done amd hauled off</p> <p>RBALTHAZOR 11/04/2021 14:45:42 -- went dug out the rest of the ditch to daylight and hauled it off. then we cleaned up the site and went and put the wood back and all the tools we used</p> <p>BLDG 344 - NORTH SIDE OF BLDG - STORM DRAIN COVER FLIPPED OVER &amp; READY TO FALL IN ALSO BROKE SURROUNDING CONCRETE - SAFETY CONCERN</p> <p>EMAILED HEATHER @ 1506 8/31/2021 - RG called ron will look at tomorrow morning, har</p> <p>09/01-AWL- 08:05 - went to site, looked at problem, found two cast pans that need to be regROUTED into place, the area has straw waddles in place to prevent sediment incursion, placed cones, reset waddles in place, informed POC that we would work first in as soon as possible</p> <p>* due to time and work load requesting downgrade*</p> <p>EMAILED ALVIN REQUEST FOR DOWN GRADE/HAR</p> <p>ALVIN APPROVED DOWN GRADE/ HAR</p> <p>RBALTHAZOR 10/04/2021 12:14:18 -- met with poc to see what was needed and then i pulled the grates out broke off the concrete on the bottom of them then went and got 5 bags of concrete to fix the concrete under where they go then reset them and had the vac truck come over here to suck out a drain that he wanted done also and they helped me set the grates back</p>	\$61.38
117180	5300	9/1/2021		MONTHLY CHECK AND CLEAN IRRIGATION DITCHES	
		10/4/2021		unplugged ditch at rv yard and checked ditch at gate 6	
				checked teller ditch	
117870	5220	10/1/2021		MONTHLY CHECK AND CLEAN IRRIGATION DITCHES	\$0.00
		10/29/2021			
117947	5300	10/6/2021		BLDG 9612 DITCH MAINTENANCE	\$14,616.93
		11/19/2021		<p>JMIGUT 10/06/2021 15:17:15 -- Evaluated job site</p> <p>JMIGUT 10/07/2021 14:55:18 -- Roaded skid to job site, started digging out rock from around drop inlet in bravo sod</p> <p>JMIGUT 10/08/2021 15:29:20 -- Serviced equipment, pins need additional work</p> <p>JMIGUT 10/12/2021 15:31:24 -- Reassembled skid, removed and hauled off rest of silted in rock.</p> <p>Driver delivered 2 loads from clean fill</p> <p>JMIGUT 10/14/2021 15:27:01 -- Truck driver delivered 4 ton of small rip rap</p> <p>Cleaned trash from bottom inside of fence</p> <p>Used rip rap to circle drop inlet and in wash out area under fence</p> <p>Picked up trash and back dragged area</p> <p>3 TONS OF CDOT TYPE "VL" RIP RAP (2"-12")</p> <p>10/15- NO WORK DONE THIS DATE, OPERATOR OUT.</p>	

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3				
			JMIGUT 10/18/2021 15:26:36 -- Cleaned trash from outside of fence, pushed rock in and added rock to fill holes. Filled wash outs with dirt from clean fill. Cleaned edge of sidewalk.	
			JMIGUT 10/19/2021 15:25:52 -- Pulled rocks out of ditch on west side and moved into washed out rock check	
			10/22/2021 NON CWR RP	
			JMIGUT 10/20/2021 15:28:57 -- Dug ditch on west side of Son Tay, found Cat5 line, GSTEK came out and confirmed it was abandoned.	
			Truck driver hauled off dirt	
			JMIGUT 10/22/2021 15:15:06 -- Truck driver delivered 12 ton of small rip rap, used 1/2 to line ditch on west side of Son Tay	
			BFORWARD-10/28/21- CLEANED OUT DITCH LINE BETWEEN TOWER AND 9612 LAID ANKLE BREAKER IN AND AROUND PAN.	
			BFORWARD-11/1/21- CLEANED AND RE LAID RIP RAP AT NORTH SIDE DITCH AT 9612.	
