

**U.S. AIR FORCE ACADEMY**  
**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PERMIT**  
**NUMBER: COR042007**  
**ANNUAL REPORT FOR 2019**



**MARCH 2020**

## A. PERMITTEE INFORMATION

Permittee (Agency Name): United States Department of the Air Force  
US Air Force Academy  
Mailing Address: 10th Air Base Wing  
8120 Edgerton Drive  
City, State, and Zip Code: United States Air Force Academy, Colorado  
Point of Contact: Robert Fant, PE,  
Chief, Installation Management  
Contact Phone Number 719.333.9739  
[robert.fant.1@us.af.mil](mailto:robert.fant.1@us.af.mil)  
Permit Certification Number: COR 042007

## B. REPORTING PERIOD

January 1, 2019 to December 31, 2019

## 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?

If Yes:

Contact name: Joseph Dekleva  
Position/work group title: Kira Facilities Management  
Contact phone number: 719.333.6420  
Contact E-mail address: [joseph.dekleva.ctr@us.af.mil](mailto:joseph.dekleva.ctr@us.af.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:

[https://www.usafa.af.mil/Portals/21/documents/10ABW/10MSG/10CES/Environmental\\_Standards\\_2018.pdf?ver=2018-05-14-170000-877](https://www.usafa.af.mil/Portals/21/documents/10ABW/10MSG/10CES/Environmental_Standards_2018.pdf?ver=2018-05-14-170000-877)

## 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 and 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 measure, 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><b>2.2.1</b> Implement education outreach programs for the Air Force Academy targeting the employees, contractors, students, and community on stormwater impacts and steps to reduce pollutants.</p> <ol style="list-style-type: none"> <li>1. Provide awareness training at least twice per year during Newcomers Briefing.</li> <li>2. Provide additional information on a publicly accessible website.</li> </ol>	<p>The Air Force Academy Environmental Management Element continues to provide monthly environmental awareness training to all new employees, military and civilians, who will be working on the Air Force Academy. (Newcomers Briefing). Specific dates and attendance rosters are maintained. The environmental management related slides that are presented at the new employee briefing are provided in Attachment A of this annual report.</p> <p>The Air Force Academy Environmental Management Element maintains a website with additional details on environmental programs and provides contact information for key environmental program managers for the public to obtain additional information. A sample of the website content is provided in Attachment B of this annual report and accessible at : <a href="https://www.usafa.af.mil/Units/Mission-Support-Group/Civil-Engineer-Squadron/">https://www.usafa.af.mil/Units/Mission-Support-Group/Civil-Engineer-Squadron/</a></p> <p>A stormwater awareness brochure has been developed and is available on the Air Force Academy website. A copy of the brochure is included in Attachment C of this annual report. .</p>	<p>No changes planned.</p>

<p><b>2.2.2</b> At a minimum, disseminate informational material to inform the Air Force Academy public (project managers, contractors, tenants, students, and environmental staff) of the effects of erosion and stormwater runoff on water quality.</p> <ol style="list-style-type: none"> <li>1. Provide awareness training to contractors working on the Air Force Academy concerning erosion and sediment control.</li> <li>2. Provide additional information on a publicly accessible website.</li> </ol>	<p>The Air Force Academy Natural Resource Management website provides a variety of information including: addressing Watershed concerns; Erosion Control; Revegetation; and Tree Care Standards. This website also provides information on erosion and water quality. The Air Force Academy Natural Resource Management website is available at: <a href="https://usafa.isportsman.net/Watershed.aspx">https://usafa.isportsman.net/Watershed.aspx</a>. A copy of the Erosion Control, Revegetation, and Tree Care Standards from this website is included at Attachment D of this annual report.</p> <p>All contractors working on the Air Force Academy must comply with environmental regulations, contract specifications, and management plans on the Air Force Academy. The Air Force Academy Standard Environmental Specifications applicable to contractors working on the Air Force Academy include specific erosion and sediment control requirements. These specifications, provided to contractors working on the Air Force Academy, constitute awareness training. A copy of the current specifications are included at Attachment E of this annual report.</p>	<p>No changes planned.</p>
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<p><b>2.2.3</b> Provide and document training to appropriate planning staff, project managers, contracting officer and other parties about Low Impact Development (LID) practices, Green Infrastructure practices and communicate specific requirement for Post-Construction Control and associated Stormwater Control Measures (SCMS) as laid out within the SWMP.</p> <ol style="list-style-type: none"> <li>1. Create development and redevelopment stormwater awareness training for appropriate Air Force Academy planning staff, project managers, and contracting officers.</li> <li>2. Provide training and maintain attendance roster.</li> </ol>	<p>Planning staff, project managers, and contracting officers review design plans for development and re-development projects before they go out for bid. The planning staff uses UFC 3-210-10 for LID guidance. A copy of UFC 3-210-10 is available at: <a href="https://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc/ufc-3-210-10">https://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc/ufc-3-210-10</a></p> <p>Project managers use the LID guidance practices found in AFI-32-1067. Link is <a href="https://static.e-publishing.af.mil/production/1/af_a4/publication/afi32-1067/afi32-1067.pdf">https://static.e-publishing.af.mil/production/1/af_a4/publication/afi32-1067/afi32-1067.pdf</a></p> <p>Contracting officers receive a checklist with submittal documents from the Air Force Academy Civil Engineer Squadron stating that all functional areas have been reviewed, including compliance with LID, green infrastructure, and post-construction runoff control.</p>	<p>In 2020, the Air Force Academy will develop an Operations and Maintenance Manual for LID structures and conduct a yearly education event for LID inspectors, personnel responsible for following through with corrections to deficiency findings, Design Analysis engineers, and other stakeholders.</p>
<p><b>2.2.4</b> Provide a stormwater awareness brochure and track its distribution.</p> <ol style="list-style-type: none"> <li>1. A stormwater awareness brochure is developed for the Air Force Academy.</li> <li>2. Track distribution of the brochure, including key dates, locations, and methods of distribution.</li> </ol>	<p>A stormwater awareness brochure has been developed. A copy is provided at Attachment C of this annual report. The brochure is also available on the Air Force Academy website at <a href="https://www.usafa.af.mil/Portals/21/documents/10ABW/CES/Stormwater-Program-Brochure.pdf?ver=2018-12-20-124837-273">https://www.usafa.af.mil/Portals/21/documents/10ABW/CES/Stormwater-Program-Brochure.pdf?ver=2018-12-20-124837-273</a> Copies of the stormwater pollution brochures was placed at the USAFA Visitor Center, Natural Resources Office, and Automotive Hobby Shop in 2019.</p>	<p>No changes planned.</p>
<p><b>2.2.5</b> To the extent feasible, all new resident guides include terms for occupancy which relate to household waste management, pet policy, lawn watering, petroleum management, fertilizers and pesticide management and car washing.</p> <ol style="list-style-type: none"> <li>1. Provide environmental awareness materials in new residents housing guide.</li> </ol>	<p>Hunt Military Community is the contractor responsible for privatized housing on USAFA. Hunt Military Community has developed a “Community Handbook” which addresses multiple stormwater, household hazardous waste, pet waste, and other environmental issues. There are enforcement provisions included for non-compliance with these standards. A copy of the current Community Handbook is provided in Attachment F of this annual report.</p>	<p>No changes planned.</p>

<p><b>2.2.6</b> At a minimum, produce and disseminate information of all material to inform employees and contractors working on site of proper hazardous waste collection processes. These materials should be updated and distributed as necessary throughout the duration of the permit.</p> <ol style="list-style-type: none"> <li>1. Provide hazardous waste management training to appropriate government personnel.</li> <li>2. Provide awareness training to contractors performing work on the Air Force Academy.</li> </ol>	<p>Government personnel responsible for managing hazardous materials and hazardous waste on the Air Force Academy are properly trained prior to assuming duties or working with hazardous materials or hazardous waste. All employees and contractors working on the Air Force Academy comply with Hazardous Communication and RCRA waste management training requirements. Training records are maintained by the Air Force Academy Hazardous Waste Program Manager and within the employees individual personnel file.</p> <p>All contractors working on The Air Force Academy must comply with all environmental regulations and management plans on The Air Force Academy. The standard environmental specifications applicable to contractors working on the Air Force Academy include specific hazardous waste management and reporting requirements. These specifications are provided to contractors working on the Air Force Academy which constitutes awareness training. A copy of the current environmental specifications are included with this annual report at Attachment E.</p>	<p>No changes proposed.</p>
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## **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:

The Air Force Academy Public Education and Outreach Program capitalizes on existing programs on the installation, such as newcomers briefing; environmental management and natural resources websites; Community Handbook for housing areas; and other environmental training programs to reach a broad audience. It is estimated that more than 5,000 residents, employees, retirees, and contractors are reached by the education and outreach program on an annual basis for general awareness training. Targeted training is provided to a smaller subset of the Air Force Academy community including facility managers, program managers, planners, contracting officers, and environmental management staff who are tasked with implementing programs to protect water quality. The Public Education and Outreach Program is accomplished using a variety of methods including print, classroom training, and awareness engagements as described above. Representative outreach materials are provided with this Annual Report, including excerpts of websites, environmental specifications, awareness brochure, and handouts provided to housing residents.

As required by Paragraph 2.2.8.4 of the MS4 Permit, the following person is responsible for coordination and implementation of the public education and outreach program:

Contact name: Robert Fant, PE

Position/work group title: Chief, Installation Management

Contact phone number: 719.333.9739

Contact E-mail address: [robert.fant@us.af.mil](mailto:robert.fant@us.af.mil)



## 2. PUBLIC PARTICIPATION AND INVOLVEMENT

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:

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 measure, 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.
<b>2.3.1</b> Comply with applicable State and local public notice requirements when implementing public involvement /participation program and make all relevant annual reports and documents available on public websites.	The Air Force Academy Environmental Management Element and Staff Judge Advocate (legal staff) are responsible for reviewing proposed activities and determining if any public notices are required. This review is primarily accomplished through the established National Environmental Policy Act (NEPA) review process for Environmental Assessments (EAs). All required public notices required were accomplished as required. There were no requirements for public notice when implementing the MS4 permit required public involvement/participation program in 2019.	No changes planned.

<p><b>2.3.2</b> Make all relevant Annual Reports available on the permittee website or on another platform which is available to the public in an electronic format.</p> <p>1. Make MS4 annual reports available on an Air Force Academy website.</p>	<p>This is the fourth Annual Report under the Air Force Academy MS4 Permit. This Annual Report will be made available on appropriate Air Force Academy websites, including the Air Force Academy Environmental Dashboard (e-Dash), following submission to the EPA.</p>	<p>No changes planned.</p>
<p><b>2.3.3</b> Provide volunteer activities (e.g. cleanup days) as practicable to help actively engage residents and personnel at the Air Force Academy in understanding water resources and how their activities can affect water quality.</p> <p>1. Provide venue for Creek Clean-up activities and Earth Day awareness. Maintain a log of public participation activities related to water quality protection and clean-up of MS4 receiving waters.</p>	<p>The Air Force Academy participated in the annual Creek Week program organized by the Fountain Creek Watershed Control and Greenway District.</p> <p>On April 22, 2019, Air Force Academy Civil Engineer Squadron Staff set up a booth for Earth Day at the Base Exchange. For stormwater awareness, staff handed out keychains, coloring books, book marks, sticky notes, recycled totes, book cover magnets, recycle writing pads, grocery bags, cup of pens and pencils, recycle directories, storm water brochures and pens during the event.</p>	<p>No changes planned. The Air Force Academy plans to participate in Creek Week and Earth Day activities in 2020.</p>
<p><b>2.3.4</b> Maintain a log of public participation and outreach activities performed.</p> <p>1. Maintain a log of public participation activities related to water quality protection and clean-up of MS4 receiving waters.</p>	<p>During the September/October, 2019 time frame, the Air Force Academy provided 59 volunteers that collected 135 bags of trash from waterways on the Air Force Academy as part of the Fountain Creek Watershed Flood Control and Greenway District’s annual stream clean-up event “Creek Week.”</p>	<p>No changes planned.</p>
<p><b>2.3.5</b> Maintain a copy of the most recent version of the facility SWMP and permit in a publicly accessible format.</p> <p>1. Maintain a copy of the current Air Force Academy MS4 Permit and SWMP electronically on an Air Force Academy website.</p>	<p>The Air Force Academy MS4 Permit and SWMP are both posted internally on the Air Force Academy Environmental Dashboard (eDash) website. This website is available to personnel with a Common Access Card. The Air Force Academy MS4 Permit is also available on the EPA Region 8 website.</p>	<p>No changes planned.</p>

## **PUBLIC PARTICIPATION AND 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.

No additional information is provided related to implementation of this minimum control measure.

### 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 measure, 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><b>2.4.1</b> Implement a program, policies, and /or procedures to detect and eliminate illicit discharges into its MS4. The program shall include procedures to detect and eliminate illicit discharges into its MS4.</p> <p>The BMPs and procedures outlined in the Air Force Academy SWMP constitute the program to identify and eliminate illicit discharges into the Air Force Academy MS4.</p> <ol style="list-style-type: none"> <li>1. Maintain one printed copy of the EPA Illicit Discharge Detection and Elimination Manual in the Environmental Element's library.</li> <li>2. The Water Quality Program Manager, Spill Program Manager, and Environmental Element Chief will conduct an annual review of the EPA Illicit Discharge Detection and Elimination Manual. This review will serve as training for illicit discharge investigation and response techniques.</li> </ol>	<p>The Air Force Academy has previously invested significant resources to investigate and eliminate cross-connection and other illicit discharges the MS4. There are currently no known cross-connection or other illicit discharges to the Air Force Academy's MS4.</p> <p>Air Force Academy engineers and environmental management staff review all proposed projects to ensure that cross-connections or illicit discharge to the MS4 do not occur.</p> <p>The Air Force Academy maintains electronic and hard copies of the EPA Illicit Discharge Detection and Elimination Manual, the Water Quality Program Manager, Spill Program Manager, and Environmental Element Chief accomplish awareness training by reviewing this document at least once per year. This document will serve as guidance for the Air Force Academy should a suspect illicit discharge be identified and require investigation.</p>	<p>No changes planned.</p>

<p><b>2.4.2</b> 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>1. Document any illicit discharge and illegal dumping enforcement actions taken.</p>	<p>The Air Force Academy is maintaining historic illegal dumping and non-compliance enforcement procedures. As a military installation, all personnel working, visiting, or otherwise having access to the installation are subject to specific laws, regulations, and policies while on the Air Force Academy. Enforcement procedures for non-compliance with laws, regulations, and policies are included in the Uniform Code of Military Justice, contracts subject to Federal Acquisition Regulations, Air Force Instruction (AFI) 51-202 <i>Non-Judicial Punishment</i>, AFI 36-704 <i>Discipline and Adverse Actions</i>, AFI 36-2907 <i>Unfavorable Information File (UIF) Program</i> among others. Enforcement procedures can vary based on specific situations. Enforcement procedures on the Air Force Academy are administered by individual supervisors, commanders, Security Forces Squadron, and potentially off-installation law enforcement officers. These existing illicit discharge and illegal dumping procedures have worked effectively for The Air Force Academy under the installation's previous MS4 Permit. The Water Quality Program Manager will document illicit discharge and illegal dumping enforcement procedures. There were no incidents of illegal dumping into the storm sewer system or enforcement actions taken in 2019.</p>	<p>No changes planned.</p>
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<p><b>2.4.3</b> Provide a mechanism (phone number) for reporting illicit discharges and provide this number on the Air Force Academy storm water outreach materials as appropriate.</p> <p>1. Maintain a storm water action line and document communications received from the public.</p>	<p>A stormwater action line has been established and the phone number is provided on the Air Force Academy Environmental Management website and education/awareness information provided to the Air Force Academy public.</p> <p>All calls from the public concerning illicit discharges are logged in the public participation log. In 2019, there were no reports of illicit discharges. A sample of the public participation log is provided with this annual report as Attachment G.</p>	<p>No changes planned.</p>
<p><b>2.4.4</b> Investigate any illicit discharge within fifteen days of its detection and shall take action to eliminate the source of the discharge within forty- five days of its detection or obtain permission from EPA for such longer periods as may be necessary in particular instances.</p> <p>1. Document the time required to investigate, plan, and correct confirmed illicit discharges identified on The Air Force Academy. For confirmed illicit discharges, the Air Force Academy will develop a CAP within 15 business days and implement the corrective action within 45 business days of discovery. If corrective action will require more than 45 business days, permission must be obtained from EPA.</p>	<p>There were no confirmed or suspected illicit discharges on the Air Force Academy in 2019. Procedures are in place to detect, investigate and eliminate illicit discharges should any suspect illicit discharges be identified in the future.</p>	<p>No changes planned.</p>

<p><b>2.4.5</b> 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 snow disposal sites.</p> <p>1. Update the complete storm sewer system map in the Air Force Academy GIS.</p>	<p>The Air Force Academy has completed a comprehensive inventory of the storm water conveyance system including inlets, junctions, outfalls, structural best management practices, and receiving waters. The stormwater system inventory map and database are maintained by the Air Force Academy GIS and Drafting Department. As-built plans are submitted to the GIS department and new storm sewer assets are added to the existing database when installed.</p> <p>The storm sewer system map is reviewed on an on-going basis by the Water Quality Program Manager to ensure updates are being made. The Water Quality Program Manager reviewed and updated the inventory of post-construction stormwater control measures in the 4th quarter 2019. A copy of the current post-construction stormwater control inventory is included in Attachment H of this annual report.</p>	<p>No changes planned.</p>
<p><b>2.4.6</b> Develop and maintain an Illicit Discharge Detection and Elimination tracking mechanism which tracks dry weather screening efforts and the location and any remediation efforts to include the Smith Creek, Deadmans Creek, Monument Creek, Monument Branch, West Monument Creek, Kettle Creek and waters of the United States within the exterior boundaries of the Air Force Academy for the presence of non-stormwater discharges to address identified illicit discharges.</p> <p>1. A log of dry weather screening activities and location of any remediation efforts is maintained.</p>	<p>The Air Force Academy has created a tracking log for dry weather screening and illicit discharge detection and elimination. A copy of the tracking log is included in Attachment I of this annual report.</p>	<p>No changes planned.</p>

<p><b>2.4.7</b> Conduct dry weather screening annually for the presence of non-stormwater discharges.</p> <p>1. Perform dry weather screening of the Air Force Academy outfalls once per year.</p>	<p>Dry weather screening of Air Force Academy outfalls was accomplished in May and November 2019. No illicit discharges were observed during this inspection campaign.</p>	<p>No changes planned.</p>
<p><b>2.4.8</b> Have a household hazardous waste collection day as needed or as practicable either as a separate Air Force Academy activity or in conjunction with nearby civilian jurisdictions.</p> <p>1. Residents living on the Air Force Academy have the opportunity to participate in at least one household hazardous waste collection event per year. The event could be provided by The Air Force Academy or local community. The collection event could be a one-time event or continual service.</p>	<p>Air Force Academy residents are authorized and encouraged to use the El Paso County Household Hazardous Waste Facility. This facility is a continual service facility. The El Paso County Household Hazardous Waste facility maintains records of materials dropped at the facility.</p>	<p>No changes planned.</p>
<p><b>2.4.9</b> Stencil all storm drains, e.g. paint, placards or stenciling as practicable in all areas with industrial users and residential users by the end of Year Four of the MS4 permit.</p> <p>1. Storm drain inlets in the cantonment portion of the installation are partially stenciled.</p>	<p>Storm drain stencils are currently being placed on all storm drains at the academy. Approximately 500 drains have been stenciled to date. Storm drain stencils are currently being placed during storm inlet inspections.</p>	<p>No changes planned.</p>
<p><b>2.4.10.10</b> No Exposure forms submitted to EPA</p>	<p>In August 2015, six (6) No Exposure notices were submitted to EPA. CONOE0018, CONOE0019, CONOE0020, CONOE0021, CONOE0022, and CONOE0023</p>	<p>No changes planned. Permits must be renewed in 2020.</p>



## **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:

Dry weather screening and employee/public reporting are the primary methods used by the Air Force Academy to detect illicit discharges. No illicit discharges were identified in 2019. Illicit discharge detection training is awareness level training provided to three key staff in the Air Force Academy Environmental Element. The training consists for reviewing EPA guidance for Illicit Discharge Detection and Elimination, which would be utilized if a suspect illicit discharge is identified on the Air Force Academy. As part of the 2017 SWMP update, the Air Force Academy reviewed all the categories of non-stormwater discharges presented in the MS4 permit and determined that none of these categories would potentially be significant contributors of pollutants from the Air Force Academy. Prior to completion and submittal of this annual report, Air Force Academy representatives reviewed all categories of non-stormwater discharges presented in the MS4 permit and determined that none of these categories would potentially be significant contributors of pollutants from the Air Force Academy. As such, additional controls are not required for allowable non-stormwater discharges from the Air Force Academy. A copy of the dry weather screen and illicit discharge tracking information management system is attached to this Annual Report at Attachment I.

#### **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 measure, 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.
<p><b>2.5.1</b> Require all contractors having a potential of disturbing one or more acres of land within the Air Force Academy boundaries to obtain NPDES permit for their construction stormwater discharges under an applicable EPA permit and to comply with other applicable State of local construction stormwater requirements for sites disturbing less than one acre, contractors shall comply with requirements as determined by the facility the Air Force Academy SWMP.</p> <p>1. Construction contracts for projects occurring on the Air Force Academy include appropriate contract language mandating compliance with environmental and stormwater discharge permit requirements.</p>	<p>Construction contracts for work performed on the Air Force Academy contain standard specifications and mandate compliance with stormwater regulations, including provisions for erosion and sediment controls. The standard specifications for construction projects on the Air Force Academy were updated to include the construction control measure requirements of the MS4 Permit. A copy of the current Environmental Specifications for the Air Force Academy are included at Attachment E of this annual report.</p> <p>The Air Force Academy SWMP paraphrases the requirements of the Federal CGP that specifically requires all operators of regulated construction activities to complete a Notice of Intent (NOI) and site-specific Stormwater Pollution Prevention Plan (SWPPP) to control the discharge of pollutants off of regulated construction sites. A Notice of Termination (NOT) will be filed once construction is complete and the site has been finally stabilized as defined in the CGP.</p> <p>Finally, proposed construction activities are reviewed by environmental managers through the NEPA and design review processes to flag and verify construction projects obtain appropriate NPDES permit coverage.</p>	<p>No changes planned.</p>

<p><b>2.5.2</b> Use an ordinance or other regulatory mechanism available under the legal authorities of the Air Force Academy to require erosion and sediment controls and sanctions to ensure compliance with the terms of the NPDES General Permit for Stormwater Discharges for Construction Activity in Colorado COR12000F (Construction General Permit). This shall include working with contract officers to determine methods to “stop work” or penalizing contractors who violate the term of the aforementioned construction stormwater permit.</p> <p>1. Enforcement procedures for construction projects occurring on the Air Force Academy are included in applicable contract language.</p>	<p>Construction and renovation contracts for work being performed on the Air Force Academy contain standard specifications and compliance requirements for environmental and stormwater management, including provisions for erosion and sediment controls and compliance with applicable discharge permits. The standard specifications for construction projects on the Air Force Academy were updated to include the construction requirements of the MS4 Permit. Furthermore, government contractors must comply with Federal Acquisition Regulations and contract requirements, including environmental protection. Contractual enforcement provisions include cure notices, contract termination, stop work orders, liquidated damages, negative contractor performance ratings, and being precluded from future government contracts. Enforcement against a government contractor is a contracting officer responsibility with input and support from quality assurance evaluator and subject matter experts on the Air Force Academy.</p> <p>The Air Force Academy Water Quality Manager is the focal point for receiving, considering, coordinating, and tracking any significant CGP compliance issues on construction projects at the Air Force Academy. In 2019, there were no incidents in which sanctions or specific enforcement actions were initiated against a construction contractor for compliance concerns with the Federal CGP.</p>	<p>No changes planned.</p>
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<p><b>2.5.3</b> Maintain a list of policies and procedures which can be used to enforce construction site compliance within the Air Force Academy independent of EPA staff directly enforcing the CGP.</p> <p>1. Maintain a list of policies and procedures to enforce compliance against construction contractors.</p>	<p>The Federal Acquisition Regulations (FAR) provide the foundation for contract work for Federal Agencies, including detailed enforcement procedures for contractors. Each services has the ability to further supplement the FAR with agency specific policies and procedures. The FAR and agency specific supplements are available at this website: <a href="https://www.acquisition.gov/">https://www.acquisition.gov/</a></p> <p>The Air Force Academy Contracting Squadron and Army Corps of Engineers Contracting Offices also maintains a list of local contracting policies and procedures that will be used to enforce construction site compliance within The Air Force Academy.</p>	
<p><b>2.5.4</b> Implement procedures for site plan review which incorporate consideration of potential water quality impacts.</p> <p>1. Maintain existing review process for design and construction projects planned for the Air Force Academy.</p>	<p>Any project over \$50,000 gets routed through the NEPA site plan/scope of work review process which includes reviews by Environmental Planning, Water Quality Manager, Hazardous Waste Manager, SHPO, and Section 106, etc. response/comments are recorded on an Air Force Form 332 which is maintained with the project folder. Comments regarding water quality issues are submitted via the 332 form to the Engineering/Architecture Design Firm.</p> <p>The Air Force Academy currently implements a design review process that involves multiple levels of review for the scope of design and construction projects. This existing design review process provides Air Force Academy environmental management staff, engineers, and planners the opportunity to review site plans and consideration of potential water quality impacts. Design review comments are maintained with the project folder.</p>	<p>No changes planned.</p>

<p><b>2.5.5</b> Implement procedures for receipt and consideration of information, including complaints of construction site non-compliance, submitted by the public.</p> <p>1. Maintain a storm water action line and document communications received from the public (previously discussed in this annual report).</p>	<p>A stormwater action line has been established and the phone number is provided on all outreach materials. All calls from the public concerning construction site stormwater management are logged in the public participation log. In 2019, there were no reports from the public concerning construction site stormwater management. A sample of the public participation log is provided with this annual report.</p>	<p>No changes planned.</p>
<p><b>2.5.6</b> Review the Scope of Work 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 the Air Force Academy.</p> <p>1. Maintain existing review process for design and construction projects.</p>	<p>The Air Force Academy currently implements a design review process that involves multiple levels of review for the scope of design and construction projects.</p> <p>Pre-project scope of work review is provided through the NEPA process mentioned in 2.5.4. 30%, 60%, 90%, and 100% plans-set design submittals and the Design Analysis Document is reviewed by Air Force Academy Civil Engineer Squadron personnel. Review and approval of the SWPPP is provided by the Water Quality Manager before the contractor submits a Notice of Intent for coverage under the Federal CGP. Design review comments are maintained with the project folder.</p>	<p>No changes planned.</p>

<p><b>2.5.7</b> Implement an inspection plan and keep a copy of that plan in the SWMP which provides inspection triggers and a required time frame upon which construction sites must be inspected by Air Force Academy staff. All sites within this plan must be inspected at a minimum quarterly.</p> <ol style="list-style-type: none"> <li>1. Conduct oversight compliance assistance inspections of permitted construction sites (greater than 1 acre in size or part of a large common plan of development that will cumulatively disturb 1 acre or more) at least quarterly and prior to construction permit termination to verify final stabilization has been met on all areas of the site.</li> </ol>	<p>The Air Force Academy has developed and is implementing a formal quarterly oversight inspection program for construction projects that require coverage under the CGP.</p> <p>In 2019, there were eight (8) permitted construction activities occurring on the Air Force Academy that required quarterly oversight inspections.</p>	<p>No changes planned.</p>
<p><b>2.5.8</b> Maintain a site inspection form in the SWMP for use by Air Force Academy construction management and oversight personnel when performing inspections required by <b>Part 2.5.7</b> of the Air Force Academy MS4 Permit.</p> <ol style="list-style-type: none"> <li>1. The Air Force Academy will develop and maintain a site inspection form for use when performing oversight compliance inspections.</li> </ol>	<p>The Air Force Academy has developed an inspection form to support construction oversight inspections. A copy of this form is maintained with the Air Force Academy SWMP and included with this annual report at Attachment J.</p>	<p>No changes planned.</p>

<p><b>2.5.9</b> Maintain and utilize a Notice of Termination (NOT) form or alternative process for The Air Force Academy independent of the CGP NOT form and have The Air Force Academy staff inspect all construction sites prior to termination to ensure final stabilization of the site has been met at all areas of the site utilizing vegetative stabilization.</p> <p>1. The Air Force Academy will develop and maintain a site inspection form for use when performing pre-Notice of Termination site inspections.</p>	<p>There was one CGP permitted construction projects occurring on the Air Force Academy in 2019 that required a NOT to be submitted (Tri-Intersection Bridge).</p> <p>Inspection of this site was accomplished prior to submittal of the NOT. The Water Quality Manager verified that the project had achieved final stabilization in accordance with the CGP prior to NOT submittal.</p>	<p>No changes planned.</p>
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## 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:

Eight (8) projects on the Air Force Academy were permitted or ongoing under the Federal CGP during 2019. Permitted construction projects in 2019 included: Visitor's Center Entry Control Point, Main Gate Force Protection Upgrades, Cadet Field House rehabilitation, running track rehabilitation, and multiple utility projects. Quarterly oversight and pre-NOT submittal inspections of permitted construction projects were accomplished and completed inspection reports are available upon request. One (1) construction project was complete and the sites were Finally Stabilized in accordance with the Federal CGP. No significant findings or recurring issues were identified during these inspections, particularly situations that results in some form of enforcement activity. It is anticipated that regulated construction activities will be ongoing at this project site for most of calendar year 2020. Oversight inspections will continue to occur on a quarterly basis for 2020.

As required by Paragraph 2.5.10.8 of the MS4 Permit, the following person is responsible for coordination and implementation of the construction site stormwater runoff control program:

Contact name: Joseph Dekleva

Position/work group title: Kira Facilities Management

Contact phone number: 719.333.6420

Contact E-mail address: [joseph.dekleva.ctr@us.af.mil](mailto:joseph.dekleva.ctr@us.af.mil)

## 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 construction site stormwater runoff control for the reporting period; including dates and numeric measures:

<b>Measurable Goal(s)</b> Including dates and numeric measure, 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><b>2.6.1</b> 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 for The Air Force Academy.</p> <p>1. Maintain existing review process for design and construction projects planned for the Air Force Academy.</p>	<p>To ensure post-construction runoff requirements are met, the Air Force Academy has implemented a multi-phase review process as follows: The design Engineering/ Architectural firm delivers 30%, 60%, 90%, and 100% plans-set submittals and the Design Analysis Document to the Air Force Academy Civil Engineer Squadron. The hydrology calculations for pre-construction runoff coefficient and post construction runoff coefficient are included in the Design Analysis, which are reviewed by the Air Force Academy's Civil Engineer Squadron Project Manager. If a deficiency is noted, feedback will be given to the Engineering/Architectural firm, so that corrections can be accomplished early in the design process.</p> <p>All design review comments and corrections are recorded in the project folder.</p>	<p>No changes planned.</p>
<p><b>2.6.2</b> For the purpose 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.</p>	<p>The Air Force Academy's Standard Environmental Specifications require stormwater runoff control designs be consistent with criteria in Colorado Springs/ El Paso County Stormwater Drainage Control (page 3, paragraph (E) (2)).</p>	<p>No changes planned.</p>

<p>1. Maintain existing review process for design and construction projects planned for the Air Force Academy.</p>	<p>Also, Air Force Instruction 32-1067 (page 23, § 5.3.1.1) requires compliance with Energy Independence Security Act (EISA) 2007 § 438, which requires a permanent water quality treatment device installation for any project adding 5,000 square feet of new impervious surface, such that the site will retain pre-development hydrology.</p>	
<p><b>2.6.3</b> 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 the runoff of new or redevelopment sites.</p> <p>1. Document all impracticability determination and provide supporting documentation to the Air Force Academy Water Quality Program Manager.</p>	<p>There were no impracticability determinations for projects initiated on the Air Force Academy in 2019.</p>	<p>No changes planned.</p>
<p><b>2.6.4</b> Specific information regarding any project for which it is deemed by the permittee to be impracticable during an annual reporting period must be documented and included in the corresponding annual report.</p>	<p>There were no impracticability determinations for projects initiated on the Air Force Academy in 2019.</p>	<p>No changes planned.</p>
<p><b>2.6.5</b> 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>1. Hydrologic performance standards and information related to design and maintenance of permanent post-construction stormwater controls are included in natural resource plans when these plans are updated.</p>	<p>The Integrated Natural Resource Management Plan (INRMP) was updated in November 2018, there were no substantial changes to the hydrologic performance standards. See <a href="https://usafa.isportsman.net/files/Documents%20FUSAF%20INRMP%20-%202018%20-%20Final-unprotected.pdf">https://usafa.isportsman.net/files/Documents%20FUSAF%20INRMP%20-%202018%20-%20Final-unprotected.pdf</a></p>	<p>No changes to the hydrologic performance standards are anticipated for 2020.</p>

<p><b>2.6.6</b> Include post-construction BMP “as-builts” for all newly installed permanent stormwater control measures in a georeferenced data management system.</p> <p>1. Conduct annual review of the post-construction stormwater controls inventory/map and make required updates.</p>	<p>The Air Force Academy installed one new permanent stormwater control measure in 2019. Previously installed control measures are inventoried and included in the Air Force Academy GIS.</p>	<p>No changes planned.</p>
<p><b>2.6.7</b> Ensure that all newly installed post-construction stormwater control measures are working as designed prior to closing out contracts.</p> <p>1. Document inspections of all newly installed post-construction stormwater control measures prior to closing out contracts.</p>	<p>The Air Force Academy installed one new permanent stormwater control measures in 2019. This was an installation of rip rap in Kettle Creek Channel and was inspected as part of the pre-NOT submittal inspection.</p>	<p>No changes planned.</p>
<p><b>2.6.8</b> Upon closeout of new construction projects, include maintenance required for newly installed permanent post-construction stormwater control measure into a long-term maintenance plan.</p> <p>1. Document annual visual inspection results and initiate maintenance requirements as required. Track corrective actions until maintenance or repair is completed. Any permanent post-construction stormwater control measures that are under warranty, typically 1 year following installation, will be annotated and the appropriate official responsible for warranty enforcement will be notified.</p>	<p>To properly maintain existing and future structural BMPs, Air Force Academy staff perform a visual inspection of each structural post-construction stormwater BMP, at least yearly. A work order is initiated for any maintenance requirements that are identified during the inspection process.</p>	<p>No changes planned.</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:

The Air Force Academy will continue to implement the Post-Construction Stormwater Management control measure as outlined in the Air Force Academy's SWMP and briefly presented in this annual report.

As required by Paragraph 2.6.10.5 the following person is responsible for coordination and implementation of the post-construction stormwater management program:

Contact name: Joseph Dekleva

Position/work group title: Kira Facilities Management

Contact phone number: 719.333.6420

Contact E-mail address: [joseph.dekleva.ctr@us.af.mil](mailto:joseph.dekleva.ctr@us.af.mil)

## 7. 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:

Measurable Goal(s) Including dates and numeric measure, as previously submitted	Status: Including dates and numeric measures	Changes proposed to BMP and/or Measurable Goal? (Yes/No). If yes, provide information on proposed changes and rationale.
<p><b>2.7.1</b> Not later than four years from the effective date of this permit, evaluate existing street cleaning operations, catch basin cleaning operations and street sanding/salt/deicing /anti-icing/ practices occurring within the Air Force Academy to minimizing negative impacts to water quality. This evaluation must also examine the existing practices for the disposal of waste and maintenance operations. This evaluation must identify any actions or improvements necessary to minimize negative impacts on water quality and timelines for incorporating improvements.</p>	<p>Catch basins/inlets are inspected and cleaned on a rotating schedule by Air Force Academy Civil Engineer Squadron personnel, such that the 1,551 mapped inlets are inspected in a calendar year. Written inspection reports are kept in monthly inspection binders. Cleaning is accomplished as needed with water truck, backhoe, skid steer, and vac truck.</p> <p>1,266 tons of Ice Slicer® and 26,400 gallons of mag chloride was used from September 15, 2018 to May 30, 2019.</p> <p>Ice Slicer® is applied to streets after plowing when streets remain icy. It is not applied to streets before plowing because it would be plowed off. Ice slicer is not applied to new concrete or bridges. Magnesium chloride is applied before a storm when the forecast calls for snow. It is not applied if rain is in the forecast 24-48 hours before the snow because it would wash away.</p>	<p>No change planned.</p>

<p><b>2.7.2</b> Provide annual training for facility maintenance contract companies, environmental program managers, and other people identified as having fleet maintenance activities in the line with the SWMP.</p> <p>1. Conduct annual training of fleet maintenance and civil engineer shops. Maintain attendance roster and training date.</p>	<p>Facility and fleet maintenance operations on the Air Force Academy are performed by contract. The Air Force Academy 2019 Environmental Standards that the contractor must adhere to, were used as awareness level training for project managers, facility and fleet maintenance personnel, and contracting officers in 2019.</p>	<p>In 2020, the Air Force Academy will develop additional awareness level training materials to be provided directly to a broader audience of facility and fleet maintenance staff.</p> <p>Training topics can include:</p> <ul style="list-style-type: none"> <li>• Good housekeeping/Pollution prevention</li> <li>• Hazardous materials disposal</li> <li>• Working around creeks</li> <li>• Culvert/catch basins cleaning best manage practices</li> <li>• Vehicle pressure washing</li> <li>• O &amp; M for permanent treatment devices</li> </ul> <p>Training for maintenance people and building facility managers will be similar to Newcomer Orientation.</p>
<p><b>2.7.3</b> Provide deicing training to minimize the use of and runoff from chemical deicers and traction aggregates.</p> <p>1. Conduct training once per year and maintain attendance roster.</p>	<p>Snow and Ice Control training is provided in accordance with Air Force Instruction 32-1002 <i>Snow and Ice Control</i>. Rosters are available upon request. All personnel who operate equipment to apply chemical deicers and traction aggregates are completely trained in the proper operation of the equipment. Equipment training records are maintained within the individual employee records and/or government driver's license.</p>	<p>No changes planned.</p>
<p><b>2.7.4</b> Develop and implement a schedule for cleanout of storm sewer inlets in a manner which 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>1,551 stormwater inlets were inspected and cleaned (as needed) in 2019. Attachment K include a sample inspection report for storm drain inlets.</p>	<p>No changes planned.</p>

<p><b>2.7.5</b> Develop and implement a schedule for sweeping streets in a manner which prevents significant deposition of sediment or other debris to receiving waters and provide data or a description of this schedule and its implementation.</p> <p>1. Accomplish an average of 20 hours of street sweeping per month.</p>	<p>The Air Force Academy has established a recurring work order for street sweeping. Street sweeping hours consist of eight (8) hours per day for five (5) per days per week.</p>	<p>No changes planned.</p>
<p><b>2.7.6</b> Consider the need for and application of cover to prevent airborne deposition of particulates from storage piles at the municipal materials storage yard.</p> <p>1. By the end of Year 2, the Air Force Academy Water Quality Manager will complete an evaluation of the need for and application of covers to prevent airborne disposition of particulates from storage piles on the Air Force Academy.</p>	<p>It was determined that the existing stockpiles in the Contractor Yards were not significant source that would cause or contribute to any airborne deposition of particulates.</p>	<p>No changes planned.</p>

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:

Nothing else to report for this control measure.



## 8. 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(s)	Results of information collected and analyzed that must be reported for this item
<p><b>2.8.1</b> Not later than three years from the effective date of this permit, the permittee must develop a program to evaluate the water quality in Smith Creek, Deadman’s Creek, Monument Creek, Monument Branch, West Monument Creek, Kettle Creek, and any other associated waters of the United States within the exterior boundaries of the Air Force Academy, as it enters and leaves the Air Force Academy. This program shall at a minimum include evaluations of streambank stabilization, and water quality. The program shall specifically address the Air Force Academy’s potential contribution to E. coli loading to Monument Creek.</p>	<p>The Air Force Academy submitted a proposed Water Quality Monitoring Program to EPA Region 8 in conjunction with the 2018 MS4 Permit Annual Report. The proposed Water Quality Monitoring Program included dry and wet weather sampling for e.coli at 24 locations on the Air Force Academy, including Monument Creek, West Monument Creek, Deadman’s Creek, Spring Creek, Pine Creek, Middle Tributary, Monument Branch, Black Squirrel Creek, and Black Forest Creek sample locations. To date the highest observed most probably number associate with e.coli sampling was 185 during dry weather sampling. Wet weather e.coli sampling resulted in most probable number values ranging from 129.1 to greater than 2,419.6. Additional data collection and sample analysis is required and planned for 2020 to better assess potential contributions to e.coli loading from the Air Force Academy.</p> <p>In addition to the water quality analysis outlined in the Air Force Academy’s Water Quality Monitoring Program, quarterly Regulation 85, Colorado Nutrients Control Regulation monitoring is performed near the Air Force Academy Wastewater Treatment Plant. Samples indicated that nutrient loading near and from the Air Force Academy wastewater treatment plant was below water quality standards.</p>
<p><b>2.8.2.</b> The water quality monitoring program may include indicators such as chemical monitoring, assessment of macroinvertebrates or other aquatic life, or watershed assessment of river stability and sediment supply, provided that the monitoring program provides meaningful data to evaluate the effectiveness of the stormwater management program. The permittee is responsible for evaluating data for analysis of trends</p>	<p>The US Fish and Wildlife Service performs natural resource management activities on the Air Force Academy, including aquatic life monitoring and assessment. The US Fish and Wildlife Service maintains an Integrated Natural Resource Management Plan (INRMP) that discusses assessment, survey, and management activities on the Air Force Academy for aquatic life and wetlands. A copy of the current Air Force Academy INRMP is available at the following website: <a href="https://usafa.isportsman.net/files/Documents%2FUSAFA_INRMP%20-%20203%20January%202018%20-%20Final-unprotected.pdf">https://usafa.isportsman.net/files/Documents%2FUSAFA_INRMP%20-%20203%20January%202018%20-%20Final-unprotected.pdf</a></p>
<p><b>2.8.3</b> The water quality monitoring program description must be sent to EPA with the Annual Report for year 3 of this permit term. Programs will be assessed by the water quality monitoring coordinator for EPA Region 8 to determine whether the</p>	<p>The Air Force Academy submitted a proposed Water Quality Monitoring Program to EPA Region 8 in conjunction with the 2018 MS4 Permit Annual Report. To date, the Air Force Academy has not received any feedback or comments from EPA concerning the goals or test procedures proposed by the Air Force Academy in the Water Quality Monitoring Program document. The Air Force Academy plans to continuing implementing the proposed Water Quality Monitoring</p>

<p>program meets the goals of this permit and whether the data is being collected and reported in compliance with EPA test procedures approved under 40 CFR Part 136. The permittee shall incorporate any comments from the EPA concerning goals and test procedures.</p>	<p>Program in 2020.</p>
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\*Data collected to audit the implementation status of a program element does not need to be reported in the annual report unless required by an established measurable goal or as a requirement or result of an inspection or enforcement action. For example, data such as street miles swept, visitors at an information booth, or visits to a web site do not need to be included in the annual report unless directly related to a measurable goal or committed to be reported and/or analyzed in a program description.

**9. 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.

<b>Program Area</b>	<b>Description of Enforcement Actions/Inspections</b>
<p>No storm water related regulatory inspections were conducted in 2019.</p>	

**10. PROPOSED CHANGES TO THE STORMWATER MANAGEMENT PLAN.**

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

<p>The Air Force Academy continues to comply with the installation’s MS4 permit and SWMP. In 2019, the Air Force Academy began implementing the Water Quality Monitoring Program as presented in the Air Force Academy’s 2018 MS4 Annual Report. The Air Force Academy will continue to evaluate the results of the monitoring program and make appropriate updates to the SWMP. Additional updates to the SWMP planned for 2020 are presented previously in this Annual Report.</p>
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## Attachment A

### Newcomer's Orientation Briefing Slides

**KIRA** US AIR FORCE ACADEMY  
*Integrity – Service - Excellence*

# Environmental

- 10 CES/CEIEC
- Scott Schneider
- Environmental Technician
- 333-6418



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**KIRA** EMS

- Environmental Management System (EMS)**
  - Based on ISO 14001, Required by AFI 32-7001
  - System for tracking and resolving environmental issues
  - Focus on Compliance, Risk Reduction, and Continuous Improvement
  - Unit Environmental Coordinator (UEC) – Shop's EMS representative
  - EMS Coordinator – Sylvette Goodwin, 10 CES/CEIE 333-6716
  - EMS Commitment Statement – All USAFA personnel must be familiar with the statement

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**KIRA** 10 CES/CEIEC ENVIRONMENTAL

- Who regulates USAFA?**
  - EPA
  - US Fish and Wildlife
  - State of Colorado
  - El Paso County
  - DoD
  - Air Force

2

**KIRA** EMS COMMITMENT STATEMENT

SUBJECT: Environmental Management System (EMS) Commitment Statement

- The United States Air Force Academy (USAFA) is committed to complying with its legal and other requirements and conducting its mission in an environmentally responsible manner to protect and conserve human health, natural resources, and the environment in accordance with Air Force Policy Directive (AFPD) 90-8, *Environment, Safety, and Occupational Health Management and Risk Management*, and Air Force Instruction (AFI) 32-7001, *Environmental Management*. In all our operations, we will seek to:
  - Understand** that environmental protection and conservation are primary management responsibilities, as well as the responsibility of every Airman and Cadet.
  - Set** attainable goals to promote conservation of our natural and man-made resources, including our energy and facility footprints.
  - Achieve** or exceed our EMS objectives and targets; thus, improving our operational readiness, mission capability, and environmental performance.
  - Focus** on reducing and preventing pollution at its source, continually evaluating our processes and procedures, reducing energy consumption, and recycling wherever feasible.
  - Aim** to continually improve environmental and conservation awareness and competency at all organizational levels by learned to make sound environmental decisions in day-to-day operations.
- Understanding this commitment statement and compliance with all federal, state, and local regulatory requirements is the responsibility of all USAFA personnel, contractors, and suppliers, and is vital to the installation's continued environmental excellence and mission sustainment.
- To assist in communicating USAFA's environmental commitment, this memorandum should be posted on organizational bulletin boards and USAFA's public website.
- Questions may be directed to Ms. Sylvette Rivera-Eliza, Environmental Element Chief, 10 CES/CEIE, at DSN 333-6716.

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**KIRA** 10 CES/CEIEC ENVIRONMENTAL

- Environmental Programs**
  - Environmental Management System (EMS)
  - Air Quality
  - Water Quality
  - Hazardous Materials
  - Hazardous Waste
  - Toxic Substances (Asbestos, Lead Based Paint, PCBs)
  - Pest Management
  - Solid Waste/Pollution Prevention/Green Procurement
  - Storage Tank Management (POLs)
  - Environmental Restoration
  - National Environmental Policy Act (NEPA)
  - Cultural Resources
  - Natural Resources

3

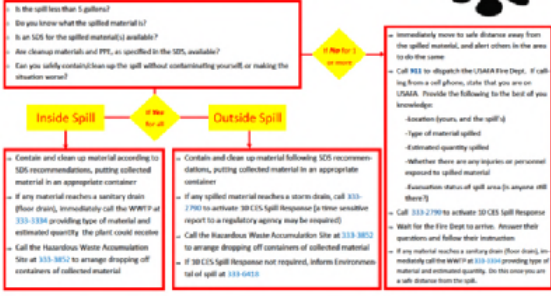
**KIRA** SPILLS

Spills are potentially agency responsible depending on quantity of release and/or location of release call 10 CES/CEIEC.



6

## USAFA SPILL RESPONSE



**Is the spill less than 1 gallon?**

- Do you know what the spilled material is?
- Is an SDS for the spilled material(s) available?
- Are cleanup materials and PPE, as specified in the SDS, available?
- Can you safely contain/clean up the spill without contaminating yourself or making the situation worse?

**Yes** → **Inside Spill**

**No** → **Outside Spill**

**Inside Spill:**

- Contain and clean up material according to SDS recommendations, putting collected material in an appropriate container.
- If any material reaches a sanitary drain (floor drain), immediately call the WWTP at 333-3334 providing type of material and estimated quantity. The plant could require.
- Call the Hazardous Waste Accumulation Site at 333-3852 to arrange dropping off containers of collected material.

**Outside Spill:**


- Contain and clean up material following SDS recommendations, putting collected material in an appropriate container.
- If any spilled material reaches a storm drain, call 333-7760 to activate 30 CES Spill Response (a more sensitive report to a regulatory agency may be required).
- Call the Hazardous Waste Accumulation Site at 333-3852 to arrange dropping off containers of collected material.
- If 30 CES Spill Response not required, inform Environmental staff at 333-6433.

**Emergency Response:**

- Immediately move to safe distance away from the spilled material, and alert others in the area to do the same.
- Call 911 to dispatch the USAMA Fire Dept. If calling from a cell phone, state that you are on USAMA. Provide the following to the best of your knowledge:
  - Location (name, and the spill's)
  - Type of material spilled
  - Estimated quantity spilled
  - Whether there are any injuries or personnel exposed to spilled material
  - Accumulation status of spill area (is anyone still there?)
- Call 333-2790 to activate 30 CES Spill Response
- Wait for the Fire Dept to arrive. Answer their questions and follow their instructions.
- If any material reaches a sanitary drain (floor drain), immediately call the WWTP at 333-3334 providing type of material and estimated quantity. Do this once you are a safe distance from the spill.