			BFORWARD-11/2/21- RE ESTABLISHED DITCH LINE FROM LOWER VAULT TO MIDDLE OF DITCH, MIDDLE DITCH WAS TO WET TO DRESS UP AND PROPERLY WORK. 3 NORTH SIDE PANS CLEANED OUT AND 2 LOADS OF DIRT HAULED AWAY.	
			11/3- NO WORK TO BE DONE ON THIS SITE TILL 11/ 8 DUE TO EXTREMELY MUDDY CONDITIONS.	
			BFORWARD 11/07/2021 01:19:10 -- cleaned pans out worked dith line amd installed waddles.	
			BFORWARD 11/09/2021 15:15:21 -- worked ditch line removed one foot of sediment . ditch still extremely wet.	
			BFORWARD 11/12/2021- WORKED DITCH LINE AND LAID RIP RAP DOWN THE CENTER AND HAULED 2X DUMPS AWAY OF REMOVED DIRT. 11 TONS OF 2-12" ROCK DELIVERED	
			BRFORWARD 11/15/21- LAID 24 TONS OF 2-12" ROCK AND TOOK OUT OLD RIP RAP AND DIRT X 3 TRUCKS	
			BFORWARD 11/10/2021 15:11:51 -- removed dirt from site x3 trucks installed rock around northern culverts.	
			BFORWARD 11/16/21 REMOVED HUM FROM TOP THREE CULVERTS AND LAID 2-12" ROCK IN PAN AREA	
			11 TONS.	
			11/16/21 JJ NOTIFIED OVER 30	
			15 BALES HYDRO MULCH USED ON SITE, 25 TONS 2-12 RIP RAP	
117954	5300	10/6/2021	BFORWARD 11/19/2021 15:22:34 -- site clesned up. hydro seed and matting and waddles laid. job completed	
			BLDG 8930 - IN FRONT OF THE WEST GATE -DRAIN PIPE UNDER STORM DRAIN IS ROTTED AWAY, WATER IS JUST WASHING THE DIRT AWAY	\$87.30
		10/18/2021	RBALTHAZOR 10/11/2021 15:20:39 -- went and looked at job and will have to get with adam to see what he wants done. poc wasnt in today so not 100% it was right spot	
			RBALTHAZOR 10/18/2021 08:58:04 -- went and got a bag on quickcrete and fixed the hole in the pipe.	
118158	5300	10/18/2021	T&H SERVICES- DITCH CLEANING- VICTORY LOOP BALL FIELDS- UNCC# A128800571	\$139.70
		10/21/2021	IRRIGATION: YES	
			SWMU: CLEAR	
			PROJECT# 1169880	
		10/21/21 RJ:	LOCATED BY POWER MARKED RED, GAS MARKED YELLOW, NONPOT MARKED PURPLE. POTHOLE ALL UTILITIES BEFORE DIGGING.	
118263	5300	10/21/2021	BLDG 8930 - WASH RACK DRAIN & ALL STORM DRAIN IN FRONT OF BAYS CLOGGED	\$562.33
		10/22/2021	BBRADY 10/22/2021 15:15:30 -- Cleaned and vactored wash rack. Cleaned and vactored underground drains into main storm drain ditch. Customer that called in workorder was very pleased with work performed. Comment card was left with customer	

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Pri	W/O #	Shop	Received Completed	Description	Total Loaded Cost
3					
118333	5300	10/27/2021		that called workorder in.	