7

## HAZARDOUS WASTE ACCUMULATION SITE



**Waste Accepted at HWAS:**

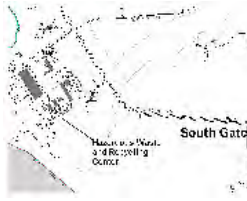

- All HW generated on USAFA
- All UW generated on USAFA
- Recyclables (Pb, Ni, Li, Batteries; ink toner cartridges, used oil/anti-freeze)

**Location:**

- Bldg. 8125 (Hours of operation, Mon - Fri 0730-1200, or by appointment)
- Please call ahead 333-3852

**Household Items:**

- Contact El Paso County 520-7878

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## 24 HOUR RECYCLING CENTER COMMUNITY CENTER LOT



**RECYCLING MEDIA**

- Paper
- Plastic (#1 and #2)
- Glass
- Aluminum/Metal Cans
- Cardboard




**NO COLLECTION OR DROP-OFF**

- HAZMAT
- Gas cylinders
- Tires – Front Range Tire Recycle, Inc.
- CALL EL PASO COUNTY (719) 520-7878 <https://communityservices.elpasoco.com/environmental-division/household-hazardous-waste/>



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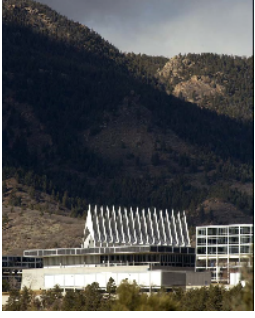
## CULTURAL RESOURCES



All work (internal and external) must be reviewed for Section 106 compliance with CO SHPO


- Cadet Area – National Historic Landmark District
  - Includes 10 buildings, Terrazzo, Court of Honor, Parade Grounds, retaining walls, and circulation
- Campus – Eligible for a National Historic District
  - Includes buildings, site planning, and circulation, Base-wide
- Cultural Sites
  - Base-wide

Contact Community Planner at 333-5939 with Questions



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## OFFICE RECYCLING



- Ink Cartridges (FMs deliver to HWAS)
- Paper (white, color, and newspaper)
- Cardboard (where available)
- Batteries (Lead Acid/Nicke/Lithium)
- Plastic and Aluminum (where available)

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## WATER QUALITY




**Erosion and associated sedimentation in stormwater runoff can be environmentally damaging.**

**Storm water also collects pollutants (POLs, herbicide residue) from streets, parking lots, and building landscaping.**

**Untreated stormwater eventually reaches streams and can impact aquatic life. Drinking water downstream is also harder to treat.**

**What you can do:**

- Prevent land disturbance/use BMPs
- Maintain vehicles indoors
- Don't rinse spills with water, use dry clean up methods
- Keep trash cans covered/ don't overfill




*Remember: only rain and snow melt go into storm drains!*

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**KIRA** AIR QUALITY

- No puffing (leaving unattended car idling)
- Keep containers with volatile materials closed unless being actively used
- Personnel in certain shops may have some extra record keeping requirements (Heat Plant, PowerPro, Refrigerant Techs)
- No open burning on USAFA



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**KIRA** ASBESTOS EXAMPLES



PHOTOGRAPHED: LINDSEY H. M. SMITH 2006 08 09 10:22

PHOTOGRAPHED: LINDSEY H. M. SMITH 2006 08 09 10:22

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**KIRA** ASBESTOS AWARENESS

- Many old buildings at USAFA that have asbestos
- Exposure can cause asbestosis, lung cancer, and mesothelioma
- Diseases develop 20 – 50 years after exposure
- Smoking combined with asbestos exposure increases lung cancer rate by up to 90X
- Never disturb suspected asbestos containing materials (ACM)
- Only licensed personnel can perform abatements
- USAFA Asbestos Program Manager
  - Bill Pancake 333-3852

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**KIRA** ASBESTOS EXAMPLES




PHOTOGRAPHED: LINDSEY H. M. SMITH 2006 08 09 10:22

PHOTOGRAPHED: LINDSEY H. M. SMITH 2006 08 09 10:22

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**KIRA** ASBESTOS EXAMPLES



SCAM TAP ON FURNACE DUCT DUCT TO ROOMS HOISING MACHINE STATION

ASBESTOS GLOW AT EXHAUST DUCT & FAN CONNECTION (CHECKED 1/06)

15

**KIRA** ASBESTOS EXAMPLES



PHOTOGRAPHED: LINDSEY H. M. SMITH 2006 08 09 10:22

PHOTOGRAPHED: LINDSEY H. M. SMITH 2006 08 09 10:22

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**KIRA** ASBESTOS EXAMPLES

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**KIRA** LEAD BASED PAINT

- Buildings built in:
  - 1978 and older – high probability of LBP
  - 1984 and older – may have LBP
- Primary concern is exposure to children
  - Inhibits growth
  - Mental Development (lowers IQ)
  - Behavior Problems
  - Hearing and Speech Problems
- Typical routes of exposure are Ingestion (paint chips) and Inhalation of dust
- Lead targets multiple parts of body – Heart, Kidneys, Nervous System, Bone Tissue, and Reproductive System
- Do not disturb suspected LBP
- Program Manager
  - Bill Pancake – 333-3852

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**KIRA** ASBESTOS SIGNS

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**KIRA** NATURAL RESOURCES

- Academy proper – 18,455 acres
- Farish Recreation Area – 655 acres
- Bullseye Airfield – 197 acres
- High plant and animal diversity
- Key Management Issues
  - Encroachment
  - T&E Species
  - Wildland Fire
  - Forest Pests/Disease
  - Noxious Weeds
  - Game and Fisheries Management
  - Nuisance Wildlife
  - Erosion/Sedimentation

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**KIRA** COMMON ACM

Cement Pipes	Elevator Brake Shoes
Cement Wallboard	HVAC Duct Insulation
Cement Siding	Boiler Insulation
Asphalt Floor Tile	Breaching Insulation
Vinyl Floor Tile	Ductwork Flexible Fabric Connections
Vinyl Sheet Flooring	Cooling Towers
Flooring Backing	Pipe Insulation (corrugated air-cell, block, etc.)
Construction Mastics (floor tile, carpet, ceiling tile, etc.)	Heating and Electrical Ducts
Acoustical Plaster	Electrical Panel Partitions
Decorative Plaster	Electrical Cloth
Textured Paints/Coatings	Electric Wiring Insulation
Ceiling Tiles and Lay-in Panels	Chalkboards
Spray-Applied Insulation	Roofing Shingles
Blow-in Insulation	Roofing Felt
Fireproofing Materials	Base Flashing
Taping Compounds (thermal)	Thermal Paper Products
Packing Materials (for wall/floor penetrations)	Fire Doors
High Temperature Gaskets	Caulking/Putties
Laboratory Hoods/Table Tops	Adhesives
Laboratory Gloves	Wallboard
Fire Blankets	Joint Compounds
Fire Curtains	Vinyl Wall Coverings
Elevator Equipment Panels	Spackling Compounds

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**KIRA** NATURAL RESOURCES

- Bear, mountain lion, deer, elk, bobcat, coyote, fox, raccoon, skunk, badger, bats, ringtail cat – consider all wildlife as potentially dangerous
- Don't feed or approach wildlife, view animals from a safe distance
- Properly manage household garbage, close and latch dumpsters
- Closely watch small children and pets
- Keep pet food inside
- For on base housing - Initially report nuisance animals to Housing Office
- Report bear and mountain lion sightings to Security Forces (333-2000) and/or Natural Resources (333-3308)
- Slow down and scan roadsides, especially at dawn/dusk, to avoid wildlife-vehicle accidents
- Visit Natural Resources or Outdoor Recreation for fishing, hunting, trails information
- Colorado Parks and Wildlife - <http://cpw.state.co.us/>

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 **US AIR FORCE ACADEMY**

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***Welcome to USAFA.  
Please help keep  
Colorado Beautiful.***



- 10 CES/CEIEC
- Scott Schneider
- Environmental Technician
- 333-6418



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## Attachment B

# Environmental Management Webpage Sample Content and Points of Contact



# UNITED STATES AIR FORCE ACADEMY

([HTTP://WWW.USAFA.AF.MIL/](http://www.usafa.af.mil/))  
(<http://www.usafa.af.mil/>)



HOME ([HTTP://WWW.USAFA.AF.MIL/](http://www.usafa.af.mil/)) > UNITS ([HTTP://WWW.USAFA.AF.MIL/UNITS/](http://www.usafa.af.mil/units/)) > MISSION SUPPORT GROUP  
([HTTP://WWW.USAFA.AF.MIL/UNITS/MISSION-SUPPORT-GROUP/](http://www.usafa.af.mil/units/mission-support-group/)) > CIVIL ENGINEER SQUADRON  
([HTTP://WWW.USAFA.AF.MIL/UNITS/MISSION-SUPPORT-GROUP/CIVIL-ENGINEER-SQUADRON/](http://www.usafa.af.mil/units/mission-support-group/civil-engineer-squadron/)) > INSTALLATION  
MANAGEMENT ([HTTP://WWW.USAFA.AF.MIL/UNITS/MISSION-SUPPORT-GROUP/CIVIL-ENGINEER-SQUADRON/INSTALLATION-MANAGEMENT/](http://www.usafa.af.mil/units/mission-support-group/civil-engineer-squadron/installation-management/)) > ENVIRONMENTAL MANAGEMENT

## ENVIRONMENTAL MANAGEMENT

- Natural Resources**
- Environmental Planning**
- Cultural Resources**
- Pollution Prevention**
- HAZMAT Management**
- Hazardous Waste Management**
- Recycling**
- Toxic Management Program**
- Storm Water Management Program**

Construction activities that disturb one or more acres of land are subject to the Academy's storm water construction general permit. This permit requires the completion of a project-specific Storm Water Pollution Prevention Plan (SWPPP). The SWPPP describes site construction activities and best management practices that are to be implemented to reduce erosion and sediment transport from the construction site. The Academy is essentially a small city with supporting infrastructure that includes storm water drains. Regulating the discharge of non-storm water into the storm sewer system is the intent of the Municipal Separate Sanitary Sewer System (MS4) general permit. Many of the Academy's residential and commercial activities have the potential to contribute pollutants to the Academy storm sewer system. If not immediately remediated, chemical spills contribute pollutants to the environment by rain and snowmelt runoff into the Academy's storm sewer system.

2012 Split Storm Water Article ([/Portals/21/documents/10ABW/10MSG/10CES/10CES\\_CEV/10](/Portals/21/documents/10ABW/10MSG/10CES/10CES_CEV/10))

## ENVIRONMENTAL MANAGEMENT KEY PERSONNEL

**Environmental Flight Chief** (719) 333-6716

**Government Contract Installation Manager** (719) 333-6716

**Asbestos, Lead-based Paint, PCBs** (719) 333-3852

**Cultural Resources** (719) 333-5414

**Environmental Planning** (719) 333-6716

**Environmental Restoration** (719) 333-6420

**HAZMAT Pharmacy** (719) 333-3852

**Fuel Tank** (719) 333-6425

**Hazardous Waste** (719) 333-3852

**Accumulation Site** (719) 333-3852

**Natural Resources** (719) 333-3308

**Air Quality** (719) 333-6418

**Water Quality** (719) 333-6420

**24 hour Spill Response** (911)

Attachment C  
Stormwater Brochure

## **WHAT'S CAUSING OUR POLLUTION?**

### Construction

- ✓ Contractors disposing of concrete washout in 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 stormdrains.

### Motor Vehicles

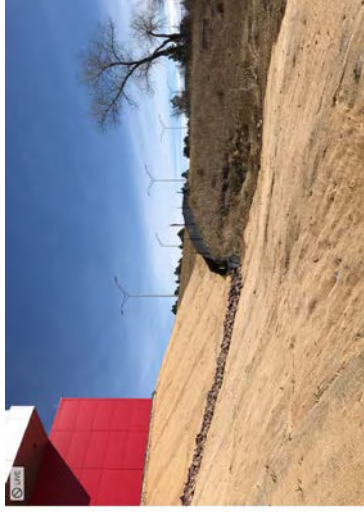
- Vehicles leaking oil and gas onto the streets.
- Spills of oil and fuel during maintenance and refueling.
- Cracked batteries.
- Improper disposal of antifreeze and old tires and batteries.
- Off-road vehicles tracking mud onto paved streets.



**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 USAFA property)**



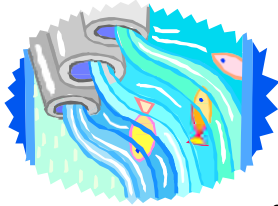
# Keep OUR Streams Clean!



**USAFA Stormwater  
Program 719-333-3085**



At USAFA, 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 and streets. Rainwater and snowmelt (stormwater) that enters a storm drain inlet flows directly to our creeks and ditches, and eventually discharges into Monument Creek, on the east of side of USAFA.



To report the release of ANY contaminant into the environment, call, 526-1697

Mud, oil, soap and trash that is tracked, spilled, poured or dumped, onto our streets and parking lots gets 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!

## HOW YOU CAN HELP

- ✓ Wash your car at the car wash (the water is usually recycled). If you do wash the car at home, chose a non-toxic, phosphate-free or biodegradable soap. If possible, wash the car on a grassy area, so the soapy water will soak into the ground and not go into the storm drains.
- ✓ Avoid off-road vehicle use.
- ✓ Don't rinse oil spills with water. Apply cat litter or other dry absorbent material, sweep it up and dispose of it in the trash.
- ✓ Follow directions on pesticides, herbicides and fertilizers. Do not apply if rain is expected within 48 hours.
- ✓ Do not rake or blow leaves into the storm drains – bag them.
- ✓ Use water-based, biodegradable cleaning products.
- ✓ DON'T LITTER – RECYCLE!
- ✓ To dispose of old paint, pesticides and other household hazardous waste, contact the El Paso County Hazardous Household Waste Facility at 520-7879



Attachment D  
Erosion Control, Revegetation, and Tree Care  
Standards

## SECTION 01351: EROSION CONTROL, REVEGETATION AND TREE CARE STANDARDS

### PART 1 – GENERAL

- 1.0 Erosion control, revegetation, and tree care is required for any project that disturbs soil, vegetation, or trees, and where other types of site stabilization (i.e. landscaping, sod, hardscape) is not included in the project. Compliance with the Standards is mandatory to promote the natural resource and tree protection required by the Integrated Natural Resources Management Plan, Noxious Weed Management Plan, Preble's Meadow Jumping Mouse Conservation Agreement, Construction Storm Water Pollution Prevention Plan (as applicable), or Clean Water Act permit. Any deviation from the Standards must be approved by the Contracting Officer (CO) and/or **USAFA Natural Resources (10 CES/CEIA, (719) 333-3308)**. As applicable, other Landscaping requirements in the USAFA Design Standards shall also be followed.

Contractors shall consult with USAFA Natural Resources for assistance in understanding and implementing these Standards. Particular attention shall be given to the requirements for seedbed preparation, imported topsoil, planting native seed mixes, seeding techniques, and erosion control materials and installation. **The checklist in Appendix D shall be used by the Contractor and USAFA Construction Inspector to document compliance with the Standards.**

To prevent the introduction and spread of noxious weeds and other non-native plants, all construction and seeding equipment shall be free of dirt, seed, and plant parts prior to entering the base.

Contractors shall minimize creating new roads and trails adjacent to the authorized project area. Any new trails, roads, parking areas, or staging areas shall be rehabilitated as part of the project.

As part of the Environmental Deliverables List, Contractors shall provide invoices, trip tickets, tags, or other documentation to verify that the specified type, quantity, and quality of seed, topsoil, erosion fabric, and other materials is delivered and installed per the Standards. Seed and topsoil quantities shall be determined by the post-construction area (acres) of ground disturbance requiring revegetation. The disturbance area shall be calculated by tape/wheel measurement or gps mapping performed by the contractor and verified by the Construction Inspector or USAFA Project Manager.

#### 1.1. SITE PREPARATION

- A. SOIL PREPARATION. All disturbed areas shall be tilled on the contour to a minimum depth of four inches, and then harrowed, raked or rolled to produce a firm seed bed. Imported topsoil (see 1.1.B) shall be required to provide an acceptable planting medium. Large rocks (>3 inch diameter) and debris that may impede seeding equipment shall be cleared from the site. Any required erosion control features (e.g., water bars, berms, basins, turnouts) shall be constructed prior to seeding. No fertilizers shall be applied. Sites that are not adequately prepared prior to seeding (e.g., compacted soil, insufficient topsoil, rocky, eroded surface, etc.) shall be rejected.
- B. TOPSOIL. **All areas to be revegetated shall be top-soiled with at least 3-inches of imported topsoil unless the requirement is waived by the Contracting Officer, with concurrence from USAFA Natural Resources.** Where possible, the upper 2-3 inches of the native soil shall also be salvaged for re-distribution over the restoration area. Imported topsoil shall be free of rocks, noxious weeds, large woody debris, or trash. Topsoil shall not be used from areas infested with noxious weeds. Once spread throughout the restoration area, any salvaged native soil and the imported topsoil shall be lightly disked on the contour to reduce compaction and fully mix the soils.



Prior to delivering and spreading the topsoil, a chemical and physical laboratory analysis (including a hydrometer particle size analysis) of randomly collected soil samples (composite of random grab samples) shall be submitted as part of the Environmental Deliverables List for evaluation of the topsoil's compliance with the Standards. Acceptable topsoil shall be tested for and have the characteristics listed in the table below. If the topsoil does not meet these criteria, approved soil amendments (such as organic compost, humates, or other imported soils) shall be required to meet the Standards.

Soil Texture	Loam, Sandy Loam, Sandy Clay Loam
Particle Size Distribution	Sand <70%, Clay <30%
Soil pH	6.5 to 7.8
Salt Content	<3mmhos/cm
Organic Matter (% by weight)	>2%
Topsoil @ 3" depth per acre	403 cubic yards per acre

The composite samples shall be collected from a commercial topsoil source and laboratory tested within one month (30 days) of the delivery date to USAFA. The contractor shall reasonably coordinate with the supplier to ensure that the delivered topsoil is the same or closely similar to the material submitted for analysis, assuming the sample met the Standards. At the Government's discretion, any delivered topsoil may be re-analyzed at Government expense to determine if the topsoil must be amended to comply with the Standards. Any required soil amendment shall be at the Contractor's expense.

For multi-year or multi-season projects, a new soil laboratory analysis shall be conducted by the Contractor within one month (30 days) of the delivery date and approved by the 10 CES inspector for each phase of the revegetation. Any required soil amendment shall be at the Contractor's expense.

For shorter-term projects, if the required topsoil delivery shall take the Contractor more than one month (30 days) to deliver, the Government shall be responsible for determining whether the topsoil source still conforms to the Standard, or if a new soil analysis (at Government expense) needs to be performed. Any required soil amendment shall be at the Contractor's expense.

## 1.2. PLANT MATERIALS FOR REVEGETATION

- A. NATIVE SEED. Depending on the site conditions, and in coordination with USAFA Natural Resources, one of the following native seed mixes shall be used for revegetating the disturbed area. Other seed mixes may need to be developed for unique situations on a case-by-case basis. All seed mixes shall consist of certified seed varieties that are free of noxious weeds and have been tested for purity and germination within one year of the planting date. Locally adapted seed ecotypes collected from a similar elevation (6300-8000' at USAFA; 9000' at Farish Recreation Area) and precipitation zone (15-20 inches) shall be used. Seed certification labels which indicate the species, purity, germination, weed content, origin, and test date shall be submitted as part of the Environmental Deliverable List. If the seed will be broadcast by hand, mechanical spreader or hydro-seeder, the Pure Live Seed (PLS) seeding rate shall be doubled.

1. **Xeric (dry) areas** with a variety of soil and slope conditions shall be planted with the following seed mix:

SPECIES (Variety)	PLS RATE PER ACRE DRILL SEEDING	PLS RATE PER ACRE BROADCAST SEEDING
Perennial Ryegrass (Tetraploid) <i>Lolium perenne</i>	6.0	12.0
Little Bluestem (Camper) <i>Schizachyrium scoparium</i>	3.0	6.0
Blue Grama (Hachita) <i>Bouteloua gracilis</i>	1.5	3.0
Side Oats Grama (Vaughn) <i>Bouteloua curtipendula</i>	3.5	7.0
Green Needlegrass <i>Stipa viridula</i>	0.5	1.0
Sand Dropseed <i>Sporobolus cryptandrus</i>	0.05	0.10
Western Wheatgrass (Arriba) <i>Pascopyrum smithii</i>	3.0	6.0
Slender Wheatgrass (San Luis) <i>Elymus trachycaulus</i>	1.0	2.0

2. **Forest and Shrubland areas** with a variety of soil and slope conditions shall be planted with the following seed mix:

SPECIES (Variety)	PLS RATE PER ACRE DRILL SEEDING	PLS RATE PER ACRE BROADCAST SEEDING
Perennial Ryegrass (Tetraploid) <i>Lolium perenne</i>	6.0	12.0
Little Bluestem (Camper) <i>Schizachyrium scoparium</i>	3.0	6.0
Blue Grama (Hachita) <i>Bouteloua gracilis</i>	1.5	3.0
Side Oats Grama (Vaughn) <i>Bouteloua curtipendula</i>	3.5	7.0
Green Needlegrass <i>Stipa viridula</i>	0.5	1.0
Sand Dropseed <i>Sporobolus cryptandrus</i>	0.05	0.10
Indian Ricegrass <i>Oryzopsis hymenoides</i>	1.0	2.0
Spike Muhly <i>Muhlenbergia wrightii</i>	0.5	1.0
Prairie Junegrass <i>Koeleria macrantha</i>	0.5	1.0

3. **Mesic riparian areas and wetland fringes** shall be planted with the following seed mix:

SPECIES (Variety)	PLS RATE PER ACRE DRILL SEEDING	PLS RATE PER ACRE BROADCAST SEEDING
Perennial Ryegrass (Tetraploid) <i>Lolium perenne</i>	6.0	12.0
Switchgrass (Forrestburg) <i>Panicum virgatum</i>	2.5	5.0
Western Wheatgrass (Arriba) <i>Pascopyrum smithii</i>	2.0	4.0
Canada Wildrye (Mandan) <i>Elymus canadensis</i>	4.5	9.0
Slender Wheatgrass (San Luis) <i>Elymus trachycaulus</i>	1.5	3.0
Canadian reed-grass <i>Calamagrostis canadensis</i>	0.25	0.50
Streambank wheatgrass (Sodar) <i>Elymus lanceolatus</i>	1.5	3.0

4. **Wetland areas** shall be planted with 2.5" containerized live plugs on 18" centers and seeded with the grasses identified below. Plugs shall be planted flush with the ground surface and rooted in moist to saturated soil depending on the species' moisture preference. The quantity of plugs needed, by species, shall be based on the percentages below.

SPECIES (Variety)	PLS RATE PER ACRE DRILL SEEDING	PLS RATE PER ACRE BROADCAST SEEDING
Canadian reed-grass <i>Calamagrostis canadensis</i>	0.25	0.50
Ticklegrass <i>Agrostis scabra</i>	0.2	0.4
Nebraska sedge <i>Carex canadensis</i>	Plugs – 70%	Plugs – 70%
Creeping spikerush <i>Eleocharis palustris</i>	Plugs – 10%	Plugs – 10%
Torrey's rush <i>Juncus torreyi</i>	Plugs – 5%	Plugs – 5%
Baltic rush <i>Juncus balticus</i>	Plugs – 10%	Plugs – 10%
Pale bulrush <i>Scirpus pallidus</i>	Plugs – 5%	Plugs – 5%

5. **Upland areas at Farish Recreation Area**, with a wide variety of slope and soil conditions, shall be planted with the following seed mix:

SPECIES (Variety)	PLS RATE PER ACRE DRILL SEEDING	PLS RATE PER ACRE BROADCAST SEEDING
Perennial Ryegrass (Tetraploid) <i>Lolium perenne</i>	6.0	12.0
Spike Muhly <i>Muhlenbergia wrightii</i>	0.5	1.0
Arizona fescue (Redondo) <i>Festuca arizonica</i>	1.5	3.0
Western wheatgrass (Arriba) <i>Pascopyrum smithii</i>	2.5	5.0
Sideoats grama (Vaughn) <i>Bouteloua curtipendula</i>	2.0	4.0
Thickspike wheatgrass (Critana) <i>Elymus lanceolatus</i>	2.0	4.0
Idaho fescue (Winchester) <i>Festuca idahoensis</i>	1.5	3.0

### 1.3 SEEDING AND MULCHING

- A. **SEEDING DATES.** Fall (September-November) or spring (March-May) planting is preferable to help maximize seed establishment. If the project schedule does not coincide with the preferred seeding periods, or if there are unsuitable site conditions (i.e. muddy or frozen ground), then soil stabilization and/or stormwater Best Management Practices shall be implemented to stabilize the area until the next appropriate seeding date. Seeding outside the preferred months shall have prior approval from the CO and/or Natural Resources.
- B. **SEEDING METHODS.** Drill seeding or broadcast seeding shall be used for revegetation. As outlined below, the size and slope of the disturbed area shall determine which seeding method(s) is appropriate and acceptable. **Where feasible, rangeland drill seeding combined with a cover of crimped hay mulch or hydro-mulch is the required method of revegetation.**
- Slopes less than 3:1** – Seed shall be planted using a rangeland drill with a small seed/legume box and an agitator box for fluffy or bulky seed. Seed rows shall be spaced 7-10 inches apart, and planted 0.5 to 0.75 inches deep. The drill shall have double-disk furrow openers with depth bands and packer wheels. Seeding shall be accomplished using bi-directional drilling and following the land contour. The drill equipment shall be calibrated daily or whenever there is a change in the seed mix to ensure proper seed distribution and rate.
  - Slopes greater than 3:1 or areas less than 0.10 acre** – Seed shall be broadcast by hand, mechanical spreader, or hydro-seeding equipment. Broadcasted areas shall be raked or harrowed to incorporate the seed into the soil at a depth not exceeding 0.50 inches. If hydro-seeding is used, the seed shall not be tank mixed with hydro-mulch and broadcast. Broadcast seeding shall be avoided when wind speed exceeds 15 miles per hour.
- C. **MULCHING.** Weed-free native hay, weed-free straw, or virgin wood fiber hydro-mulch shall be used to control erosion and promote seed germination and plant establishment. Native hay, straw, or hydro-mulch shall be applied at 2000 pounds/acre on slopes less than 3:1. On steeper slopes, a mulching rate of 2500 pounds/acre shall be used. Native hay or straw shall be crimped into the soil to a depth of at least 3-inches and must protrude above the ground at least 3-inches.

An organic tackifier shall be used to hold hay or straw in place if crimping alone is insufficient. Hydro-mulch shall be applied using a colored dye and the manufacturer's recommended rate of an organic tackifier.

- D. **EROSION CONTROL MATERIALS.** Erosion control blankets, straw coir logs, or soil berms shall be used whenever reclaiming and stabilizing slopes greater than 3:1, or along drainageways where erosion is probable. **Erosion control blankets shall be 100% biodegradable, net-free, and consist of wood fiber (excelsior) or coconut fiber materials with at least a two-year functional longevity (Western Excelsior Excel S-1 All Natural, Excel R-2 All Natural, Excel S-2 All Natural, Excel CC-4, Excel CC-4 All Natural, or equivalent). Straw-based erosion fabric and plastic netting shall be rejected.** Manufactured biodegradable stakes (6-inch minimum) or wooden stakes (8-inch minimum) shall be used to anchor all erosion materials; the use of metal staples (8-inch minimum, 8 gauge) must have prior approval from the CO and/or Natural Resources. All erosion control materials shall be installed in accordance with the manufacturer's instructions and recommendations. Particular attention shall be given to overlapping the fabric seams, burying the fabric edges in a small trench, partially burying coir logs, and utilizing a stake pattern and sufficient number of stakes to prevent the erosion fabric from being dislodged by wind or "tenting" with plant growth.
- E. **FENCING/BARRIERS.** Temporary fencing or other barriers shall be installed around the perimeter of the re-seeded areas to exclude pedestrian and vehicle access.
- F. **WATERING.** Supplemental irrigation shall normally not be necessary or required if the seeding is accomplished during the preferred fall and spring planting periods. If a water hook-up is available a sprinkler system may be used to promote rapid plant establishment, but the system must then be operated throughout the first growing season to prevent plant die-off. Generally, watering at 0.75-1.0 inches/week is recommended during the April-October growing season depending on rainfall. Supplemental irrigation of seeded areas using a watering truck is prohibited.
- G. **MOWING.** Spring and summer mowing can help limit competition between invasive weeds and the seeded native grasses. Post-revegetation mowing is normally not required in construction contracts, but it may help expedite the establishment of vegetation and, therefore, a contractor's release from a SWPPP permit. Optimally, mowing should be conducted before the native grasses set seed and at a mower height which removes little of the native vegetation leaf area.

#### 1.4 FINAL INSPECTION AND SEEDING SUCCESS CRITERIA

- A. A final inspection of all revegetated areas, using the checklist in Appendix D, shall be coordinated with the CO, Construction Inspector, and Natural Resources. If the project is under a Construction Storm Water Permit, the USAFA Water Quality Manager shall also be consulted. Any seeding, topsoil, or erosion control deficiencies or damage noted during the inspection shall be corrected prior to project close-out.
- B. A successful revegetation project shall have at least three (3) native grass seedlings per square foot, with no bare areas exceeding one square meter. For drill seeded areas, continuous planting rows shall be visually apparent by the end of the first full growing season. If a partial or total seeding failure is apparent, poorly vegetated areas shall be reseeded in the same manner described above. Appropriate site preparation shall be used to create a suitable seedbed for replanting, but any established native vegetation shall be left undisturbed to the extent possible. Areas that erode before plant establishment can occur shall be repaired and immediately reseeded during the same growing season.

## 1.5 CARE OF TREES DURING CONSTRUCTION OR UNDERGROUND UTILITY WORK

- A. There are numerous forms of direct tree injury caused by mechanized equipment: trenching injury, surface grading, soil compaction, bark removal, and branch breakage. Extreme care shall be exercised in protecting root systems and branches of trees. A USAFA Natural Resource forestry representative should be contacted before construction operations commence to ensure understanding and adherence to tree care standards.

Additional information on protecting trees during construction activities can be found at:

- [www.warnell.uga.edu/outreach/pubs/pdf/forestry/Development%20Assessment%20Tools%20Pub10-24.pdf](http://www.warnell.uga.edu/outreach/pubs/pdf/forestry/Development%20Assessment%20Tools%20Pub10-24.pdf)
  - <http://www.extension.umn.edu/garden/yard-garden/trees-shrubs/protecting-trees-from-construction-damage>
  - [www.ext.colostate.edu/PUBS/GARDEN/07420.html](http://www.ext.colostate.edu/PUBS/GARDEN/07420.html)
- B. Protective Fencing: In construction areas, post highly-visible fencing or barricades around trees and areas to be protected. The optimal size of barricaded areas varies by tree species, size, and construction project. For recently planted trees (one to four years), the area under the branches (dripline) should be adequate (Appendix A). For minimal protection of trees older than four years, barricades should extend beyond the dripline; for each inch of trunk diameter, extend the protection area an additional one foot. For additional protection, a four (4) inch deep layer of seasoned wood chips can be placed around each tree prior to placement of barricades.
- C. Trenching: Trenches shall be placed as far from trees as possible, and filled in as quickly as feasible. No trenching is permitted within the tree dripline. While the dripline is the absolute minimum distance, the goal is to trench no closer than 1.25 feet per diameter inch of tree from the tree stem, known as the protected root zone (PRZ). Damaging structural roots within this zone can have serious adverse impacts on tree stability and health. Directional boring to minimize root damage should be utilized to the extent feasible, with highest priority put on large, healthy trees or groups of trees. Moist conditions shall be maintained during construction to help protect roots, with cut structural roots freshly pruned before filling trenches. Grading: As with trenching, no changes in soil grade are permitted within the dripline of trees. The goal is to limit disturbance to no closer than the PRZ.
1. Soil Fill: Excessive amounts of soil around a tree base interfere with normal air and moisture circulation to the roots, resulting in improper gas exchange and toxic gas buildup. Minor fills with topsoil of less than three inches will not harm most trees. Topsoil should not be clay. Early symptoms of decline from excessive fill are small leaf size, premature fall coloration, and branch dieback. Dieback may not be noticed for several years, depending on tree species and initial tree health.
  2. Soil Cut: Lowering soil grade can be equally harmful. Where the grade has been changed near a tree, the most common damage is the complete severing of major roots in that area, leading to decline, death or decreased stability to high winds.
- E. Soil Compaction: Construction traffic can compact soil and severely damage roots, which exist predominantly in the top 18" of soil. Compaction decreases soil permeability, impacts drainage, interferes with gas exchange processes, and leads to less water and nutrient availability. Tree decline and dieback can occur gradually as a result. Construction traffic, vehicle parking and material storage should be kept outside the tree dripline to a distance of one additional foot per inch of trunk diameter, and delineated with construction fencing or similar barrier. If available, a layer of four (4) inches of wood chips can help further mitigate compaction damage.

- F. Bark Removal: Wounding of the trunk can significantly damage a tree by introducing a site for decay fungi and predisposing the tree to other insect and disease agents such as bark beetles. Extreme care should be taken to avoid skinning a tree with equipment or ripping rather than cleanly pruning branches in need of removal.
- G. Branch Pruning: Removal of live branches shall be kept to a minimum to limit loss of photosynthetic material and to reduce stress to the tree. Branches requiring removal shall be cut back to the trunk or to an acceptable branch, according to proper pruning procedures. The remaining portions of limbs inadvertently broken by the passage of equipment shall also be cut back to the trunk or to an acceptable branch. Flush cuts are not acceptable, as these promote decay of the tree stem. Branches shall be cut by saw; not ripped off by heavy equipment. Pruning procedures are outlined in Appendix B.

#### 1.6 TREE TRANSPLANTING FROM CONSTRUCTION AREA

- A. Whenever possible, existing trees that need to be cleared shall be relocated or sold by USAFA Natural Resources as a forest product prior to site clearing. Transplantable trees are generally less than fifteen feet in height, although this maximum height will be less under extreme drought conditions due to increased transplant shock in larger trees. Coordinate with USAFA Natural Resources at least one month in advance to assess the feasibility of transplanting trees. Under continued drought conditions, tree transplanting may be infeasible.

#### 1.7 CARE OF TREES MOVED INTO CONSTRUCTION AREA

- A. Trees moved into the project area for landscaping purposes shall have irrigation needs addressed for three years, including winter watering. Approximately ten (10) gallons per inch of tree caliper (measured at six inches above ground level) shall be applied to the tree ring area (see "C" below) upon planting. Water shall be applied approximately weekly for the first two months, and then every two to three weeks throughout the remainder of the first growing season, depending on natural moisture and soil conditions. Depending on precipitation, frequency of deep watering during the second and third years may be decreased as the tree continues to establish on the site, but newly transplanted trees will likely still require periodic watering for at least three full growing seasons to maintain tree health and vigor and encourage root establishment. *Light watering applications (i.e. sprinklers) will not provide adequate water saturation, tending rather to promote root proliferation within the top several inches of soil instead of encouraging deeper root establishment which is vital to long-term survival.* The objective of deep watering is to saturate the root ball to a depth of at least twelve (12) inches. Water amounts on heavy clay soils with poor drainage may need to be lessened to avoid drowning the root system. A rule of thumb is to check the edge of the root ball for moisture at a depth of eight inches. If this area is still moist, watering can be postponed.
- B. Winter watering from October through March is critical, especially in dry climates with desiccating winter winds. *Water shall be applied monthly during dry periods, when the ground is not frozen.* Fall plantings shall receive a deep watering upon planting, followed by periodic winter watering as conditions warrant. As the tree becomes established, the need for supplemental watering should decrease. This watering regime shall be implemented for at least the first three growing seasons to assist in establishment, but is advisable beyond this timeframe if the transplanted tree is especially large, or is slow in adapting to its new site. See Appendix C for additional information on watering.
- C. A soil berm or tree ring of at least four (4) inches in height shall be constructed around the tree (roughly under the tree dripline (outer edge of branches), or at least the size of the transplanted root ball). This will allow water to focus onto the root ball. The berm shall be removed in three years, when roots should have spread well beyond the dripline. Retaining the berm beyond this

timeframe tends to lead to subsequent watering only within the bermed area, which will encourage root growth primarily in this area and not outward, to the detriment of the tree.

- D. Approximately three to four inches of mulch shall be placed above the root ball to preserve soil moisture, and to protect trees from lawnmower damage in mowed areas. Mulch should not be placed directly against tree stem, as this could cause rotting of wood and afford rodents a place to hide and potentially damage tree. A distance of at least six inches from the tree stem should be left un-mulched.
- E. Transplanted pines are a prime target for the Ips (engraver) beetle, which are attracted to environmentally stressed trees. Landscape planted spruce are highly susceptible to the white pine weevil which can cause significant damage to the tree crown. Transplanted pines and spruce shall be sprayed to prevent bark beetle infestation with an insecticide on the USAF-approved pesticide list. Spring-planted pine and spruce shall be sprayed within one week of transplanting. Autumn-planted pine and spruce shall be sprayed within one week of planting, and again at the beginning of the following growing season. All pine and spruce shall be sprayed by late March for the following two years (three years total). USAFA Natural Resources will be available to consult on spraying activities. All pesticide use shall be coordinated through the HAZMART and Pest Management Coordinator.
- F. In general, trees over six (6) feet in height shall be staked, unless they are not located in a wind-prone location (i.e. sheltered from predominant west/north winds by a building), or do not have a large crown. Stakes shall be removed in one year, unless in unusually windy location, in which case they should be removed after the second growing season. Retaining stakes for too long compromises wind-firmness and encourages a tall spindly rather than a sturdy tree trunk.
- G. Trees should not be fertilized upon transplanting, as this encourages stem growth at the expense of root growth. Root growth is more critical at this time, so fertilization (nitrogen in particular) is best held off for several years. A root stimulant (generally high in phosphorus) may be used during or immediately after transplanting.
- H. Holes resulting from trees shall be filled with weed-free soil and graded evenly to ground level within one week of tree removal. Holes shall be marked with at least three (3) brightly-colored pin flags during the interim.
- I. Coordinate with USAFA Natural Resources for advice on transplant tree care.

#### 1.8 MERCHANTABLE WOOD

- A. In accordance with Department of Defense Instruction (DODI) 4715.3, DODI 7310.1, and AFI 32-7064 Section 8.3, forest products shall not be given away, abandoned, destroyed, or used to offset contract costs. Removal of forest products without a permit from USAFA or Farish Recreation Area constitutes theft of government property and shall be punished under the applicable laws or regulations.
- B. Trees to be removed shall be cut and limbed (all limbs removed). Merchantable firewood (sound tree trunks greater or equal to four (4) inches in diameter) shall be delivered to the USAFA Natural Resources woodlot at Building 9030. Branch wood is not considered merchantable firewood, with the exception of straight portions greater or equal to four (4) inches in diameter.
- C. Contractor may opt to purchase wood at the existing published rate. All wood delivery or purchase shall be coordinated in advance with USAFA Natural Resources. Disposition of wood products from Farish Recreation Area shall be determined by USAFA Natural Resources.



## 1.9 UNMERCHANTABLE WOOD AND STUMP REMOVAL

- A. Disposal of woody slash (limbs, tops), rotten wood, stumps and rootwads (stumps with attached roots) is the sole responsibility of the Contractor. All un-merchantable wood will be removed from the installation, with the following two possible exceptions. If approved in advance by a Natural Resource forestry representative, woody slash may be chipped and spread across up to 50% of the project area to a depth not to exceed three inches, with chips spread at least 30 feet from a road, trail or building. No chips shall be spread in improved or mowed areas. On small projects, it may be possible to dispose of minor amounts of woody slash by lopping and scattering onsite, but only if prior approval has been given by Natural Resources. In such cases, the limbs shall be moved at least 50 feet from buildings, roads, or major trails, and lopped and scattered so as not to exceed eight inches above ground level. Limbs on all insect-infested trees shall be chipped to destroy emerging broods within branches.
- B. Where trees are removed but stumps and roots are not extricated, stumps shall be cut as close to ground level as practical, not to exceed two (2) inches (measured on the uphill side of the tree on a slope) above ground level within 25 feet of buildings, roads or major trails, and four (4) inches above ground level elsewhere.

## 1.10 BEETLE-INFESTED TREES

- A. *A USAFA Natural Resource forestry representative shall be contacted in the event that any trees to be cut may be infested with beetles.* These will generally be faded green, red or straw-colored, and may have visible pitch tubes or red sawdust-like frass at the base of the tree. If a tree is determined to be actively infested with beetles, known as a “brood” tree, wood shall not be delivered to the NR woodlot unless coordinated in advance with a USAFA Natural Resources forestry representative. All limbs of infested tree will be chipped to destroy branch bark beetles. If removed from site and not processed in a mill, infested wood should not be placed within five miles of any pines, to prevent beetle spread to other areas.

## 2.1 LIVE WILLOW STAKING

- A. Prior to planting, Natural Resources shall identify all necessary willow staking areas and approve any on-site locations for the harvesting of plant materials. All willow stakes shall be disease- and insect-free (e.g., oyster scale). Off-site plant materials shall only be used with prior approval from Natural Resources.
- B. Willow stakes shall be harvested and planted in late-winter to early-spring before dormancy is broken (as identified by swelling lateral and terminal buds). Planting shall only be conducted when the weather and soil conditions are appropriate. Stakes shall not be planted when the ground is frozen or otherwise unsuitable.
- C. Live stakes shall be coyote willow (*Salix exigua*) cuttings that are one-half inch (1/2”) to one-inch (1”) in diameter and at least 4.0-feet (4.0’) in length. Stakes shall be harvested with sharp pruning shears with the base cut at a forty-five degree (45°) angle and all side branches removed. Harvested stakes shall be submerged in water for at least 5 days immediately after cutting and shall be planted within 7 days of harvesting.
- D. Stakes shall be kept moist, cool, shaded, and protected from wind until installed. During transport or storage, the stakes shall be covered to protect them from heat, light and wind damage.
- E. Willow stakes shall normally be planted on 24” to 36” centers in a staggered pattern, but the pattern and spacing may need to be adjusted depending on the availability of groundwater and plant materials. A planting hole shall be excavated to the groundwater using a hammer drill and a

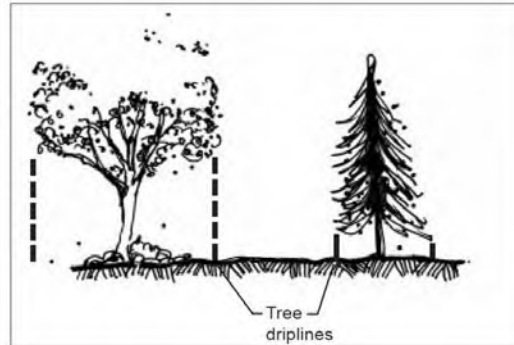
one-inch drill bit, rebar probe, dibble bar, or other approved method. Damage to any erosion blanket shall be avoided to the maximum extent possible. Stakes shall be gently placed in the hole, ensuring that the butt end reaches below the groundwater level. Each hole shall be backfilled, hand-tamped, and/or watered to eliminate air pockets around the stake. Stakes shall be cut-off at 18-24" from the ground surface with at least two lateral buds remaining above-ground.

## 2.2. LIVE COTTONWOOD POLE PLANTING

- A. Prior to planting, Natural Resources shall identify all necessary pole planting areas and approve any on-site locations for the harvesting of plant materials. All cottonwood poles shall be disease- and insect-free. Off-site plant materials shall only be used with prior approval from Natural Resources.
- B. Poles shall be harvested and planted in late-winter to early-spring before dormancy is broken (as identified by swelling lateral and terminal buds). Planting shall only be conducted when the weather and soil conditions are appropriate. Poles shall not be planted when the ground is frozen or otherwise unsuitable.
- C. Live poles shall be plains cottonwood (*Populus deltoides*) or narrow-leaf cottonwood (*Populus angustifolia*) cuttings that are approximately one-inch (1") in diameter and at least 10.0-feet (10.0') in length. Poles shall be harvested with sharp pruning shears with the base cut at a forty-five degree (45°) angle and all side branches removed. Harvested poles shall be submerged in water for at least 5 days immediately after cutting and shall be planted within 7 days of harvesting.
- D. Poles shall be kept moist, cool, shaded, and protected from wind until installed. During transport or storage, the poles shall be covered to protect them from heat, light and wind damage.
- E. The number and location of pole plantings shall be determined by groundwater conditions and the availability of plant materials. A planting hole shall be excavated to the groundwater using an auger or other approved method. Damage to any erosion blanket shall be avoided to the maximum extent possible. Poles shall be gently placed in the hole, ensuring that the butt end reaches below the groundwater level. Each hole shall be backfilled, hand-tamped, and/or watered to eliminate air pockets around the pole. The terminal bud will be removed from the pole immediately after planting.
- F. Wire cages constructed of 2"x2" wire mesh with a 30-inch diameter shall be constructed around each pole and anchored to the ground to prevent beaver damage.

SECTION 01351 APPENDIX A – “DRIPLINE” SKETCH AND DEFINITION

**Dripline:** The dripline is the area directly located under the outer circumference of the tree branches. Because this area contains the highest amount of roots, protecting roots from cutting or compaction is critical. No trenching is permitted within this zone.



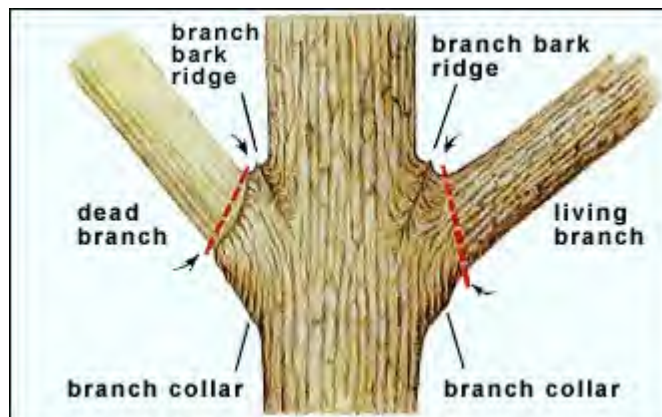
SECTION 01351 APPENDIX B – PRUNING TECHNIQUES

**Pruning Cuts**

Pruning cuts should be made so that only branch tissue is removed and stem tissue is not damaged. At the point where the branch attaches to the stem, branch and stem tissues remain separate, but are contiguous. If only branch tissues are cut when pruning, the stem tissues of the tree will probably not become decayed, and the wound will seal more effectively.

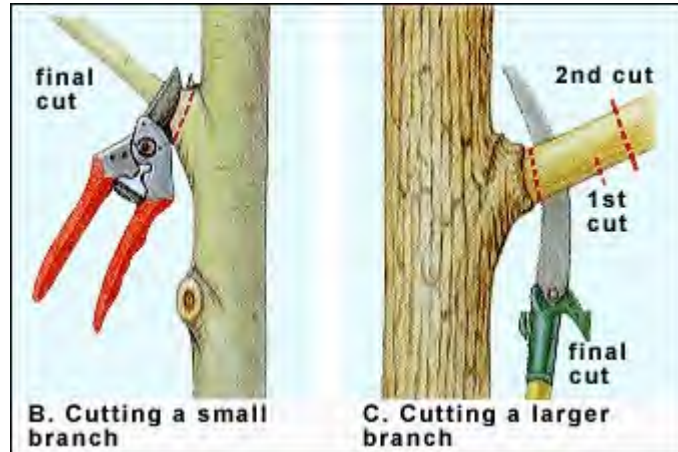
**1. Pruning living branches (Fig. 6)**

To find the proper place to cut a branch, look for the **branch collar** that grows from the stem tissue at the underside of the base of the branch (Fig. 6A). On the upper surface, there is usually a **branch bark ridge** that runs (more or less) parallel to the branch angle, along the stem of the tree. A proper pruning cut does not damage either the branch bark ridge or the branch collar.



**Figure 6A.** Targeting the cut

A proper cut begins just outside the branch bark ridge and angles down away from the stem of the tree, avoiding injury to the branch collar (Fig. 6B). Make the cut as close as possible to the stem in the **branch axil**, but outside the branch bark ridge, so that stem tissue is not injured and the wound can seal in the shortest time possible. If the cut is too far from the stem, leaving a branch stub, the branch tissue usually dies and woundwood forms from the stem tissue. Wound closure is delayed because the woundwood must seal over the stub that was left.



The quality of pruning cuts can be evaluated by examining pruning wounds after one growing season. A concentric ring of woundwood will form from proper pruning cuts (Fig. 6B). **Flush cuts** made inside the branch bark ridge or branch collar, result in pronounced development of woundwood on the sides of the pruning wounds with very little woundwood forming on the top or bottom (Fig. 7D). As described above, stub cuts result in the death of the remaining branch and woundwood forms around the base from stem tissues.

When pruning small branches with hand pruners, make sure the tools are sharp enough to cut the branches cleanly without tearing. Branches large enough to require saws should be supported with one hand while the cuts are made. If the branch is too large to support, make a three-step pruning cut to prevent bark ripping (Fig. 6C).

1. The first cut is a shallow notch made on the underside of the branch, outside the branch collar. This cut will prevent a falling branch from tearing the stem tissue as it pulls away from the tree.
2. The second cut should be outside the first cut, all the way through the branch, leaving a short stub.
3. The stub is then cut just outside the branch bark ridge/branch collar, completing the operation.

## **2. Pruning dead branches (Fig. 6)**

Prune dead branches in much the same way as live branches. Making the correct cut is usually easy because the branch collar and the branch bark ridge can be distinguished from the dead branch because they continue to grow (Fig. 6A). Make the pruning cut just outside of the ring of woundwood tissue that has formed, being careful not to cause unnecessary injury (Fig. 6C). Large dead branches should be supported with one hand or cut with the three-step method, just as live branches. Cutting large living branches with the three step method is more critical because of the greater likelihood of bark ripping.

SECTION 01351 APPENDIX C – TREE CARE FOLLOWING PLANTING

After planting the tree, build a 4-inch tall berm around the edge of the hole. Fill the berm with mulch (i.e. shredded bark, compost). The mulch and berm make it easier to water the tree and reduce weed competition. Below are diagrams of a typical tree planting.

Right after planting, water the tree in by filling the bermed basin with water. This will settle the existing soil around the root ball. Fill the bermed basin with water once a week during the growing season, unless natural precipitation is abundant. The goal is to wean the tree slowly off of supplemental irrigation, and get the root system large enough for the tree to thrive on natural rainfall. Continue with winter watering once a month during extended dry periods from late October through March, unless ground is frozen.

**REMEMBER:** These are just guidelines. Use your index finger to check the soil moisture under the mulch. More plants are killed by over-watering than by under-watering.



(Portions of this appendix are from Douglas F. Welsh, Landscape Horticulturist  
Texas A&M University, College Station, Texas).

SECTION 01351 APPENDIX D – REVEGETATION AND EROSION CONTROL CHECKLIST

Standards Section	Description of Standard	Construction Inspector Approval Date and Initials	Contractor Acknowledgment Date and Initials
1.0	The area (acres or square feet) of ground disturbance requiring revegetation was measured.		
Comments			
1.1.A	All disturbed areas were graded, tilled, and prepared for seeding and erosion control.		
Comments			
1.1.B	The imported topsoil was analyzed and met the physical and chemical standards.		
Comments			
1.1.B	The delivered quantity of imported topsoil was verified by trip tickets and adequate to cover the disturbed area to a 3" depth.		
Comments			
1.1.B	The imported topsoil and any salvaged native soil was distributed evenly across the disturbed area and mixed together by tilling.		
Comments			
1.2.A	The native seedmix and quantity of seed provided was appropriate to cover the disturbed area.		
Comments			
1.3.A	Seeding was performed during suitable ground conditions.		
Comments			
1.3.B	The seeding method was appropriate given the size and/or slope of the disturbed area or access limitations.		
Comments			
1.3.C	The appropriate type and amount of mulch was evenly applied over the seeded area.		
Comments			
1.3.D	The required amount of erosion fabric and other materials was installed to prevent soil and seed erosion from slopes and drainage areas.		
Comments			
1.3.D	The erosion fabric met the material type, netting type, longevity, staking, and installation requirements.		
Comments			
1.3.E	Temporary barrier fencing was installed around the revegetated areas.		
Comments			

Attachment E  
2019 Environmental Standards

# USAFA ENVIRONMENTAL STANDARDS

## PART 1 GENERAL

### 1.0 Scope

**A.** The USAFA Environmental Standards identify processes necessary to achieve environmental compliance for contracted work done at USAFA. The requirement for compliance resides in the Regulatory Requirement and not with this document. Air Force Instruction 32-7001, Environmental Management (Section 2.33.10) requires USAFA and 10 CES/CEIEC to identify specific environmental requirements that pertain to all contracts and all work performed on behalf of the United State Air Force.

**B.** These Standards apply to all contracted work on USAFA, regardless of funding source.

**C.** Information provided in these Standards does not relieve the Contractor or other personnel from responsibility to comply with all state, local, and federal environmental laws, regulations and operating standards during performance of work on the Air Force Academy. This includes Air Force Directives and Instructions. USAFA ensures Contractor compliance through periodic inspections of the worksite and any material storage sites maintained by the Contractor on Academy grounds. **See Part 5 of this document for a list of regulatory references.**

**D.** Contractors shall cooperate with the government to take corrective action and clean up required by the Contractor's failure to comply with all state, local, and federal environmental laws, regulations and operating standards during performance of work on the Air Force Academy.

### 1.1 Environmental Permits, Licenses, Certifications, and Training

**A.** Contractors shall obtain, at Contractor's expense, all permits, licenses, certifications, and training required to perform the work stipulated in the contract or in-house design and specifications.

**B.** Contractors shall prepare all documentation required, including notices of intent and permit applications.

**1.** Contractors must originate all permit applications applicable to its activities and submit them to the Contracting Officer (CO) for review and approval by USAFA Environmental Office.

**2.** The Contracting Officer will return incorrect or incomplete documents for correction and re-submittal during the contract administrative period.



3. Once approved, Contractors shall submit the documents to the appropriate regulatory agencies.
4. Under no circumstances shall Contractors directly contact the regulatory agency concerning environmental issues for which USAFA may be liable without prior approval from the CO.

## **PART 2 SPECIFIC REQUIREMENTS**

### **2.0 Hazardous Materials**

**A.** AFI 32-7086, Hazardous Material Management, defines HAZMAT as: all items covered under Emergency Planning and Community Right-To-Know Act (EPCRA), (Federal, State or Local) tracking requirement covered under the OSHA Hazard Communication Standard, Class I or Class II ODS. It does not include munitions or Hazardous Waste. It does include medical supply items except as exempted under the OSHA HAZCOM Standard, unless the use results in an environmental tracking or reporting requirement.