		12/15/2021		NORTHEAST OF BLDG 300 - DRAINAGE DITCH NOT DRAINING PROPERLY - SEE ATTACHED	\$2,441.93
				11/04-AWL- WILL SUUBMIT FOR DIG PERMIT AND NEPA THIS DATE	
				THIS WILL BE NON CWR WORK,	
				ROUTINE MAINT REQUEST THROUGH DPW	
		11/16/21		JJ NOTIFIED OVER 30	
		11/19-		RECEIVED NEPA PERMIT	
		11/30-		DELIVERED DPW064 TO SITE, WILL WORK STARTING 01/12	
		12/1/21		JMigut Took ditch bucket over to site, put on machine, had leaking line, removed line	
		JMIGUT 12/02/2021 15:23:35 --		Started cleaning ditch at the north end	
		JMIGUT 12/03/2021 15:20:00 --		Continued digging on ditch	
		JMIGUT 12/06/2021 15:16:35 --		Finished skinning weeds out of ditch	
		JMIGUT 12/07/2021 15:24:31 --		Restarted on west end digging closer to depth	
		JMIGUT 12/08/2021 15:18:46 --		Continued down to tree, cleared pan, started on high spots	
		JMIGUT 12/09/2021 15:18:13 --		Continued digging for depth	
		JMIGUT 12/10/2021 15:11:14 --		Continued skinning for depth	
		JMIGUT 12/13/2021 15:10:44 --		Skinned ditch, cleaned bank tops, pulled excavator out to loading area	
118485	5300	11/2/2021		MONTHLY DITCH/DRAINAGE MAINTENANCE	\$1,356.24
		11/30/2021		11/15-HAUL MATERIALS TO CLEAN FILL SITE FROM VARIOUS DITCH MAINT SO#	
		12/27/2021		NON CWR RP	
118531	5200	11/5/2021		MONTHLY CHECK AND CLEAN IRRIGATION DITCHES	\$323.61
		11/10/2021		drove down to teller to check ditch cleaned ditched	
118921	5300	11/29/2021		DPW - BETWEEN BLDG 2635 AND 2634 - CLEAN OUT STORM DRAIN BETWEEN	\$488.34
		12/2/2021		BBRADY 11/30/2021 15:23:21 -- Called POC. met with POC. fuel catch tank is full of dirt and tank parts. awaiting instructions. sw.	
		BBRADY 12/01/2021 15:19:05 --		cleaned out dirt and trash inside motorpool fuel trap. trap was also full of random tank and vehicle suspension parts. also removed. poc was pleased with work. sw	
118972	5220	12/3/2021		MONTHLY CHECK AND CLEAN IRRIGATION DITCHES	\$259.30
		12/9/2021		checked ditches by rv park gate 6 and 3m	
				checked teller res	
119065	5300	12/9/2021		DITCH MAINTENANCE BLDG 8025	\$445.53
		12/10/2021		12/19/21 Joe Boggs- reveiued dig permit. wal;kded jobsite. Dug out ditchline and spoiled material in windrow in parking lot. Spred spoils through lot and leaveled out. Smoothed and dressed shoulders. track compacted road edge. Parked equipment.	
119096	5300	12/10/2021		BLDG 6110 DITCH MAINTENANCE	\$681.70
		12/10/2021		12/10/21 Joe Boggs- Dug out old rock and debris from drain pan. Shaped and leaveled area. Laid in new rip rap (6 tons 9in). Leaveled and shaped rock. Cleaned out curb line. Swept up debris.	
119164	5300	12/13/2021		CHILES DITCH & SHOULDER MAINTENANCE	\$4,008.62

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Pri	W/O #	Shop	Received Completed	Description	Total Loaded Cost
3					
		12/20/2021		RBALTHAZOR 12/13/2021 15:21:55 -- went and set up signs and then started to grade in ditch line and pulling the dirt to behind the curb	
		RBALTHAZOR 12/14/2021 15:01:55 --		graded the ditch line out and put the dirt up along curb and was getting it ready to put base along curb	
		RBALTHAZOR 12/15/2021 13:37:12 --		we got the edge of the road ready for road base that then we put down 15 tons of road base before the winds got to bad and they called us back	
		RBALTHAZOR 12/16/2021 15:01:39 --		put 15 tons of CL 4 road base in and raked it and the tamped all the road base in and the stuff we put in yesterday. pulled out the stakes and string to move it down the curb line	
		RBALTHAZOR 12/17/2021 15:21:37 --		went and ,oved the string line and got it set up on the other half then we put some road base down	
		RBALTHAZOR 12/20/2021 14:56:17 --		we finished putting base along the backside of the curb and tamped it in. then we put 3 tons of the tracking pad rock around drain and cleaned up the site	
Total Service Orders for Priority 3: 50					\$109,982.27
Total Completed for Period: 56					\$110,709.85

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