**HAZMAT includes but is not limited to material in the following categories:**

**Chemicals**

**Gases: Compressed or Liquefied**

**Cleaning and Polishing Compounds**

**Paints, Dopes, Varnishes and related material**

**Preservatives and Sealing Compounds**

**Solid Fuels, Dyes, Pest Control Agents**

**Liquid Propellants Adhesives**

**Fuel Oils and Grease: Cutting, Lubricating, and Hydraulic**

**Other Materials as determined by the Hazardous Material Management Process Team**

**B.** All hazardous materials (HAZMAT) brought on site are subject to pre-approval by the USAFA HMMP Team. AFI 32-7086, Hazardous Material Management provides approval requirements for contractor used HAZMAT.

**C.** USAFA may prohibit the use of any HAZMAT it deems to be especially hazardous to human health or the environment or may result in excessive quantities of hazardous waste.

**D.** If USAFA does not approve use of a HAZMAT, USAFA may recommend a list of suitable substitutes; however, the Contractor retains responsibility for finding an acceptable substitute.

**E.** USAFA promotes waste minimization through source reduction and pollution prevention practices. The Contractor will take appropriate actions to comply with this policy.

**F.** The Prime Contractor will submit AF Form 3952, Chemical/Hazardous Material Authorization Request for all HAZMAT required for each Project. The Prime Contractor will also submit HAZMAT requirements for any subcontractors on the Contract. The approval process requires approximately 10 working days.

1. The Task Description, Block 18, must fully describe each process to be performed.
2. The Contractor must include a list of hazardous materials used in each process, as well as, a Safety Data Sheet (SDS) for each HAZMAT.
3. 29 CFR 1910.1200 requires the Contractor to maintain a complete written hazard communication program, including labels and forms of warning for chemicals, an up-to-date hazardous material inventory with copies of SDSs for all materials used on the job site, and employee information and training on hazardous chemicals in their workarea.
4. All hazardous materials used on USAFA must be tracked via the Air Force approved tracking system and will be managed via bar code labels in order to comply with EPCRA requirements (40 CFR 350-472).

**G.** HAZMAT Usage Reports.

1. The Contractor may report HAZMAT used at any time during the execution of the contract or at least monthly to the HAZMART (email is the preferred method).
2. The report shall include a listing of the assigned barcode label numbers, and date used or disposed. This report may be emailed (LG\_Hazmat@usafa.af.mil) or hand delivered to the HAZMART.

**H.** Final HAZMAT Usage Report

1. The Contractor shall submit a final inventory of all hazardous materials used or disposed since the last hazardous usage report and no later than 10 business days after completion of work.
2. The report shall include a listing of the total quantity of HAZMAT used and a description of its disposition. For example, the Contractor used all of the HAZMAT during contract execution, saved it for future use, or disposed of it as hazardous waste in accordance with Colorado's hazardous waste regulations. See Section 2.2 for a description of hazardous waste management requirements.

## I. HAZMAT Handling

1. All hazardous materials must be transported and stored in original containers with manufacturer labels meeting the OSHA HAZCOM requirements found in Title 29 Code of Federal Regulations Part 1910.1200 (29 CFR1910.1200).
2. All HAZMAT which have been repackaged or dispensed into other than a manufacturer's original container must be clearly labeled in accordance with OSHA HAZCOM requirements. HAZMAT may not be brought on to USAFA without proper, legible labeling.
3. HAZMAT must be used and stored in areas that are free from obstructions or hazards such as tripping hazards, fire, standing water, or pests. All HAZMAT shall be separated in accordance with OSHA Material Handling requirements (29 CFR 1910.176[c]) and OSHA Hazard Communication requirements (1910.1200[b], and 1910.1200[f]).
4. HAZMAT must be stored in containers in good condition, with no leaks or rust.
5. All unused HAZMAT must be removed when the work is completed or when the material is no longer required. Unused HAZMAT may not be transferred to USAFA or its affiliates without the authorization of the HMMPTeam.

## 2.1 Hazardous Waste

- A. In coordination with the Environmental Office, Contractors shall properly identify, characterize, manage, and dispose of all hazardous waste (HW) generated from the Contractor's actions on USAFA property.
- B. Contractors must dispose of all HW through USAFA's HW management program unless directed otherwise by contract specifications. The USAFA Hazardous Waste Accumulation Site (HWAS) will accept waste produced by contractors for disposal, the waste must be properly packaged IAW Dept. of Transportation (DOT) standards. The HWAS cannot provide HW containers to third-party contractors due to

budgeting constraints, also any HW shipped off USAFA by third-party contractors must have someone from the Gov't sign the Hazardous Waste Manifest IAW AFI 32-7042 para. 2.7.1.3.

**C.** If Contractors anticipate generating HW on site during contract performance, it shall prepare a Hazardous Waste Management Plan (HWMP) describing how it will comply with Colorado Department of Public Health (CDPHE) and Environment regulatory requirements and DoD, Air Force, and USAFA policies and instructions related to HW management.

1. Contractors may request a copy of USAFA HWMP from the Environmental Office to use as a guide in preparing its HWMP.
2. The Contractor shall submit the HWMP to the CO for approval a minimum of 15 business days prior to commencement of work onsite.
3. The Contractor HWMP shall include the following elements:
  - a) Waste descriptions, waste codes, and estimated quantities of specific hazardous wastes that will be generated on site, such as batteries, paints, solvents, aerosol cans and mercury-containing lamps.
  - b) Copies of letters appointing Contractor personnel to positions of primary and alternate HW managers.
  - c) Copies and descriptions of HW training the Contractor's personnel have completed. Contractor personnel shall have completed appropriate training that fully satisfies Federal, State, and local regulatory requirements prior to managing HW.
  - d) Descriptions of HW storage containers and locations.

**D.** Contractors, with Environmental Office concurrence, shall determine if wastes generated are hazardous under applicable regulations for listed, characteristic, and universal wastes. The Contractor shall provide the CO and Environmental Office proof of such determination (e.g., SDS, process knowledge and/or analytical results). If Contractors do not have sufficient information to properly characterize a waste as hazardous, then Contractors shall, with Environmental Office concurrence:

1. Arrange for sampling and analysis for proper characterization of the waste.
2. Pay for sampling and analysis costs.
3. Provide the CO and the Environmental Office with documentation of analytical results for each HW generated on site.

**E.** Contractors shall accumulate HW in compliance with all applicable Federal, state, and local regulations; DoD, AF, and USAFA policies; and in accordance with the Contractor's (USAFA-approved) HWMP.

1. All containers holding HW shall be in good condition & DOT compliant with stored waste, with no leaks or rust and noted on a Weekly Inspection Sheet.
2. All containers holding HW shall be labeled with the words "Hazardous Waste", contents, and the identity of the generator (Contractor).
3. Fluorescent bulbs, batteries, mercury containing thermostats, aerosol cans, and pesticides and other designated Universal Wastes covered under the "Universal Waste Rule" shall be labeled in accordance with Colorado universal waste requirements found in Title 6 Colorado Code of Regulations Section 1007-3 Part 273 (6 CCR 1007-3 Part 273).
4. Used oil shall be labeled only with the words "USED OIL", unless it has been contaminated with solvents or other contaminants that would render it HW.

**F.** To the maximum extent practical and where cost effective, the Contractor shall recycle HW in accordance with all applicable Federal, State, and local laws and regulations. Hazardous waste recycling/re-use shall be approved by the Environmental Office prior to start of the activity. Any waste recycled or re-used on or off site, over 100 lbs. shall be reported to the Environmental Office, for Air Force Solid Waste metrics.

**G.** Only authorized USAFA personnel shall sign uniform HW manifests, land disposal restrictions, and bills of lading IAW AFI 32-7042 para. 2.7.1.3. All manifests for waste generated on site shall list USAFA's Environmental Protection Agency (EPA) generator identification number.

**H.** If the Contractor transports any HW off USAFA, it must be licensed to transport HW in Colorado. Transporters of hazardous wastes that operate in Colorado and have a transfer facility are required to obtain an EPA identification number and comply with additional requirements cited at 6 CCR 1007-3, Part 263.

## **2.2 Spill Prevention and Response Procedure (SPRP) Plan**

**A.** Contractors must develop a SPRP plan if it manages, stores, or uses HAZMAT (including fuels) or generates HW. Below is a list of the minimum requirements for development of a SPRP.

1. Contractor name
2. Mailing address

3. Primary and alternate emergency contacts
4. Emergency phone numbers, including fax number, if applicable
5. List of spill prevention and response equipment
6. Description of HAZMAT and HW managed on site
7. Description of HAZMAT and HW storage containers
8. A map showing locations of HAZMAT and HW containers and spill prevention and response equipment
9. Description of actions the Contractor will take upon discovery of an incident to contain and clean up spills and dispose of spill residue
10. Procedures for notification of USAFA after discovery of an incident (Note: Call 911)
11. Description of how the Contractor shall coordinate and complete any required corrective actions
12. Description of employee hazardous material and spill response training (Training to be provided to employees as required by all applicable Federal, state, and local regulations and copies of employee workplace hazard training program maintained on site at all times)

**B.** Contractors shall submit the completed SPRP plan to the CO a minimum of 15 business days prior to commencement of work for review and approval.

**C.** Contractors shall manage, store, and use all HAZMAT and HW (including fuels) in accordance with good engineering practices and implement best management practices in order to prevent spills and releases. Contractors shall report spills to USAFA and execute timely and appropriate actions to contain and clean up all spills in accordance with the Contractor SPRP plan. USAFA does not authorize or expect Contractors to provide emergency response or clean up actions beyond the level of training of its employees. Once a spill or release of a HAZMAT or HW managed, used, or stored by the Contractor has been contained, USAFA shall determine if additional cleanup is required and the extent of the Contractor's responsibility. Contractors shall be liable for any direct and indirect costs incurred during spill response and clean-up, including but not limited to administrative costs, materials, labor, equipment, shipping, packaging, testing, replacement equipment and materials, and disposal.

## 2.3 Water Resources

**A.** Contractors are expected to comply with water resource regulations including, but not limited to, USAFA MS4 permit # COR-042007, Construction General Permit (CGP) # COR-21000F40, National Flood Insurance Program 44 CFR Parts 59,60,65,70, Section 404 and 401 of the Clean Water Act, CDPHE Regulation 32, and CDPS # COG070000. Contractors must coordinate with Environmental to ensure their actions comply with USAFA NPDES permits.

**B.** Concerning water resource responsibilities, Contractors shall:

1. Comply with all relevant requirements of storm water, municipal, multisector, and individual NPDES permits held by USAFA.
2. Not discharge wastewater or water (including surface discharges and underground injection) that could impact the quality of the surface water or groundwater of Colorado without prior approval of the Environmental Office.
3. Coordinate with Environmental Office to ensure that non-stormwater discharges are covered by an appropriate permit prior to authorizing the discharges, or determine if permitting is required.
4. Coordinate with the Environmental Office to obtain required permits not already in place at USAFA including permits to cover discharges to surfacewater, land application discharges that impact groundwater, de-watering discharges, 404 disturbances, and underground injection activities.
5. Apply for a septic system installation permit from CDPHE for septic systems or holding tanks that receive more than 2,000 gallons per day.
6. Apply for a septic system installation permit from the El Paso County Department of Health for any septic systems or holding tanks.

**C.** Concerning construction projects that shall disturb one (1) or more acres, Contractors shall:

1. Review and comply with EPA 2017 NPDES General Permit for Discharges from Construction Activities (COR12000F).
2. Prepare and submit a Storm Water Pollution Prevention Plan (SWPPP) for approval by the Environmental Office. The SWPPP must comply with requirements described in the 2017 NPDES General Permit for Discharges from Construction Activities (COR12000F) listed in Section 7 (Stormwater Pollution Prevention Plan).
3. Once the SWPPP has been approved, submit an electronic Notice of Intent

(NOI) to the US EPA. Prime contractor will be the permittee or co-permittee. Earth disturbing activities may commence as soon as the contractor receives an individual permit number from the EPA, usually 10-14 days after submitting the N.O.I.

4. Submit an electronic Notice of Termination (NOT) to EPA after USAFA Notice of Termination form is signed by the Environmental Office and contractor is advised to proceed.

5. Keep all SWPPP documents in their files and available for inspection upon request for 3 year after the NOT is filed.

**D.** Concerning construction projects that shall disturb less than one acre, Contractors shall:

1. Install perimeter controls or other control measures to prevent sediment from leaving the site.

2. Protect storm drain inlets to prevent sediment from entering active storm drains.

3. Protect large stockpiles

4. Immediately clean up spills of fuels, lubricants, and other HAZMAT.

5. Coordinate with Environmental Office if the project experiences excessive erosion, sediment discharges, or disturbs over an acre.

**E.** Projects shall be designed to comply with the USAFA NPDES Municipal Separate Storm Sewer System (MS4) permit and Energy Independence and Security Act Section 438.

1. Post-construction storm water runoff from project sites shall be restricted to the predevelopment hydrology for projects adding 5,000 square feet of impervious surface or greater. Devices/designs to comply with this condition shall be approved by the Environmental Office.

2. Permanent Water Quality Treatment Devices shall be consistent with criteria presented in the Colorado Springs City/County Storm Water Drainage Control Manual.

**F.** To ensure compliance with other Clean Water Act requirements, Contractors:

1. Shall not discharge any domestic, construction and/or industrial waste (including any hazardous material or hazardous waste) to the environment, sanitary or storm water sewer system without first securing approval from the Environmental Office. Such materials include, but are not limited to the following:



- a) Glycol-containing wastes drained from heating, ventilation, and air conditioning facilities
  - b) Cooling tower, chiller solutions, and boiler blow-down
  - c) Fluids generated from in-situ or slip-lining sewer line repairs
  - d) Swimming pool and pool filter backwashing wastewater
  - e) Super-chlorinated solutions from drinking water line or other repairs and replacement
  - f) Septic and holding tank waste
  - g) Oil/water separator residue and grease trap residue
  - h) High-temperature hot water from line replacement or repair
  - i) Any other wastewater that may contain pollutants
2. Shall not use surface or underground water supplies for any contract-related activities without approval from the Environmental Office.
  3. Shall not dispose of dredged or fill materials in wetlands, dispose of excavated materials into Waters of the US, use fill for road crossings, or dispose of similar dredge or fill materials in floodplain areas without a permit obtained in coordination with Environmental Office.
  4. Shall not discharge groundwater to Waters of the State from trenches, pits etc. during construction without a dewatering permit from EPA or CDPHE.

## 2.4 Special Pollutants – Asbestos, PCBs, Lead-Based Paint

**A.** In the design or planning phase of a construction, services, or operations and maintenance project, the Contractor's architect or engineer shall schedule for a complete survey of the entire project area, in order to determine whether there are hazards associated with asbestos (ACBM), polychlorinated biphenyls (PCBs), or lead-based paint (LBP). These surveys shall be conducted at the expense of the project. If hazards are identified, necessary abatement and disposal procedures shall be incorporated into contract documents and in all Requests for Proposal. All costs associated with meeting the requirements of the Federal, State, and local regulations are the responsibility of the Contractor unless otherwise noted in contract documentation. *NOTE: Projects which do not require AE design services must also comply with the requirements of CCR 8 and 5 CCR 1001 to determine if asbestos or lead-based paint are present and may be disturbed as a result of Contractor's actions.*

**B.** All asbestos surveys/inspections must be conducted in accordance with the requirements of Colorado Code of Regulations (CCR) 8 Part B – Asbestos, paragraph III.A and IV. C. Personnel conducting the Survey/Inspection shall be certified by the State of Colorado in accordance with paragraph III.A.1.a. Reports documenting the Survey/Inspection shall include as a minimum the information required by the Asbestos Hazard Emergency Response Act (AHERA).

**C.** All LBP surveys/inspections must be conducted in accordance with Colorado's LBP regulations codified at Volume 5, 5 CCR 1001, 1001-23, Regulation 19, EPA's LBP regulations codified at 40 CFR 745, and the US Department of Housing and Urban Development Guidelines for Evaluation and Control of Lead-based Paint Hazards in Housing.

**D.** Contractors shall inform the CO, or in the event of an emergency, the Environmental Office, of the presence of asbestos, LBP, or PCBs not previously identified within the project area. The CO shall evaluate the extent to which there are cost impacts to abatement and disposal and take necessary steps to resolve the issue.

**E.** Contractors shall be responsible for ensuring equipment or materials brought on USAFA do not contain PCBs, asbestos, or LBP. Contractors shall be required to obtain prior approval from the Environmental Office for an exemption to this requirement.

**F.** Contractors shall test construction debris for lead using the Toxicity Characteristic Leaching Procedure (TCLP) and submit analytical results to the CO or Environmental, as applicable. The Contractor shall use sampling procedures and analytical methods consistent with EPA guidance. The results of the analysis shall be reviewed by the Environmental Office and filed in the project folder. Disposal of lead-containing material classified as hazardous waste shall be consistent with requirements shown in Section 2.1.

**G.** If asbestos abatement is required, Contractors shall submit a report documenting the amount and location of asbestos removed in addition to all waste manifests generated during the course of the project, to the CO and the Environmental Office, as applicable.

**H.** Contractors shall immediately report to the Construction Inspector or Contract Manager, accidental releases of asbestos, PCBs, or LBP that occurred as part of performance of the contract. The Construction Inspector or Contract Manager will report these releases to the CO and the Environmental Office.

## **2.5 Petroleum, Oils, and Lubricants (POLS)**

**A.** The staging of tanks for vehicle and equipment refueling requires the approval of the CO and the Environmental Office.

**B.** Follow all regulatory guidance from AFI 32-7044, Storage Tank Compliance and 7 C.C.R. 1104-14 Storage Tank Compliance.

**C.** Contractors shall prepare a SPRP Plan according to Section 2.3 and submit it to the CO and Environmental for approval.

**D.** All fuel and oil storage containers with a capacity of 55 gallons or more must have secondary containment sized to hold the capacity of the largest container in it. Secondary containment for containers stored outside without cover must include additional freeboard volume for precipitation.

**E.** Contractors will keep and maintain spill containment materials (i.e. spill kits) near all oil storage areas.

**F.** During fuel or oil transfers, Contractors must use spill containment devices and have additional spill containment materials available. Potential paths to navigable waters (i.e. storm drains, stormwater channels) near to the transfer area will be completely blocked for the entire duration of the transfer.

**G.** Contractors shall not apply oil to roadways or other surface areas for dust suppression.

**H.** Water accumulated in secondary containment with an oil sheen may not be released. The Contractor will coordinate with the Environmental Office for its proper disposal. If the water has no apparent sheen or odor, it can be discharged to the environment. The Contractor will maintain a log documenting every discharge of uncontaminated water to the environment.

**I.** Aboveground POL storage tanks must be Underwriters Laboratory-approved, double-walled tanks meeting requirements of Colorado aboveground storage tank regulations (7 C.C.R. 1104-14).

**J.** Contractors shall comply with the OSHA HAZCOM Standard cited at 29 CFR

1910.1200 and must comply with labels and other forms of warning, SDSs, and training.

**K.** Contractors shall not conduct routine servicing of vehicles, such as oil changes or brake fluid changes, on USAFA property.

**L.** Contractors who generate used oil shall comply with Colorado's used oil management standards (6 CCR 1007-3 Part 279) and must:

1. Store used oil only in compatible tanks and containers
2. Keep tanks and containers in good condition and free of leaks
3. Label tanks and containers with the words "USED OIL"
4. Stop, contain and cleanup spills or releases to the environment
5. Use a transporter licensed by Colorado to transport used oil when shipping used oil off site.
6. POLs at USAFA is subject to Colorado's Oil and Petroleum Spill Prevention Requirements (7 CCR 1101-14) including but not limited to the following reporting requirements:
  - a. Contractors must report a release of POLs that enters or may enter "Waters of the U.S." including surface waters, groundwater, dry gullies, or storm sewers leading to surface waters to Environmental immediately.
  - b. Contractors must report releases of POLs to land greater than 25 gallons or any oil release to waters of the US to Environmental immediately.

**M.** Contractors shall not mix used oil with characteristic hazardous waste (e.g. gasoline) because the mixing constitutes hazardous waste treatment and requires a permit (6 CCR 1007-3, Part 279.10 (b) (2)(ii)).

**N.** Contractors storing an aggregate of 1320 gallons or more of oil as defined by 40

CFR 112.2 must prepare and implement a Spill Prevention, Controls, and Countermeasures Plan (SPCC) as required by 40 CFR 112. Only containers 55 gallons or greater will be counted toward the aggregate storage. The Plan must be submitted to and approved by the Environmental Office, and fully implemented before work can begin. All contractors who handle oil will be trained according to 40 CFR 112.7(f).

## **2.6 Solid Waste**

**A.** Contractors shall complete a monthly Solid Waste Diversion Report for Construction and Demolition (C&D) available from Environmental for any solid waste generated on USAFA, and submit the completed form to the Contracting Office, as described in the submittal register.

**B.** Prior to start of work, or during the contract administrative period, Contractors shall provide the Environmental Office with a plan identifying the quantity, type and disposal method for any medical waste.

**C.** The medical waste plan must address the following issues:

1. Contaminated reusable sharps and other regulated wastes are required to be placed in puncture resistant, color coded, leak proof containers, as soon as possible after use and until properly reprocessed.

2. Specimens of blood or other potentially infectious materials are required to be placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping and specific labeling and handling requirements are to be followed (29 CFR 1910.1030[d]).

3. Contractors must also comply with infectious waste packaging, storage and labeling requirements specified in Colorado's solid waste regulation 6 CCR 1007-2-13.8.

**D.** Contractors shall recycle all solid waste where practicable, to include bulky wastes and demolition waste reporting it to Environmental on the Solid Waste Diversion Report for Construction and Demolition (C&D). Solid waste that cannot be recycled must be crushed to minimize the volume of waste.

**E.** Scrap tires shall only be disposed of at solid waste disposal facilities that are approved to manage scrap tires (6 CCR 1007-2-10.1).

**F.** Contractors shall store solid wastes only in appropriate containers and keep lids closed to prevent releases to the environment.

As identified in the Solid Waste Diversion Report for C&D and to the extent practicable, Contractors shall collect compostable materials (organics, vegetation, grass, wood debris, etc.) and re-use and recycle. Approval to re-use or store materials at the compost site must be received from the Environmental Office prior to the activity.

**G.** Contractors shall dispose of solid waste only at facilities holding valid regulatory permits to manage the waste.

Recycling and re-use facilities on or off the installation shall be approved by the Environmental Office.

## **2.7 Green Procurement**

**A.** Design Contractors shall complete the design affirmative procurement form available from Environmental, which identifies recycle-content materials that shall be used in the design, and certifies that the Design Contractor has evaluated recycled-content alternatives. This document will be included in the scope of work package prior to 65% design review.

**B.** Construction Contractors shall complete the construction affirmative procurement form available from Environmental, which identifies recycle-content materials that shall be purchased for construction, and shall match the design affirmative procurement form list of recycle-content material identified by the Design Contractor. This document shall be completed and returned to Environmental during the administrative period of the contract.

## **2.8 Air Quality**

**A.** Contractors shall remain in compliance with all Federal, State, local, DoD and Air Force (AFI 32-7040) Air Quality requirements.

**B.** For projects disturbing more than one acre, but less than 25 acres, for less than six months duration, Contractors shall submit a permit application to El Paso County with copies submitted to the Environmental Office. For projects disturbing more than 25 acres, or disturbing an area of any size for a duration longer than six months, the Contractor shall submit an air pollution emission notice (APEN) along with associated fees to CDPHE. A copy of the APEN will be submitted to the Environmental Office.

**C.** Any equipment or activity that emits or has the potential to emit pollutants or that disturbs solid or liquid materials, which can become airborne, is a source of air pollution that may require a permit. Activities with anticipated air emissions include but are not limited to painting, stripping, cleaning with degreasers or solvents, material hauling, demolition, sand blasting, use of fuel-burning equipment (other than motor vehicles), welding, use of volatile organic compounds or ozone-depleting chemicals (ODCs), and remediation activities. Contractors shall obtain approval for use of hazardous materials as identified in section 2.0 Hazardous Materials. Incomplete documentation submitted will prolong the administrative period.

**D.** If air emission estimate for criteria or hazardous air pollutants exceeds threshold levels (as defined by 5 CCR 1001-5: Regulation No. 3) the Contractor shall complete an APEN and/or construction permit applications required by CDPHE, Air Pollution Control Division (APCD). Contractors shall submit the completed APEN(s) and/or construction permit application(s) to CDPHE and provide a copy to the Environmental Office.

**E.** Contractors shall ensure all company-owned and employee owned gasoline and diesel vehicles which shall be driven on USAFA comply with the emissions inspection requirements of CDPHE 5 CCR 1001-13: Regulation No. 11 (Motor Vehicle Emissions Inspection Program) and 5 CCR 1001-15: Regulation No. 12 (Reduction of Diesel Vehicle Emissions).

**F.** Open burning on USAFA is prohibited.

**G.** Contractors shall create no noxious odors that violate Colorado's odoremissions regulation (5 CCR 1001-4: Regulation No. 2).

**H.** Contractors shall ensure any equipment containing ODCs are operated and maintained in accordance with Colorado's Control of Emission of Ozone-Depleting Compounds requirements (5 CCR 1001-19: Regulation No.15). All Contractors and subcontractor employees servicing ODC containing equipment shall be trained and certified in accordance with Regulation No. 15. Contractors must submit copies of technician and equipment certifications to the Environmental Office prior to start of work. All Class I ODC use is prohibited at USAFA per AFI 32-7040. Any requests for use of Class II ODC must be submitted in writing to the CO for review and approval, otherwise, the use of Class II ODS will be prohibited.

**I.** Employee certifications and an ODC Service Plan that identifies type of service, ODSs used, and recovery information shall be submitted to the Environmental Office prior to start of work.

**J.** Contractors shall take active steps to prevent evaporation of all solid or liquid materials that have potential to become airborne including but not limited to fuels, solvents, paints, and other volatile chemicals under the Contractor's control. All containers holding solid or liquid materials that have potential to become airborne shall be closed at all times, except when adding product to or removing product from the container.

**K.** Contractors shall fully comply with the conditions of all applicable Colorado Air Pollution Prevention and Control Act and regulations as identified in 5 CCR 1001: Regulations 1-19.

**L.** When a Fugitive Particulate Control Plan is not required by 5 CCR 1001-3: Regulation No. 1, Contractors shall perform all fugitive particulate control measures necessary to prevent emissions of over 20 percent opacity or visible emissions that cross USAFA's property boundaries. Contractors shall maintain a daily log of fugitive particulate emissions that exceed 20 percent opacity or that cause visible emissions. Contractors shall maintain a copy of this log on site at all times and shall make it available for review to the Environmental Office upon request.

**M.** Contractors shall not utilize cutback asphalt or any coating included in the definition of cutback asphalt as defined at 5 CCR 1001-9: Regulation No. 7 during the months of March through September unless the cutback asphalt is used solely as a penetrating prime coat or if the user can demonstrate to the CDPHE APCD that under the conditions of its intended use, there will be no emissions of volatile organic compounds to the ambient air.

**N.** Contractors shall not apply sand or gravel to USAFA roads without obtaining prior written approval from the Environmental Office. Similarly, in-house forces shall not apply sand or gravel to USAFA roads without obtaining prior written approval.

**O.** Contractors shall properly re-vegetate all disturbed land to prevent fugitive particulate emissions following the completion of work.



**P.** Contractors shall provide to the Air Quality Manager data plate information (i.e. a photograph) and install date for all new permanent external combustion equipment (boilers, water heaters), internal combustion engine equipment (generators, fire pumps), and equipment with a refrigerant capacity of 50 pounds or more. Data plate information must include, at minimum, model number, serial number, and manufacture date. For external combustion equipment, provide the rated heat capacity. For internal combustion equipment, provide the rated *engine* power (not the alternator or genset power). For cooling equipment, provide refrigerant charge for each circuit (for cooling equipment with charge > 50 lbs)

**Q.** When permanent internal combustion engines (generators, fire pumps) will be installed, contractors shall provide to Air Quality Manager certifications or other records that demonstrating the engine's compliance with the Clean Air Act.

## **2.9 Natural Resources**

### **A. Fish and Wildlife**

**1.** The federally threatened Preble's Meadow Jumping Mouse (PMJM) occurs on USAFA, and the base has a Conservation Agreement with the US Fish and Wildlife Service (USFWS) to protect PMJM and mitigate any adverse impact to its habitat. PMJM habitat is generally defined as riparian habitat (woody vegetated streams and drainage ways) and upland areas within 300-feet of the 100-year floodplain of a stream. In accordance with the Conservation Agreement, all activities that will cause habitat disturbance must comply with the following conditions:

- a. Workers shall be instructed by USAFA personnel on procedures that must be followed to limit or prevent habitat impacts within and adjacent to the work area.
- b. Work shall be coordinated with and supervised by USAFA personnel familiar with PMJM and the requirements of the Conservation Agreement.
- c. The limits of any pre-approved ground disturbing activities shall be delineated with fencing or other visible barrier to prevent inadvertent impacts to habitat outside the approved construction footprint.
- d. In the event that a PMJM (dead, injured, or hibernating) is observed during any activities, the USAFA Natural Resources office shall be notified immediately to determine the necessary course of action.

**2.** Harassment of all wildlife is strictly prohibited.

3. All work shall strictly adhere to the environmental requirements for protecting wetlands, controlling erosion and sediment, and managing storm water to protect wildlife, vegetation, and aquatic habitats.

**B. Vegetation Management**

1. Procedures for site restoration, reseeding, and erosion control specific to USAFA and Farish Recreation Area have been developed by the USAFA Natural Resources office. Contractors shall consult with the Natural Resources office, Bldg. 9030, for guidance in implementing a reclamation plan for disturbed project

areas. Any deviation from the USAFA Erosion Control, Re-vegetation, and Tree Care Standards shall be approved by both Natural Resources and the Contracting Officer. Contractors should pay particular attention to the requirements for seedbed preparation, topsoil, native seed mixes and planting techniques, and erosion control materials and installation.

2. Contractors shall clean their equipment prior to coming on base and shall use only certified weed-free hay for revegetation to prevent introducing noxious weeds.
3. Contractors shall minimize, to the extent possible, creating new roads and trails around the project area. Any new trails or roads shall be rehabilitated and revegetated as part of the completed project.
4. Protocol for trees transplanted from construction footprint, and for trees moved into project areas is addressed in the USAFA Erosion Control, Re-vegetation and Tree Care Standard.
5. To the extent possible, trenching shall be located as far as possible from existing trees. Because roots extend as far as three times the tree height and are located primarily within the top 18" of soil, trenching can cause substantial damage to trees, especially under drought conditions. Absolutely no trenching is acceptable directly under tree crowns.

### C. Construction Timber

1. All projects on USAFA, including Farish Recreation Area, for which removal of trees is a requirement shall be coordinated with and approved by Natural Resources. In accordance with Department of Defense Instruction (DODI) 4715.3, DODI 7310.1, and AFI 32-7064 Section 8.3, forest products shall not be given away, abandoned, destroyed, or used to offset contract costs.
2. All merchantable wood [tree stem wood equal to or greater than 4 (four) inches in diameter] that results from projects on USAFA proper shall have all limbs removed and be delivered to the Natural Resources wood yard at Building 9030. Such deliveries shall be coordinated with Natural Resources to allow access to the wood yard. Leaving wood outside the wood yard fence is strictly prohibited. Disposition of products from projects at Farish Recreation Area shall be determined by Natural Resources personnel. If Contractor personnel wish to purchase wood from a project on the Academy or Farish on site, they may request a permit from Natural Resources. The price will be the current rate for field firewood. Payment must be made by check before any wood is removed from USAFA property.
3. All limb wood and tree tops less than four inches in diameter shall be identified in the Solid Waste Determination, and off-site recycling shall be approved by the Contract Officer prior to start of work. There is no on-site

recycling available on the Academy. Limb wood may be chipped and spread on site to a depth not to exceed 3 inches, with chips spread at least 30 feet from a road, trail or building. Chips shall not be spread in improved or mowed areas. Projects involving small amounts of limb wood may dispose of the wood by scattering it on-site if prior coordination has been made with the Natural Resources. In such cases, the limbs shall be moved at least 50 feet from buildings, roads, or major trails, and lopped and scattered so as not to exceed eight inches above ground level. Disposition of all wood products from Farish Recreation Area shall be determined by Natural Resources.

**4.** Any and all stumps that are to remain on site shall be cut as close to ground level as practical, not to exceed two (2) inches above ground level within 25 feet of buildings, roads or major trails, and four (4) inches above ground level elsewhere. Tree branches that obstruct the movement of equipment or are in need of removal shall be cut to the trunk or to an acceptable branch, according to proper pruning procedures. The remaining portions of limbs broken by the passage of equipment shall also be cut to the trunk or to an acceptable branch. Flush cuts are not allowed, as these promote decay of the tree stem. Pruning procedures are outlined in Appendix A of the USAFA Erosion Control, Re-vegetation and Tree Care Standards.

**5.** Any and all stumps with attached root masses shall be disposed of off USAFA property unless specifically authorized by a representative of Natural Resources. Proper disposal of such stumps is the exclusive responsibility of the Contractor or other entity responsible for the project.

**6.** Removal of forest products without a permit from USAFA or Farish Recreation Area constitutes theft of government property and shall be punished under the applicable laws or regulations.

**7.** In the event of a bona fide emergency outside of normal duty hours, trees may be removed, if absolutely necessary, without consulting Natural Resources. All other provisions remain in effect with regard to disposal of wood products at the earliest opportunity.

**8.** Contractor will contact Natural Resources as soon as possible if any transplantable trees (generally up to 20 feet) will have to be removed during construction. Natural Resources will attempt to salvage these trees by transplanting to an alternate location on the installation, or through sale to the public.

**9.** Refer to the USAFA Erosion Control, Re-vegetation and Tree Care Standards for additional information and requirements.

## 2.10 Cultural Resources

### A. Facility Treasures

1. The Cadet Area is a National Historic Landmark (NHL) district and most of the Cadet Area facilities are listed on the National Register of Historic Places (NHRP). Contractors and government forces must exercise "...ample care to the 50 plus year old facilities...to support the AFA's mission— "...to educate, train, and inspire men and women to become officers of character motivated to lead the United States Air Force in service to our nation."

2. If work is to be done on a facility listed on, or eligible for listing on, the NRHP, a record of completion of Section 106 consultation/letter of "no adverse effect" from the Colorado State Historic Preservation Office will be in the project folder. Work must not begin without this letter or a written memorandum from the Cultural Resources Manager (CRM) that such coordination is not necessary.

### B. Archaeological or Paleontological Finds

USAFA has many cultural resources, artifacts, archaeological sites, Native American sacred sites and cultural areas, and these historic sites and structures are fragile. All Contractors and government personnel must take care to avoid harming them. Items will be left undisturbed and may be protected by establishing a 100 foot perimeter around the site and cordoning it off to prevent damage. No materials will be moved or removed within, or surrounding, the work site.

Although USAFA may receive concurrence from the CO SHPO and other parties about its proposed undertakings at many points in the compliance process, USAFA should also maintain the necessary resources to handle an unanticipated discovery.

An unanticipated discovery is defined as a discovery (usually archaeological) made during a construction project in an area that has already been adequately surveyed or deemed as not requiring survey (with CO SHPO concurrence), and the unanticipated discovery in question was not found during that survey. Examples of such discoveries could include structural remains, individual or clusters of artifacts, paleontological specimens or deposits, or human remains.

#### Procedures:

1. If previously undetected archaeological resources are discovered during project activities, the USAFA personnel or contractor responsible for implementing the work will immediately stop work and notify the CRM, who will take steps to minimize impact to the resource.
2. No media or news agencies will be notified of the discovery and all information and details regarding the discovery will be official use only unless deemed releasable

by the appropriate UFASA government personnel.

3. If the remains are potentially eligible for the NRHP, the CRM will notify the Departmental Consulting Archeologist (DCA) of the NPS, Archeological Assistance Division in writing of the find, pursuant to the requirements of the AHPA (16 U.S.C. 469).
4. The CRM will notify the CO SHPO and ACHP in writing within 48 hours of the discovery, to solicit their comments (36 CFR800.13(b) (3)).
5. The stoppage of work is not required by 36 CFR 800.13; however, the CRM is reasonable for avoiding unnecessary impacts to the identified resource(s) and ensuring proper identification and notification procedures are followed.
6. Pursuant to the requirements of the AHPA, the CRM may request that the NPS record the information that is in danger of being lost, or may direct that this work be undertaken by a qualified archeologist for USAFA.
7. After notification, the NPS may undertake the recordation of information it feels is significant, and in danger of being lost after notifying USAFA in writing of its decision to do so.
8. Any archeological investigations carried out by USAFA on such archeological sites will be carried out in consultation with the CO SHPO and under the direct supervision of an archaeologist who meets, at a minimum, the Secretary of Interior's Professional Qualifications Standards (48 FR 44738-9).
9. USAFA shall provide the CO SHPO and ACHP a copy of the final report detailing the investigations.

### **Discovery and Removal of Human Remains**

If bones are discovered in the course of excavation on the base, the work resulting in the discovery shall stop, and the individual responsible for implementing the work will immediately notify the CRM of the find. No media or news agencies will be notified of the discovery and all information and details regarding the discovery will be official use only unless deemed releasable by the appropriate UFASA government personnel.

The CRM will then ensure that the following procedures are implemented:

1. The Air Force Office of Special Investigations (AFOSI) will be notified.
2. Security Forces will establish security for the remains.
3. The CRM will determine (with the aide of AFOSI, a coroner, or a physical or forensic anthropologist) if the remains are human, and whether or not they are associated with an archeological deposit.
4. If the remains are not human, and not associated with an archeological deposit, work may continue.
5. If the remains are human, AFOSI with the aide of the coroner, or a physical or forensic anthropologist, will determine if the remains are recent or ancient.
6. If the human remains are modern, the matter becomes the responsibility of law enforcement officials who will determine when project activities may resume.
7. If the human remains are not modern, and not Native American, the provisions described above for inadvertently discovered archeological remains are to be followed.
8. If the human remains have been determined to be Native American, the provisions of NAGPRA apply, and the regulations outlined in 43 CFR Part 10 shall be followed.
9. Immediately upon notification that Native American human remains have been found at USAFA, the CRM will ensure that Security Forces protection of the site will continue, and notify by phone, or in writing within one working day, 10th ABW, the Federal Preservation Officer 10 CES, the CO SHPO, and the tribal representatives of all interested Native American tribes. The CRM will initiate the consultation process outlined in 43 CFR Part 10.

The project may proceed 30 days after certification of notification is received by 10th ABW, or the Federal Preservation Officer 10 CES, or the relevant tribes (see NAGPRA 225 U.S.C. 3002 [d]); or at any time after a written, binding agreement has been executed by USAFA and the tribes that includes a recovery plan for the removal, treatment, and disposition of the human remains, and any associated cultural objects.

## **1.11 Environmental Management Systems (EMS)**

1. Contractors shall participate in USAFA's EMS by the way of understanding, implementing, and integrating the USAFA Environmental Commitment Statement (Attachment 2) to all areas of work.

## **PART 3 INSPECTIONS**

### **3.0 INSPECTIONS**

Environmental conducts routine announced and unannounced inspections during the performance of the contract to ensure the regulatory requirements are met. Non-compliance or deficiencies noted during the inspection shall be appropriately corrected, and submitted in writing to the contract office. USAFA shall perform follow up visits to verify completion of corrective actions. Non-compliance could lead to complete halt in project activities, depending on the severity of the violation.



## PART 4 POINTS OF CONTACT

### 4.0 Environmental Points of Contact

<u>Performance Requirement/Program Area</u>	<u>Phone</u>
Spill Prevention and Response Procedure Plan	719.333.6418
Hazardous Materials	719.333.3852
Hazardous Waste	719.333.3852
Waste Water and Storm Water	719.333.6420
Wetlands, Waters of U.S./State	719.333.6420
Toxic Substances (Asbestos, PCB, LBP)	719.333.3852
Pesticides	719.333.6420
Petroleum, Oils, and Lubricants (POLs-Tanks)	719.333.6425
Solid Waste	719.333.3852
Air Quality	719.333.6418
EMS	719.333.6716
Natural Resources	719.333.3308
Cultural Resources	719.333.0897

If you are unable to reach the necessary point of contact, call the Environmental Compliance Supervisor, 719.333.6412. If the concern is an **environmental emergency**, call the Emergency Response number at 911 and ask for immediate assistance.

## **PART 5 REGULATORY INFORMATION**

**5.0 REFERENCES – NOTE: THESE REFERENCES ARE PROVIDED FOR INFORMATION ONLY AND ARE NOT ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR PERFORMING THE WORK COVERED BY THE CONTRACT IN COMPLIANCE WITH ALL APPLICABLE STATE, LOCAL, AND FEDERAL ENVIRONMENTAL LAWS, REGULATIONS AND OPERATING STANDARDS DURING PERFORMANCE OF WORK ON THE AIR FORCE ACADEMY. THIS INCLUDES AIR FORCE DIRECTIVES AND INSTRUCTIONS.**

### **A. United States Environmental Protection Agency (EPA) Regulations:**

1. Resource Conservation and Recovery Act (RCRA) - 40 Code of Federal Regulation (CFR) Parts 148, 244, 260, 261, 263, 264, 265, 266, 268, 270, 271, 272, 273, 279, 280, 281, 282, 355 and 745.
2. Clean Water Act – 40 CFR Parts 112, 122, 123, 124, 125, 129, 130, 131, and 401–471.
3. Clean Air Act – 40 CFR Parts 50, 52, 61, 63, 68, 70, 71, 86-89, 745.
4. EPCRA – SARA Title III Sections 301, 302, 303, 304, 311, 312, and 313.

### **B. Occupational Safety and Health Administration (OSHA) Regulations:**

1. Hazard Communication – 29 CFR 1910.1200
2. Hazardous Waste Operations and Emergency Responses (HAZWOPER) – 29 CFR 1910.120
3. Material Handling – 29 CFR 1910.176
4. Toxic and Hazardous Substances – 29 CFR 1910.1030

### **C. Department of Transportation (DOT) Regulations:**

1. 49 CFR Parts 171 – 173

### **D. Other Federal Regulations:**

1. National Historic Preservation Act and related Acts
2. The American Indian Religious Freedom Act

3. Archeological Resources Protection Act
4. The Native American Graves Protection and Repatriation Act
5. Endangered Species Act
6. Executive Order 13101, Greening the Government through Waste Prevention, Recycling and federal Acquisition
7. Executive Order 13148, Greening the Government through Leadership in Environmental Management

**E. State of Colorado Regulations:**

1. Air Pollution Prevention and Control Act – 5 Code of Colorado Regulation (CCR) 1001 Regulations No. 1 -19
2. Hazardous Waste Regulations – 6 CCR 1007-3 Parts 260 –279
3. Water Quality and Wastewater Regulations – 5 CCR 1002
4. Tank Regulations – 7 CCR 1101-14
5. Oil and Petroleum Spill Prevention Regulations – 7 CCR 1101 –14
6. Solid Waste Regulations – 6 CCR 1007 –2
7. Special Pollutants – 5 CCR 1001 and 6 CCR 1007
8. Pesticides, Herbicides, and Fungicides – 8 CCR 1203

**F. Department of Defense (DoD), United States Army Corps of Engineers (COE), Air Force Instructions (AFI), Policies, Guidance Documents, Memoranda, USAFA Regulations and associated guidance documents:**

1. COE document EP 1165-2-314 (Flood Proofing Regulations).
2. EPA Document 832-R-92-005, Storm water Management for Construction Activities.
3. Department of Defense, Measure of Merit, Solid Waste Management.

4. US Department of Housing and Urban Development Guidelines for Evaluation and Control of Lead-based Paint Hazards in Housing.
5. AFI 32-7001, Environmental Management.
6. AFI 32-4002, Hazardous Material Emergency Planning and Response Program.
7. AFI 32-7040, Air Quality Compliance and Resource Management
8. AFI 32-7044, Storage Tank Compliance
9. AFI 32-7042, Waste Management
10. AFI 32-7080, Pollution Prevention Program
11. AFI 32-7041 Water Quality Compliance
12. AFI 32-7086, Hazardous Materials Management
13. USAFA Asbestos Management Plan
14. USAFA Hazardous Waste Management Plan
15. USAFA Integrated Solid Waste Management Plan
16. Flood Plain Regulations for Flood Plain Management - COE document EO 1165-2-304, 1976
17. El Paso County Policy Plan
  - a. City/County Drainage Criteria Manual (City of Colorado Springs/El Paso County, Colorado) and updated storm intensity curves dated January 7, 2003.
  - b. El Paso County Individual Sewage Disposal System Regulations.

Copies of these regulations are available on the internet or from the organizations listed. It is the responsibility of all Contractors associated with the project to review and understand these regulations.

Attachment F  
Military Family Housing Community Handbook



# COMMUNITY HANDBOOK

May 2017



[HuntCompanies.com](http://HuntCompanies.com)



Welcome Home!

Hunt MH Shared Services, LLC would like to welcome you to your new home! We hope your living experience with us is enjoyable and fulfilling. We are dedicated to serving your residential needs. In an effort to help accomplish this, we have created this Resident Guide.

Maintaining the homes at the Air Force Academy Family Housing is a coordination of efforts by you “the Resident”, and the Air Force Academy Family Housing Team. It is our sincere goal to meet or exceed your expectations in the services we provide. This Resident Guide is the beginning point of our partnership during your residency.

This handbook is an addendum to the Resident Lease Agreement you have signed with Hunt MH Shared Services, LLC and will act as the binding regulation for the Residents in regards to their housing at the Air Force Academy Family Housing.

It is our goal to be active in your community. We will be visible and accessible so that you feel part of something special. Thank you for choosing Air Force Academy Family Housing as your home! We personally look forward to serving you.

The Air Force Academy Family Housing Team

## IMPORTANT PHONE NUMBERS AND OFFICE INFORMATION

Fire	911
Ambulance	911
Police	911
Police Non-Emergency	(Security Forces) 719-333-2000
South Gate Visitor's Center	719-333-3328
USAFA Base Operator	719-333-1110
Hunt MH Shared Services, LLC Community Management Office 6556 W. Columbine Drive USAFA CO 80840-2598	719-867-9688 719-867-8744 (fax) 8:00-5:00 Mon-Fri (extended until 6:00pm Weds during summer PCS season by appointment only)
Maintenance 6560 W. Columbine Drive USAFA CO 80840-2598	719-867-WORK (9675) 24 Hours a day/7 Days a week including holidays
Self Help 6558 W. Columbine Drive USAFA CO 80840-2598	719-867-WORK (9675) 8:00am-12:00pm and 1:00pm-5:00pm Mon-Fri
Website:	<a href="http://www.airforceacademyhousing.com/">http://www.airforceacademyhousing.com/</a>
Social Media:	<a href="https://www.facebook.com/afacademyfamilyhousing/">https://www.facebook.com/afacademyfamilyhousing/</a>



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## PRIVATIZATION

The Department of Defense, to include the United States Air Force, has privatized Military Housing within the continental United States. In 2007, the Air Force Academy provides privatized military housing communities in partnership with Hunt MH Shared Services, LLC. As such, Hunt MH Shared Services, LLC is proud to assume responsibility for the military family Residents' housing needs. Hunt MH Shared Services, LLC will perform the day-to-day management responsibilities. The Hunt MH Shared Services, LLC Residential Management team at the Community Management Office located at 6556 W. Columbine Drive, USAFA 80840 stands ready to assist the residents in every possible way to offer superior quality housing services and make their stay a pleasant and memorable one.

## ACRONYMS

CD	Community Director
CMO	Community Management Office
HMO	Air Force Housing Management Office

## COMMON DEFINITIONS

Agent/Community Management Office =	Hunt MH Shared Services, LLC. / (PM)
Guest =	Guest of Resident
Occupant=	Authorized Dependents and Occupants
Owner =	Hunt MH Shared Services, LLC
Premises =	Home, garage/carport/designated parking, yard(s), storage sheds
Quiet Hours =	2200 Hours through 0600 Hours
Resident =	Parties signing the Lease Agreement

## COMMUNITY STANDARDS EDUCATION AND ENFORCEMENT

We, as the property owner may issue notices to you of violations of your obligations under your lease or this community handbook, such as failure to maintain your yard properly, maintaining unsanitary conditions or causing damage to the interior of the home. These violations may, if uncorrected, result in termination of your lease. However, we recognize that in most cases failure to maintain standards is not always willful and therefore we attempt to educate the resident first on the Community Standard in question and offer an opportunity to correct the issue quickly without further incident.

### Community Standards Enforcement:

A Discrepancy Notice aka "Friendly Reminder" will be issued for minor violations such as failing to cut fenced back yard, place trash in proper areas, parking violations, unsightly yards and carports, etc. These types of violations require

correction within two (2) business days from receipt of the notice. Failure to do so will result in a formal Letter of Caution.

A Letter of Caution will be issued for a resident's first major violation such as disturbing neighbors, damaging property, etc. as well as non-compliance for a Friendly Reminder. Resident will have two (2) business days from receipt of this letter to correct the violation. Should resident fail to correct the violation within two (2) business days a Letter of Warning will be issued.

A Letter of Warning will be issued for a resident's second violation of any nature. Resident will have two (2) business days from receipt of letter to correct the violation. Should resident fail to correct the violation within two (2) business days, a Demand for Compliance or Possession may be issued to the resident and contact will be made with command.

A Demand for Compliance or Possession may be issued in compliance with Colorado law. If the Resident does not correct the violation or deliver possession of the premises in accordance with the Demand for Compliance or Possession, then an eviction lawsuit will be commenced.

## **APPLIANCES**

All appliances are provided to the Resident, some units may not have a microwave. Appliances owned by Resident duplicating those provided by the Owner may not be substituted. 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. Please contact the Community Management Office or Maintenance Office for assistance.

### **Dishwasher**

During the Move-In process the Community Management Office will provide instructions on the operation of dishwasher and point out any special features. Following are some suggestions for safe and efficient use of the dishwasher:

- Use dishwashing detergent made only for dishwashers (Electrasol, Cascade, etc.).
- Remove excess food and debris before loading.
- Arrange dishes so water can run off.
- Remove paper labels before washing jars or cans.
- Determine if the glassware, dishes, pots and pans are dishwasher safe.
- Wash **by hand** all hand-painted china, woodenware, colored aluminum or cast iron pots and pans, and plastic or rubber dishes/utensils not specifically labeled 'dishwasher safe'.
- Frequently check/clean the filter in the bottom of the dishwasher.

## Garbage Disposal

These units are very handy but must be used with care as they are easily damaged. To properly operate the garbage disposal:

- Keep the drain stopper in when not in use.
- Remove the drain stopper, turn on the *cold* water on high, and keep it going during the entire operation to thoroughly flush ground waste into the main wastewater lines.
- Turn on the wall switch to start the disposal and feed food waste directly into the disposal.
- *Never* put your fingers or 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, corncobs, fibrous vegetables such as artichoke leaves and celery, rice, potato skin, glass, foil, bottle caps, cigarettes or other very hard, greasy, starchy or fibrous foods down the garbage disposal.**
- *Never* put chemical drain cleaners down the disposal, as serious corrosion and damage may result. Resident will be responsible for any damage caused by improper use.

Prior to calling Maintenance for service do the following:

- Determine what recently was processed by the disposal before calling. This will help them determine the problem.
- Press the reset button on the bottom of the unit and try the switch again. For assistance call Maintenance and ask 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 it, 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 to absorb odors. Be sure to discard perishables such as meats, 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.

### **Stoves, Ovens & Microwaves**

The proper use and care of stoves, ovens and microwaves will not only save utilities and repairs, it will give better results in cooking and baking and may prevent serious injury or fire. Routine cleaning will make preparing for the final inspection much easier. Here are a few pointers that may help:

- Wash drip pans frequently and wipe spilled food from the burners as soon as they have cooled. Dirty drip pans upon move out will result in a charge for replacement.
- Clean under the stovetop frequently. Spilled grease and food contribute to fires.
- 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. Resident will be charged for any damage to the oven caused by improper cleaning or use.
- Self-cleaning or continuous-cleaning oven - **DO NOT** use oven cleaner or leave racks in the oven during the cleaning process. 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. Some gas stoves may not be able to be moved, or have the top of range lifted for cleaning. Call the Housing Management Office for assistance.
- Microwaves- some units may not come with a microwave. **DO NOT** put metal objects in the microwave. Supervise use of the microwave at all times.

### **Water Heaters**

**DO NOT** attempt to adjust temperature or any type of setting or valves on the water heater. Tampering with water heater valves can be dangerous. Leaks, breaks or lack of hot water should be reported to Maintenance immediately. NEVER use the space surrounding the water heater for storage; it is a serious fire hazard.

## **CABLE TELEVISION, INTERNET, SATELLITE DISH AND ANTENNA**

Resident is financially responsible for all costs incurred for installation of cable TV and/or Internet service or connections. Additionally, all costs for service are payable by the Resident.

Each Premise is equipped with at least one cable TV connection. The names of the cable companies serving the Community will be provided at move-in. Prior written approval is required



for installation of additional hook-ups. Request forms are available from the Community Management Office and on [AirForceAcademyHousing.com](http://AirForceAcademyHousing.com)

In compliance with the Federal Communications Commission (FCC) and its Over-The-Air-Reception Devices Rule (OTARD), we have reasonable restrictions on the installation of reception devices (1) for broadcasts from satellite TV, (2) for fixed wireless signals via satellite, and (3) for commercially available analog or digital TV antennas. The OTARD Rule covers (1) an antenna 39.37 inches or less in diameter for direct broadcast satellite or fixed wireless signals via satellite, (2) an antenna 39.37 inches or less for wireless cable or fixed wireless signals other than satellite, or (3) a commercially available analog or digital TV antenna.

OTARD Rule does not apply to “ham” radio antennas. If you have questions about such antennas, contact the Community Management Office

You must notify the Community Management Office no later than thirty (30) days after installation, permit an inspection, and sign a Reception Device Addendum to the Lease Agreement.

In compliance with the FCC’s OTARD Rule, we require the following:

The household must notify the Community Management Office no later than thirty (30) days after it installs an antenna or “reception device.”

An inspection of the installation will be performed by Community Management Office. The Community Management Office will inform the household if the installation is not safe, secure, or compliant with permissible restrictions. The Community Management Office staff may offer installation suggestions, but the household is strongly advised to talk with the retailer or installer to ensure safe and secure installation without drilling holes.

The household must ensure safe and secure installation. The satellite dish antenna must not be installed in an unsafe manner, including but not limited to, upon and overly elongated vertical pole or an extension device that hangs out over a balcony. Antennas may not be placed within unsafe distances from power lines. If the household is cited for building or a fire code violation due to its antenna installation, the household is responsible for immediate correction and compliance with the building and fire codes.

The household cannot drill any holes through glass, outside walls, roofs, balcony rails, balconies, windows, firewalls, or anything else, so the antenna can be hooked up to an inside television. The household must use the cable that goes under a sliding door or use any other installation method without drilling holes. No holes may be drilled through walls or anything else to bring in wires, and the antenna may not protrude over the railing of a balcony into any common area. The satellite dish antenna cannot extend out beyond the balcony railing line.

Residents will be permitted the installation of a satellite dish or stick-type antenna on their individual patios, in their fenced-in backyards, the area immediately adjacent to their home, or inside their home.

The reception device must be located entirely within the household’s leased premises and cannot be installed in any common area, including but not limited to, outside walls, outside windowsills, glass, windows, roofs, railings, common balconies or patios, or any other common area.

The reception device must be removed by the household on or before the date the household vacates the home for any reason.

If reception device is left by household on the date the household vacates the home, charges may occur to have the reception device removed.

Residents must execute a Reception Device Addendum to the Lease.

Please respect your neighbor's right to the quiet enjoyment of their home by controlling the volume of your televisions and stereos.

## **CHANGES IN STATUS**

### **BAH Change**

When the Resident's BAH rate changes, at any time for any reason, Resident must notify the Community Management Office within fourteen (14) business days of the change and complete any necessary documentation. Resident agrees that the foregoing constitutes effective notice from the Owner that amount of monthly rent due may be affected to align with any increase in Resident's applicable BAH. Failure to notify the Community Management Office of an increase in the BAH does not alleviate Resident responsibility for payment of the changed rent, and may result in late fees being assessed.

### **Change in Rank or Family Composition**

In the case of a change in rank or family composition, the Resident may move into the entitled Premises, when available, by submitting a request for transfer in writing to the Community Management Office and, once transfer is approved. Resident will then be placed on the referral list/waitlist for the desired type of unit. Once Premises become available, Resident will be responsible for all costs associated with the move. Residents are only eligible to transfer after completing their initial 1 year lease term unless extenuating circumstances apply. Resident may however submit written request and enter the referral/waitlist upon completion of their 6<sup>th</sup> month of residency.

## **CHILD CARE**

Parents are responsible for the behavior, safety, proper discipline and well-being of their children, regardless of age.

Resident must obtain written approval from the Community Management Office to operate a childcare program in the home. Resident must be certified through the Air Force sponsored Family Child Care office if childcare is conducted in the Premises for more than 10 cumulative hours per week (e.g., Resident cares for three children for four hours is 12 hours of child care). Resident must also comply with all applicable state and local laws regarding childcare. Resident must have appropriate insurance coverage. The Resident will be required to bring appropriate licensing and insurance information to the Community Management Office prior to operating the childcare business from the Premises and provide all renewals upon the request by the Community Management Office. The Resident will also be required to complete a Home Based Business Addendum in compliance with the lease agreement and section 24 of this Community Handbook. Resident is responsible for any damages to third parties and to the Premises, 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.

## **COLLECTIONS**

### **Rent Collections:**

Residents who have not paid their rent by the fifth (5<sup>th</sup>) calendar day after the due date will be assessed a late fee. In addition, a Demand for Compliance or Possession will be served on the Resident in accordance with the Colorado Law. If the Resident does not either make payment or deliver possession of the Premises in the manner directed in the Demand for Compliance or Possession, an eviction lawsuit will be commenced.

In the event that a Resident cancels his or her Allotment prior to vacating the Premises, a Demand for Compliance or Possession will be served upon the Resident to vacate the Premises or reinstate his or her Allotment. Late fees will not be assessed in those cases when the electronic transfers occur after the fifth calendar day after the date rent is due.

### **Outstanding Charges:**

Residents who move out of a Community with a balance owing will have thirty (30) days to pay all amounts owed in full. If payment or payment plan is not rendered or established within thirty (30) days of move out, the Community Management Office will refer the balance owed for collection.

### **Returned Checks:**

Checks returned due to insufficient funds will not be re-deposited. If a check is returned to the Agent, the Resident will be served with a legal notice and assessed a fee plus a late fee. If the bank returns two checks, all future rental payments must be paid by Allotment or cashier's check, certified check or money order only. If the Resident does not redeem the returned check with a money order or cashier's check by the expiration of the legal notice, the Agent will initiate eviction proceedings and notify the Air Force Housing Management Office.

## **COMMON AREAS**

All common areas, including but not limited to parking lots; playgrounds, green spaces, fitness trails, sports courts and areas between unfenced homes must be kept clear of trash, refuse and other obstructions at all times. Please be aware that all 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(s) behaving in an unreasonable, illegal and/or offensive manner will be required to leave the common areas and such conduct may constitute a breach of the Lease Agreement.

## **DEPLOYED FAMILY MEMBER/SPOUSE PROGRAM OR EXTENDED TDY FAMILY MEMBER/SPOUSE PROGRAM**

Families of deployed service members or families experiencing an extended period of Temporary Duty (TDY) of 30 days or greater may visit the Community Management Office to inquire about and enroll in the Deployed Spouse Program. This voluntary program will assist the families of those military members who have been deployed or are away from home on extended military business (30 days or greater) with certain tasks, such as assistance with backyard lawn maintenance and snow removal. Spouses and remaining family members acting as the head of household will be offered assistance with, but not limited to; toy and furniture assembly, moving of furniture, and other smaller tasks.

## **DISPUTE RESOLUTION**

Residents should take initial concerns/disputes regarding Premises to the Community Management Office. If Resident's concerns/disputes cannot be resolved by the Community Management's Community Director, a meeting with all parties to include the Air Force Housing Management Office will be scheduled. If the concern/dispute cannot be resolved locally it will be referred to Hunt MH Shared Services, LLC for review and consideration

When involved with a concern/dispute from Resident, the Air Force Housing Management Office will review the Lease Agreement for state laws on how to resolve the dispute between Owner and Resident. The Air Force Housing Management Office and/or Installation Commander or designated representative may evaluate and facilitate the Resident complaint with Owner. It is important to note that the Air Force Housing Management Office and/or Installation Commander or designated representative are only facilitating on behalf of the Resident and do not represent a decision making body.

## **DRUG FREE POLICY**

Hunt MH Shared Services, LLC complies with the federal Controlled Substances Act which prohibits the use, possession, and distribution of illegal drugs. Hunt MH Shared Services, LLC prohibits drugs banned under the federal CSA and furthermore cannot grant persons with disabilities the use of medical marijuana, because such accommodations are not reasonable.

## **ENERGY AND WATER CONSERVATION**

The goal of energy and water conservation is two-fold; (1) to ensure the essential need of the Resident is met without wasting our natural resources and (2) to once electrical and gas meters are in place, reward Residents practicing energy conservation and educate those Residents who are not yet conserving.

The Resident is responsible for practicing energy conservation and the Community Management Office is responsible for tracking individual usage. Saving energy allows for more resources to be available for Community services and upgrades to your Premises and common areas. Please help provide improvements to our Community by saving on individual energy costs. The Community Management Office will strictly enforce any utility usage abuse.

The Colorado Front Range is an arid region and often experiences water and or fire restrictions. The Air Force Academy Military Communities honors local and state restrictions in order to keep us all safe and preserve our beautiful region for years to come. Specific restrictions will be posted to our Facebook page and website at [www.airforceacademyhousing.com](http://www.airforceacademyhousing.com)

Please review these “Conservation Tips” that offer simple steps that lead to significant energy and water conservation. Once individual metering of your Premises is complete you will be notified of your individual energy consumption to help you monitor your usage from month-to-month. The Resident will then be responsible for utility usage over the Resident utility allowance.

The following tips are suggested to conserve and reduce energy consumption without sacrificing comfort:

### Dishwasher

- Only wash full loads 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, and rinse with cold water.

### Heating and Air Conditioning

- Window units may be installed by Resident at Resident’s expense. However installation constitutes an alteration to Premise and should be requested via the AC Addendum and followed by inspection by the Maintenance Team. Resident owned and approved air conditioning units may only be operated from 1 June-30 September.
- Open windows and use ceiling fans to create a cross draft to naturally cool your home.
- Set thermostat at a comfortable setting without fluctuation to maintain consistent climate control. Turning thermostat too high upon returning home will not heat your home quickly. Resident with day-night set back thermostats should consult the instruction manual or contact the Community Management Office for information on how to obtain the most comfortable and efficient settings.
- **If the Premises will be vacant for an extended period of time, (weekends, holidays or vacations) during the heating season, turn thermostat back to the lowest setting, but no lower than 65 degrees to prevent water lines from freezing and stop by the office to fill out an Absence From Residence Form.**
- Keep doors and windows closed whenever heating is in operation.
- Keep vents free of obstructions.
- Check HVAC air filter regularly. They will be replaced twice yearly by maintenance. Should the Resident choose to replace it monthly, please feel free to call the Service Request Line at 719-867-Work (9675) to obtain a replacement filter. Filters are also available at the Self-Help center.

### Laundry

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

## Lights and Other Appliances

- Replace incandescent light bulbs with compact fluorescent lights (CFLs). They use 75% less energy and last up to 10 times longer.
- Turn off lights when not needed, especially in unoccupied areas such as garages and outdoor areas.
- Turn off lights when leaving a room.
- Unplug or turn off appliances when not in use.

## Refrigerators

- Open refrigerator door only long enough to get 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.
- Clean and organized refrigerators operate more efficiently.
- Overloaded refrigerators operate poorly. Be sure to clean out filter regularly.

## Stove

- Defrost foods in the microwave.
- Cover pots to shorten cooking time.
- Keep oven and range free of grease and baked-on residue.

## Water

- Check toilets for leaks.
- Make sure faucets are shut off properly.
- Always use flow controlling nozzle/spray head device for outdoor hoses. Remove all outdoor water hoses from spigot during winter months, or if colder weather is expected to prevent pipes freezing and bursting.
- Do not remove or replace devices that have been installed to conserve water such as faucet aerator and low flow showerheads.
- Limit showering time to about 5 minutes.

## EVICTIIONS

Eviction is for one serious violation of, continual failure to comply with, or a pattern of several violations of, the Lease Agreement, any lease addendum, the Community Handbook, and/or federal, state, and/or local laws.

## EXTENDED LEAVE PROGRAM

Residents and their families who leave their home for up to 30 days at one time may be eligible for the Extended Leave Program. Residents may visit the Community Management Office to enroll in the Extended Leave Program. This program includes services such as backyard lawn maintenance, snow removal, and weekly preventative home visits to ensure no emergency situations have occurred. An Absence From Residence and a Permission to Enter Form must be filled out prior to departure.

## FEES, DAMAGES & OTHER PAYMENTS

Fees associated with certain rights or services established for Resident in the Lease Agreement, any addendum, or this Community Handbook must be paid by Resident to Owner prior to the exercise of that right or service such as bringing Pets into the Premises unless specifically defined in writing. Damages listed in the Lease Agreement, any addendum or this Community Handbook must be paid by Resident to Owner immediately upon discovery of the same by Owner. Owner's acceptance of any damage amounts does not limit Owner's option to pursue any other remedies at law or in equity.

## FENCES

Air Force Academy Military Communities is managed primarily as an "open-space" neighborhood in efforts to preserve the natural beauty and feel of the National Forest that surrounds our community. As a result, backyard fencing is limited. However, we recognize that many families desire privacy for the outdoor living spaces or desire physical barriers by means of a fence for their pets and/or young children. Fence installation is authorized, at Resident's expense, with **prior** Community Management approval as long as types of fencing and fence installation boundaries are honored. Wood privacy fencing installed in accordance with Community Standards for patio or yards may be left by the resident at move-out. However, any approved chain link yard fencing **MUST** be removed by the resident prior to move-out. Failure to receive appropriate approval prior to fence installation (regardless of type installed) or remove chain link fencing at move-out may result in a \$250.00 fee. Specific fence standards, installation requirements, maintenance expectations, etc., are specified in the AF Academy Military Communities Fence Addendum which is available through the Community Management Office. **Care and maintenance of the fenced area is the responsibility of the resident as our landscape maintenance team is generally not permitted to mow and edge these "private" areas.**



## **FIREARMS AND WEAPONS**

The primary concern surrounding weapons in the Premises is the general safety of the Community. Any violation of firearm regulations will result in a formal review by Community Management in conjunction with the Air Force Partner and Hunt MH Shared Services, LLC Legal Counsel and is likely to result in eviction. All firearms must be registered through the Air Force Academy Security Forces Squadron and notated with the Community Management Office

- Resident must meet the requirements of all Federal, State, Air Force, installation (if applicable), and local regulations, statutes, laws, and ordinances concerning the possession, registration, display, carrying, and use of weapons, including all firearms, knives, and other regulated devices. In cases of contradictory regulations, statutes, laws or ordinances, the most restrictive will apply.
- Concealed weapons may not be carried or discharged on the Premises or the Community.
- Military weapons may not be stored, carried, or transported onto the Premises or Community unless authorized by the DOD in the performance of military duties.
- Large caliber and automatic weapons may not be present on the Premises, unless they are part of a legitimate collection and have had the firing or activating mechanisms permanently disengaged.
- Firearms and ammunition must be stored separately from each other in locked cabinets, located out of children's access. Loaded firearms are expressly prohibited on the Premises.
- Storage of black gunpowder is limited to a maximum of 5 pounds and is to be treated as and stored as ammunition in a locked case.
- BB/pellet guns, air rifles, slingshots, arrows, and long or cross bows, are considered firearms. The use of these or any other projectile-propelling device is prohibited on the Premises or in the Community.
- Knives, swords, and any other harmful devices may not be carried and must be securely mounted, or sheathed and secured.
- Weapons prohibited by Federal, State, and local laws, such as stiletto knives, blackjacks, brass knuckles, switchblades, and zip guns may not be present on or in the Premises or Community.

Violation of the provisions of this weapons policy is cause for immediate Lease Agreement termination and eviction from the Premises.

## **FIREWORKS/FIRE PITS**

The manufacturing, sale, storage, possession, transporting and/or use of fireworks and all incendiary devices are expressly prohibited on the Premises or in the Community. Violation of



the provisions of this fireworks policy is cause for immediate termination of this Lease Agreement and eviction from the Premises.

Fire Pits, chimneys, or small decorative brick fireplaces (collectively, "Fire pits") are acceptable under the following conditions and only if there are no fire restrictions in place:

Fire pits shall be made of non-combustible material specifically designed for this purpose (i.e.- brick, stone, metal, ceramic, etc.).

Fire pits shall only be located outdoors, at a minimum of ten (10) feet from Premises, any building structure and any combustible materials when in use.

Fire pits shall not be placed under any overhead combustible material, such as tree branches, clotheslines, electrical cables, etc. when in use.

A fire extinguisher shall be available at all times in the immediate vicinity of any and all fire pits.

Fire pits must be stored inside garage, carport, or on back patio neatly house when not in use.

## **FLAGS**

Each housing unit is permitted to fly a United States flag. It is not mandatory that you fly the flag; however, if you do, you must make sure it is displayed with dignity and honor. Title 36, United States Code Section 174a permits the display of the flag for 24 hours a day if the flag is properly illuminated during the hours of darkness. Your porch light is not proper illumination. Do not permit the flag to touch anything beneath it, and do not fly a flag that has been torn, soiled, or damaged in any way.

When flying a flag of another nation, you must ensure the US flag is flown with the proper precedence. In other words, both flags have to be flown at the same time if a housing resident chooses to do so. Remember, the U.S. flag is flown above any other flag. A separate flagstaff is required to fly another flag. The PM will require Residents to sign a separate "Proper Etiquette and Guidelines for Flying the U.S. Flag" policy and procedure addendum. The addendum will include instructions on the appropriate apparatus, spot lighting and provision and replacement of flags.

## **FOSTER CARE**

Resident must submit a request for approval to the Community Management Office and receive a written approval increasing the number of Occupants in the Premises prior to becoming a foster parent. All applicable State and Federal rules and regulations regarding foster care will apply.

## **GROUNDS/LANDSCAPE MAINTENANCE**

### **Owner Responsibilities**

The Community Management Office will regularly mow and maintain all unfenced grounds around the Premises including common areas, community centers and playgrounds. Yards and greenways, etc. that are not kept free of toys, trash, abandoned items, debris or pet feces will not be mowed, trimmed or edged.

Fertilizing and use of herbicides will be done on a periodic basis, *including inside fenced yards*. Resident will be given notice of any upcoming fertilization/herbicide treatment, and must remove pets, children and lawn furniture so the yard can be treated. Tree maintenance may be done if necessary with a notice given. Failure to comply may result in a charge for a re-visit.

### **Resident Responsibilities**

**Mowing, raking, and trimming of shrubs and other routine maintenance in fenced backyards are the Resident's responsibility.** Grass should be maintained at a height of approximately 2.5-3 inches, not to exceed four inches. Raking of grass and leaves is to be done as necessary to maintain a healthy and attractive lawn. Shrubs are to be trimmed to maintain their shape and not block windows, doors, sidewalks or parking areas. If the grass exceeds five inches, inside your fenced area, and is not corrected after the Friendly Reminder the local landscape maintenance company could be sent out to mow for a charge of \$50.00 to the resident account.

Do not use or store fertilizers or herbicides in or on the Premises. Plant food for the indoor plants and seasonal fertilizer for annuals, perennials and fenced backyard areas is an exception to this rule.

Do not create new planting beds on the Premises without written approval.

Residents may plant annuals and/or perennial flower gardens in existing flower beds. Introduction of perennials, bushes, or other permanent landscaping requires written approval from the Community Management Office and should be limited to deer resistant plantings as defined by the management and landscaping team. Vegetable gardens may be planted but requires written approval from the Community Management Office and gardens must be removed upon vacating Premises and ground should be returned to the same state as the surrounding grounds.

Residents are responsible for the watering of their lawns and planter bed areas. When water restrictions are not in place, watering should be restricted between the hours of 1700 hours and 0900 hours. If your home has an automated irrigation system, the lawn and planter bed areas will be automatically watered based on a set schedule. If an irrigation head or other components malfunctions or if there is excessive runoff, please contact the Maintenance Office at 719-867-WORK (9675).

### **GUESTS**

Guests of Resident are welcome in the Community. A Guest is defined as a relative or friend who is visiting a Resident's home for up to thirty (30) days. Guests must comply with all rules and regulations contained in the Lease Agreement, Addenda and Community Handbook. The Resident will be responsible and accountable for the actions and behavior of their Guests. Guests may be accompanied by pets but stays of guest pets for longer than 24 hours should be reported to the Community Management Office; pets of guests should not visit in excess of 30 days or may be subject to the pet deposit of \$250; pets of guests must be of the approved breeds allowed in housing, and may not be a restricted breed. Resident is prohibited from accepting rent in the form of cash or in-kind goods or services from their Guests. Resident is responsible for any and all damages from their guests and pets of guests. All visitors, guests, relatives and/or live-in care providers must be able to meet the Installation access requirements. Live-in care providers must adhere to guidelines in Page 26 of this Community Handbook.

For long-term visitors, the resident must provide written documentation by way of Lease Addendum or written memo which includes visitors' name, contact information, and expected length and dates of visit. The Housing Management Office can sign off on a Notification of Guest pass for the residents guest for up to 6 months. Visits/residency may be restricted by US Air Force Academy Pass and Registration. Approval by the Community Management Office does not constitute approval by or for other authorities. The Owner reserves the right to control the entry into the Community by Resident's Guests, agents, licensees or invitees, furniture movers, and delivery persons, and may prohibit from the Premises or Community any Guests or invitees who, in Owner's reasonable judgment, have been disturbing the peace, disturbing other Residents or violating Community policies.

The presence of guests does not entitle the resident to a larger home (change of entitlement)..

Residents are not permitted to sublet the Premises. Subletting the Premises will result in eviction as a lease violation.

## **HOLIDAY LIGHTING AND DECORATIONS**

Holiday lighting is authorized for use between the hours of 1700 hours and 2200 hours from Thanksgiving Day until the second weekend in January. Decorative lighting for other time periods may be installed/displayed three weeks prior to the holiday and removed no later than seven (7) days after the holiday. All lighting must be removed from Premises and stored properly. Overloading of circuits and the overuse of extension cords must be avoided. Resident accepts any and all liability for damages to Premises or injuries caused by holiday or decorative lighting and other decorations.

- Any lights or decorations attached to the Premises must not cause any physical damage. Gutter clips or similar clip devices are required for affixing exterior lighting; nails/screws/tacks are not permitted.
- Resident will be held financially responsible for any incidental damage to the Premises.
- Roof decorations and lighting above the first floor roofline are not permitted. Resident will be required to immediately remove such decorations when discovered. Non-Holiday lighting such as patio "party" lights are permitted and must look nice and neat. Must not be the stringed holiday lighting type. They must not be permanently attached to the house, trees or fencing.
- Canned "snow" or other similar substances must not be sprayed on windows, siding or brick facades.

## **HOME-BASED BUSINESSES AND COMMERCIAL ENTERPRISES**

Home based businesses and other commercial enterprises may only be conducted at the Premises in accordance with the following:

- Resident must request, in writing, approval from the Community Management Office and execute a Home Based Business Addendum to the Lease Agreement. The approval will apply to any Resident conducting a private business, including but not limited to selling or attempting to sell goods and/or services, cosmetics, household products, cleaning products, tailoring, tax preparations, and other computer based businesses, dressmaking, etc. No businesses considered as competition for the Base Exchange are permitted. See the Community Management Office for the Addendum and details.

- Home-based businesses must be appropriate to and contribute to the family environment of the Community.
- Door-to-door soliciting is not allowed (Youth groups such as Boy Scouts, Girl Scouts, etc., may request permission to canvas the Community for specific events/campaigns)
- Signage of any kind is explicitly prohibited.
- Any business that uses or produces hazardous materials is not permitted. Violation of this term is cause for immediate eviction and recovery of damages by the Owner.
- The breeding and/or raising of animals, birds, fish, etc., as a business is not permitted.
- Child Care businesses - See Child Care – Page 12 of this Community Handbook.

All approved businesses must comply with Federal, State and local laws regarding licensing, registration, taxes and insurance. Once approved, the Resident will be required to bring appropriate licensing and insurance information to the Community Management Office prior to operating the business from their Premises. The business must operate within the guidelines of the Community rules and regulations. Resident is responsible for any damages to the Premises or from third parties arising from the conduct of the home based business.

## **HOME PERSONALIZATION AND DECORATING**

Any alterations to the Premises must be submitted to the Community Management Office in writing. This includes interior and exterior, repainting, installation of window air conditioning units (specifications apply), mechanical, electrical, plumbing, structural equipment, major appliances, configuration of the Premises, use of wallpaper or the replacement of fixtures. Approval must be granted in writing *prior* to starting the work or purchasing materials. The approval will specify the terms and conditions for maintenance and liability. Once approval has been granted, the Resident is responsible for the continued maintenance of the improvement. Resident shall be responsible for all costs for repair or replacement of any removals or changes.

It is understood that when the Resident vacates, walls must be restored to the original color or primed so that color does not show through. Resident will be charged for any additional coat(s) of paint required to return the Premises to its original condition.

Small nails may be used for the purpose of hanging pictures unless Community Management Office recommends other devices. No holes, spikes or hooks shall be driven into the walls or woodwork. Window hardware, such as curtain rods and brackets used for window covering, shall not be attached to any window frame.

If necessary blinds may be replaced by resident with prior approval, or resident may pay the blind replacement fee and schedule a maintenance work order to install proper blinds. Window coverings such as drapes, curtains and sheers are to be at least three inches from all registers. Windows may not be covered with aluminum foil or any other type of tinting/darkening product. Blinds must not be bent, broken or damaged; **MUST** be in working order at all times.

## Reasonable Accommodation and Modification Requests

Please refer to the Reasonable Accommodation and Modification Policy and Procedures on Appendix D.

## BASEMENTS

Unfinished basements (or unfinished basement space) are authorized for storage and laundry use only, unless modified by Air Force Academy Military Communities. Living areas/spaces are limited to basement areas fully finished with wallboard, electrical outlets, trim, flooring, etc. During rainfalls, unfinished basement areas may be prone to flooding or mild moisture so it is recommended that it is not used as living space and any items sensitive to moisture being stored in these areas be placed on pallets, in plastic bins, and on plastic shelves

## HOUSEKEEPING

Proper upkeep of the Premises from the time of move-in will help insure that the move-out process will go smoothly and that charges for misuse will be kept to a minimum. The following housekeeping suggestions are provided to assist the Resident:

### Carpeted Floor Areas

The following suggestions are offered for maintenance and protection of carpeted areas:

- Do not use cleaning agents that contain bleach or bleaching agents for food or liquids spilled on carpets. They often cause as much or more damage than the original spill.
- Vacuum regularly to keep the carpet in good condition and to discourage dirt build up.
- Resident is advised to encourage young children to eat and drink in non-carpeted areas and over a table to avoid permanent stains. Juices, soft drinks, wine, coffee and tea contain agents that can permanently stain the carpet.
- Use throw rugs, safely secured; on high traffic areas to prevent heavy soil build-up.
- Use carpet/ floor protectors under chair legs, tables, sofas or any furniture item that may scratch the floor or leave a permanent indentation.
- Resident is encouraged to remove shoes upon entering the Premises to prevent high traffic areas from becoming overly soiled.

### Tile, Hardwood, and Vinyl Floors

The following suggestions are offered to help protect the Premises floors:

- Lift heavy furniture rather than dragging across the floors to avoid marring. Recommended to use protective felt or rubber padding on the bottom of furniture legs.

- Never flood the floor with water or let water stand on the surface, doing so may result in a replacement or repair charge to Resident.

*Do not* apply wax to no-wax floors. The Community Management Office will point out the no-wax floors during move-in. There are certain products on the market claiming to be shining agents for no-wax floors. Do not use these products, even if specifically made for no wax floors, as they are difficult to remove and sometimes cause damage to the surface during the removal process. Resident may be charged for damages to the floor caused by wax, shining agents, or wax removers.

### **Walls and Woodwork**

The following suggestions will help protect walls and woodwork:

- Beds, tables, and chairs should not touch the walls.
- Bicycles, large toys, strollers, and such items should be moved through doorways with care.
- Provide children with blackboards or drawing pads to discourage writing on the walls. Resident will be responsible for cleaning all marks such as pen, pencil, markers, crayons and paint from the walls prior to move-out.

### **Countertops**

The following suggestions will help protect the countertops:

- Ensure to clean up spills quickly.
- Do not use an abrasive cleaner. Countertop cleaners are readily available and remove most spills, stains, etc. Ensure to clean up spills quickly.

### **Storage Areas**

Proper storage of household goods and chemicals will help prevent unforeseen environmental hazards and help ensure a clutter free home. The following living space and common areas should not be used as storage:

- Unfinished basements should not be used for living space and shall not be altered or modified for such use.
- Common areas and living space to include bedrooms, dining room, bathrooms, kitchen, porch, patio and basement should not be used as storage space when items impede, block or barricade these areas in the home.
- Storage of flammable liquid should not be stored in unit living space or unfinished basements
- Doors should not be blocked or barricaded.
- No items shall be stored near or block water heaters, furnace, etc.



## **KEYS, GARAGE DOOR OPENERS AND MAILBOX KEYS**

Resident is provided two keys to the Premises during the move-in. The Community Management Office will also provide instructions on where to pick-up mailbox keys during move-in. Additionally, garage door openers, as applicable, will be issued at that time.

All Premises keys and garage door openers are to be returned to the housing office at the final Move-Out Inspection Assessment. There is a charge for any lost keys, and garage door openers not returned. If a key is lost, and a change of locks is necessary, Resident will be responsible for the replacement cost. Resident is responsible to return all mailbox keys to the Post Office at move out, the Post Office may have additional charges if keys are not returned.

When Owner authorization is given for an additional lock or a change of lock, the Resident agrees to provide the Community Management Office with a copy of the new key(s). No locks may be changed or installed without prior written approval from the Community Management Office. Any locks permitted to be changed or installed shall become the property of the Owner and Resident must promptly provide a key to the Community Management Office.

## **LAW ENFORCEMENT**

Fire and Police Services will be provided by USAFA Fire Department and Security Forces. Place the phone numbers for the fire department and law enforcement in a handy location that is easily accessible.

All life-threatening emergencies such as fire, carbon monoxide, smoke, or break-ins should be reported by calling 911. Non-life threatening security concerns can be reported 24 hours a day by calling Security Forces at 719-333-2000 or Maintenance Management at 719-867-WORK (9675).

**Wildlife is prominent in our area and close-up contact should be avoided. Please report any wildlife to Natural Resources at 719-333-3336. Lost or stray pets may be reported to Housing Management Office at 719-867-9688; however, please keep in mind that without a specific address or cluster area it is often difficult for the animal control subcontractor to locate and collect stray pets.**

Please report immediately to Security Forces and then to the Community Management Office or 24-hour Call Center any suspicious persons and any strange or unusual vehicles.

In-home security systems are not authorized by Air Force Academy Military Communities nor supported by the USAFA Security Forces.

## **LEASE VIOLATION NOTICES**

The below applies to Resident's occupants, and Guests. The Community Management Office may issue a notice for the following violations, including but not limited to:

- a. Unreasonably unsanitary conditions for interior and exterior of home;
- b. Violations of any federal, state or local laws, including those prohibiting the use, possession or sale of illegal drugs;
- c. Excessive or unreasonable noise;

- d. Illegal parking;
- e. Excessive and/or unreasonable litter, or clutter in yard, carport, or breezeway.
- f. Unreasonable failure to maintain front and/or backyards
- g. Unauthorized pet or pets
- h. Pest control noncompliance
- i. Unauthorized repair of vehicles
- j. Failure to observe posted speed limits or failure to obey stop signs.
- k. Property Damage
- l. Interference with the quiet enjoyment, including harassment and disruption of the housing community's livability or otherwise annoying and disturbing, of any other Resident, NMO staff, contractors, or other persons engaged in lawful activity in the area.

Failure to cure and comply with the Lease Agreement, and Lease Addendum, Community Handbook, and/or federal, state, and local laws may result in tenancy termination (non-renewal or *eviction*).

## **LIVE- IN CARE PROVIDERS / AIDES**

A live-in aide will be approved as a reasonable accommodation if the potential resident or resident has a disability-related need for the live-in aide. Residents shall not permit any live-in aide to occupy the home without prior written approval of the Community Management Office, who will approve a live-in aide for a household based on the following:

- Community Management Office third-party verifies that a household member needs the services of a live-in aide in accordance with HUD standards.
- Community Management Office verifies that the person providing live-in aide services qualifies as a "live-in aide" in accordance with HUD standards.
- The live-in aide must have acceptable residency and criminal background screenings.
- The household member and proposed live-in aide must execute a Live-In Care Provider and Live-In Aide Addendum prior to the approval of the live-in aide's occupancy.

Occupancy by a live-in aide must not result in overcrowding of the home. The resident and live-in aide(s) may be moved to a larger home as a reasonable accommodation for the person requiring a live-in aide.

A live-in aide has no right to the home as a remaining household member after the resident requiring the live-in aide dies, moves to a long-term care facility, or moves out of the home for any reason.

## **LOCKED OUT OF RESIDENCE**

Resident who is locked out may contact the Service Request Line at 719-867-WORK (9675) twenty-four (24) hours per day.

Resident will be required to provide proper identification to receive access to the Premises. Resident Lockouts during normal working hours will be attended to at no charge to the resident unless an additional key has to be made, in which case a \$5 fee will be assessed. After-hours



calls will result in a fee of \$25 plus an additional \$5 in the event a key has to be made. Residents should not take any steps to forcibly open the door.

## **MAINTENANCE**

The Maintenance Team is responsible for the upkeep of the interior and the exterior of the homes. The team will be in uniform, have identification badges and drive easily identifiable vehicles. Maintenance personnel will be available to provide answers to maintenance questions.

A Service Request may be obtained by contacting the Service Request Line at 719-867-WORK (9675). Resident will be given a Service Request number for reference. An on-site Service Request Dispatcher will receive and respond to calls from 0800 hours – 1700 hours Monday through Friday. A centralized Call Center Operator will receive service calls and dispatch an on-call service technician after hours, weekends, and holidays to provide 24 hour, 7 days a week coverage

There are certain repairs, replacements, inspections, and maintenance that the Community Management Office is required to perform for the Owner. The Community Management Office will contact the Resident, explain the work to be done, and establish a time for the work to be accomplished. Examples of work orders initiated by the Community Management Office are as follows:

- Pest control services
- Preventative Maintenance Inspections Entry to Premises to complete repair of neighboring/cluster infrastructure

Whenever possible, work will be scheduled to cause the least amount of inconvenience to Resident. However, Resident may not refuse entrance into the Premises by the Community Management Office or its contractors when notified at least 48 hours in advance, and the requested time is during reasonable working hours. Community Management Office or its maintenance contractors may enter Resident Premises when Resident is absent to perform such work; however any contractors will be escorted by an Air Force Academy Military Communities representative in all cases when the Resident is absent to perform such work.

## **MAINTENANCE SERVICE REQUESTS**

### *General Maintenance Information:*

Please report any and all needed repairs to the office by phone or e-mail. For maximum efficiency, report repairs in the morning whenever possible.

In the event your service request is not completed to your satisfaction and the Maintenance Team seems unable to provide a solution, please feel free to contact the Maintenance Director at 719-867-9675 (WORK) or via the Community Management Office at 719-867-9688.

### ***Emergency Maintenance is provided 24 hours a day.***

*Maintenance on-call answering service* can be reached 24-hours a day at 719-867-WORK (9675) option 1, for emergency service requests. For routine service requests after hours please leave a message and the Service Request Dispatcher will return your call the next business day.

Service calls will be given a classification of Emergency, Urgent or Routine, depending on the nature of the request and the danger to the safety of the Resident and the Premises.

**Emergency Calls:** Service calls will be classified as an emergency when the work consists of correcting failures that constitute an immediate danger to Residents, or threaten to damage property (i.e. overflowing drains, roof leaks, broken water pipes, power outages, electrical defects which may cause fire or shock, gas leaks, loss of heat or air conditioning). PM and/or its authorized contractor, shall respond immediately and must be at the residence within sixty (60) minutes after receiving an emergency service call. PM and/or its authorized contractor shall work continuously without interruption, and shall rectify the emergency condition before departing the job site (i.e. shut off water, close gas valve, etc.). Subsequent work requirements such as repairing wall board after water damage, and similar types of follow-up work may be classified as urgent or routine, as appropriate, since it is not specifically part of the original emergency request.

**Urgent Calls:** Urgent service calls are defined as failures in services that do not immediately endanger Residents or property, but would soon inconvenience and/or affect the health or well-being of Residents. Examples of urgent service requests include the failure of appliances such as stoves, refrigerators, and water heaters. PM will respond to urgent service calls within four (4) hours, twenty-four (24) hours per day, seven (7) days per week. PM will make every attempt to immediately resolve urgent service calls. In the event that an authorized contractor is required to remedy the failure in service, maintenance shall be completed within the soonest timeframe possible, not exceeding twenty-four (24) hours. PM will require all of its authorized contractors to meet the designated service levels for response and completion times to ensure that urgent service calls are expedited and responded to within the prescribed two hours and completed within the prescribed twenty four (24) hours.

**Routine Calls:** All routine service calls will be responded to within twenty-four (24) hours of receipt. For routine service calls received on the weekend and/or on stated holidays, receipt shall be considered as of 0800 on the next business day. Every effort will be made to resolve the service request within twenty-four (24) hours after the request has been confirmed, and an appointment has been verified with the Resident. This information will be forwarded to the on-duty maintenance technician the same day, or the following business day if the call is received after hours. Completion time may vary depending on the availability of parts and/or materials, or on the requirement of services provided by an outside contractor. Service calls classified as routine include work that does not qualify as an emergency or urgent call. Examples of routine service calls include a broken floor tile, loose baseboard, and dishwashers that are not working.

### **Access to Premises**

Whenever Community Management Office maintenance personnel or exterminators enter the Premises to perform work, a copy of the service request will be left detailing the work that was performed. Written permission must be supplied from Resident to Community Management Office authorizing Community Management Office to allow entry to the Premises during the Resident's absence for purposes including but not limited to delivery companies, moving van representatives, out-of-town Guests and relatives. Owner reserves the right to enter the Premises under reasonable circumstances. In all but emergency situations, Resident will be notified 48 hours or more (preventative maintenance) before scheduled entry. Permission to enter is not required in an emergency situation.

## PEACE OF MIND

Please notify the Community Management Office of any burned out exterior or common area lights, faulty locks, lost or stolen keys, etc.

Please request credentials from all maintenance personnel before allowing entry.

### General Maintenance Tips

#### ***Smoke Detectors and Carbon Monoxide Detectors***

*Resident is required to test both smoke detectors and carbon monoxide detectors on a monthly basis and replace batteries. Resident, Occupant or guest is not to tamper with, adjust or disconnect any smoke detectors or carbon monoxide detectors. Violation of this is a material breach of the Lease Agreement.*

Resident must notify Owner of all repair needs to smoke detectors and carbon monoxide detectors promptly. Neglect could result in a fire and safety hazard for the Resident.

### ***Plumbing***

The commodes and other water and sewer apparatus and fixtures shall not be used for purposes other than those for which they are designed. Occasionally there may be a problem with stopped up sewer and plumbing lines. Do not allow objects such as diapers, toys, feminine hygiene products, etc., to be flushed 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. Keep a plunger on hand for use on simple toilet clogs. Resident shall notify Owner of all repair needs promptly. Disconnect all hoses from outdoor faucets prior to the first frost.

In regards to the sewage system in your home, it is critical that you:

1. Don't flush undesirable substances into the sewer. Flushing flammable and toxic products is dangerous, while other materials such as paper towels, rags, newspaper, plastics, cigarettes, coffee grounds, egg shells, feminine hygiene products; large amounts of hair, and cooking grease are a maintenance nuisance, and will create a situation requiring frequent clearing of the lines.
2. Don't use garbage disposal systems to dispose of non-biodegradable materials, because they increase the amount of solids entering the interceptor tank, and the frequency of required clearing of the lines. Scraps should be composted or disposed with trash. Do not pour grease down the drain. Collect grease in a container rather than disposing of down the drain.
3. Items that cause problems in the system are:

Excessive grease and oil from food processing, diapers, rags, cigarette butts, coffee grounds, plastic, and rubber products, feminine hygiene products, and any non-biologically degradable substances that can cause problems in your sewage disposal system

If you are not certain about disposal of a specific item, please contact the Maintenance or Community Management Office.

### ***Light Bulbs***

Your home is supplied with light bulbs at time of move-in. After move-in, it is the Resident's responsibility to replace any screw in light bulbs that have burnt out or been damaged inside the home. The Maintenance Office will replace fluorescent and plug in bulbs with a one-for-one swap. This may be done at the Self Help located inside the Maintenance Office. Please report unlit bulbs over walkways, halls, or common areas to the Maintenance Office so that proper repair can be scheduled.

### ***Heat***

Your home may be equipped with individual central heat. If at any time you find that your thermostat is malfunctioning or for more detailed operating instructions, please call the Service Request Line at 719-867-WORK (9675).

### ***HVAC Filters***

Air filter(s) will be new at move-in. Your filter is scheduled to be replaced twice yearly. The filter(s) in your home should be cleaned on a regular basis to insure proper performance of heating units. If you would like your filter changed prior to the scheduled filter change, feel free to call the Service Request Line at 719-867-WORK (9675). Filters are available for pick up at Self Help located in the Maintenance Office.

## **MOVE-IN PROCESS**

After Resident has accepted the Premises, the Community Management Office will assist with the completion of the Lease Agreement, any applicable addenda and documents for payment of Rent and Deposits, as applicable. The Resident will be given all necessary telephone numbers for service calls, the Community Management Office, as well as contact information for local services, law enforcement and animal control.

The Resident and the Community Management Office will visit the Premises and together go over the Move-In/Move Out Inventory Report. Special features such as no-wax floors will be pointed out to the Resident at that time. Any inoperable appliances, light switches, etc., and any existing damage to the Premises will be noted on the Move-In/Move-Out Inventory Report. The Resident is to complete the Move-In/Move-Out Inventory Report and return to the Community Management Office within five (5) days of Lease Agreement commencement or upon occupancy by Resident. Designated parking will be identified as will the proper storage of refuse and recycling bins.

Premises keys and garage door openers, if applicable, will be issued at time of move-in. Instructions for mailbox keys will be given at this time as well.

## **MOVE-OUT PROCESS**

Resident must notify the Community Management Office of the intent to move out as soon as possible, but in no event less than thirty (30) days, unless otherwise specified in the Lease

Agreement. The Community Management Office will provide an "Intent to Vacate" packet, which, when timely submitted to the Community Management Office, fulfills the Lease Agreement requirement to notify the Owner in writing.

Resident will be scheduled for a Pre Move-Out Inspection appointment (generally conducted within 10 days of Notice to Vacate) to review the condition of the Premises and prepare the Resident for the Final Move-Out Inspection. During this review, the Resident may discuss any concerns about the Pre Move-Out Inspection, anticipated damage charges or other assessments (if any), the overall process, and any other issues of concern in preparation for the final Move-Out Inspection. Deficiencies identified in the Pre Move-Out inspection and not remedied by Resident will be remedied by Owner and associated costs will be the responsibility of the Resident. General items of interest and expectations for move-out are available any time on the website in our Move Out Brochure.

Any alterations made to the Premises must be restored to the original condition or remain in place if previously authorized in writing by the Community Management Office. The Resident will be required to pay for such damages not corrected. If the Resident moves out prior to paying for the damages, Community Management Office may refer the balance owed to collection.

At the time of the actual move-out, the Community Management Office and the Resident or a Resident appointed representative will again jointly assess the condition of the Premises, sign the Move-out Inspection Report, and return all keys and other access devices to the Community Management Office. The Community Management Office will assist Resident in completing any paperwork associated with the Move-Out procedures.

## **MOVE-OUT PROCESS FOR EARLY TERMINATION**

Resident may terminate this Lease Agreement if: he/she retires from Military or Federal service, is released from active duty or professorial duty, is transferred (PCS) beyond a 25-mile radius of USAFA, Colorado, or is ordered to occupy government quarters. In such cases, the Resident will furnish Owner a copy of his/her official orders not less than 30 days before such termination date unless such notification cannot be made at no fault of the Resident (i.e. short notice assignment). This Lease Agreement will also terminate on the Resident's death, at the option of the surviving spouse or personal representative as shown below. In addition, a Resident that is a service member shall have the right to terminate this Lease Agreement as provided in the Service Members' Civil Relief Act, as shall Resident's dependents as provided in the Service Members' Civil Relief Act.

If two Residents are service members and only one Resident terminates the Lease Agreement as outlined above, the remaining Resident will not be required to terminate the Lease Agreement. The remaining Resident has the option to do so by providing Owner a written thirty (30) day notice of intent to vacate. If the senior service member is the early terminating party, then upon the senior service member's early termination date the remaining Resident shall be considered the senior service member and will pay Rent equal to Paragraphs 4 and 5 of the Lease Agreement. All other terms and conditions of the Lease Agreement shall remain in full force and effect.

If only one Resident is a service member and if that Resident terminates the Lease Agreement for reasons outlined above, the remaining adult family member/occupants may not be eligible to remain in the home. The Housing Management Office has the right to

terminate the Lease Agreement if eligibility status is not met by the remaining household members. In the case of divorce or separation and the service member submits a thirty (30) day notice to vacate, the Housing Management Office has the right to serve a thirty (30) day notice to remaining household members and take back possession of the house. In the case of death of the service member, the surviving spouse/occupants may remain in the home for one (1) year to adjust to civilian life. The surviving spouse will then become fully responsible for the house and all payments to Housing Management Office.

Resident has the option to terminate this Lease Agreement prior to the Lease End Date for any reason not specified herein. Resident must submit to Owner at least 30 days prior to the early termination date, a request in writing, an Early Termination Fee in the amount of one month's Rent, together with any outstanding Rent or other amounts owed to Owner pursuant to the terms of this Lease Agreement.

Residents may request a waiver of the 30-day notice of intent to vacate. In the case of death or other extenuating circumstances, residents must request in writing to the Management Office, the waiver and fully explain the extenuating or mitigating circumstances warranting a waiver of the 30-day notice of intent to vacate. If the waiver is requested as a reasonable accommodation, contact the Management Office for the reasonable accommodation request procedures.

When the 30-day notice of intent to vacate or any portion is waived, the early lease termination fee will also be waived. As appropriate, the Management Office will confer with the Command when responding to requests based upon extenuating or mitigating circumstances. For reasonable accommodation requests to waive the 30-day notice of intent to vacate and/or waive the early lease termination fee, the Vice President of Military Housing will issue the determination.

The Resident continues to be responsible to turn over the premises in accordance with the terms of the Lease Agreement and the Community Handbook.

## NEIGHBOR RELATIONS

Resident is reminded that living in close proximity to other families poses certain challenges and opportunities to build lifelong relationships.

Following a few simple rules will help ensure a positive living environment for everyone.

- Keep household noise to a minimum and follow guidelines on quiet hours, **quiet hours are between 2200 hours and 0600 hours**. Please remember neighbors often work different shifts.
- Keep the Premises, including the yard, clean and free of any unsightly refuse and pet feces. Charges may be assessed if Housing Management has to send an approved vendor to clean up yard.
- Make neighbors aware of large private gatherings, barbeques or parties that may cause parking difficulties or noise.
- Difficulties with a neighbor must be settled peaceably and are often best handled cordially face-to-face. If all efforts to work out difference amicably meet with failure, file a complaint **in writing** with the Community Management Office. Having the complaint in writing assists the Community Management Office to further resolve the issue, and best to have the documentation at hand.



The Community Management Office will review and investigate the complaint in attempts to gain resolution to the problem. The complaint, investigation performed, results, and action will be made a matter of record and placed in the file of the Resident filing the complaint and the Resident named in the complaint.

## **NEIGHBORHOOD AMENITIES AND SERVICES**

Owner will offer a variety of programs to the Residents. All Residents will have use of the multi-purpose area for social events, classes, projects and other related events, rental charges may be implemented. The following policies are to be followed by the Resident:

- Resident, Occupants and Guests will comply with and obey all safety and posted regulations in the Community Center.
- Resident shall immediately report any malfunctioning equipment in the Community Center.
- Resident is solely responsible for the behavior and actions of the Occupants and Guests at the Community Center.

Please keep in mind that from time to time the Owner may provide various services, equipment and facilities for Resident's use at their own risk. Resident acknowledges that the use of the services or facilities may be canceled or modified at any time, at the sole discretion of Owner.

## **NEIGHBORHOOD SPORTS AND RECREATIONAL AREAS**

Use of sport and recreational areas, such as parks and basketball courts, are at the Residents', Occupants' and Guests' own risk. Owner and Agent 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 Owner or Agent. Owner 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 will be responsible for the cost of any repair or service on equipment or facilities due to misuse by Resident, Occupant or Guests. Resident shall notify Owner of any malfunctioning equipment or facilities.

## **NUISANCE (DISTURBANCES AND NOISE)**

Resident, Occupants and Guests are expected to conduct themselves and their pets at all times in a manner that will not offend or disturb other Residents, Guests, Community Management Office staff, or other visitors to the Community. Any activity causing extreme or excessive noise, excessive traffic, repetitive or excessive disturbance of any kind, or disturbing or threatening the rights, comfort, health, safety or convenience of others in or near the Community may result in eviction. This includes, but is not limited to, behaving in a loud or obnoxious manner, excessive noises by pets, or destroying any part of the Premises or Community. These actions are considered a "Nuisance" and a serious violation of the Lease Agreement. Quiet hours are between 2200 and 0600 hours

Owner has the right to bar individuals from the Premises. Resident must inform Guests of all Lease Agreement provisions regarding use of the Premises and all rules and regulations

contained in the Community Handbook. Resident's Guests that violate these provisions may be barred and/or arrested for criminal trespassing, after they have received a barred notice and placed on a barred list by Owner. If Resident or Occupant allows a known barred person onto the Premises, it will be considered a material breach of the Lease Agreement and may result in immediate eviction from the Premises

## **OCCUPANCY LIMITS**

Occupancy is limited to the Residents and Occupants identified on Page 1 of the Lease Agreement, except as provided for in Section 8 of the Lease Agreement.

## **PARKING REGULATIONS**

A carport/garage and/or designated parking spaces have been provided for most Premises. Residents who keep more than two (2) vehicles on the Premises may be required to remove the excess vehicles if conditions become too crowded and/or complaints are received.

Undesignated parking spaces may be utilized on a "first come - first serve" basis; however, cars must be moved on a regular basis and not parked in the same undesignated spaces habitually. Common courtesy to neighbors takes precedence. Owner reserves the right to issue parking reminders if necessary.

Resident will keep all vehicles in good operating order with valid and current inspection/safety sticker, if applicable, state tags and insurance. Security Forces will be notified of any perceived abandoned or non-functioning vehicles. Such vehicles will be towed at the owners expense.

Under no circumstances shall any vehicle be parked or driven on lawn areas. Many of the yards are equipped with automated irrigation systems. Parking on the lawn can cause damage to the system. If a violation is written to the resident for parking in the yard and damaged has been caused to your irrigation system, the resident will be held financially responsible. Charges may occur if it becomes a continuous issue. Parking in front of mailboxes or obstructing dumpsters is not permitted.

Resident is responsible for keeping assigned parking area/carport or garage clean of oil and debris. Oil drippings shall be removed using absorbent materials (kitty litter or oil absorbents) and not washed into the drainage system, with or without detergent. Because vehicle fluid loss can be hazardous and damaging to the parking lot surface, vehicles experiencing fluid loss must be repaired or removed from the premises as soon as detected. Owner will contact the Resident for vehicle removal upon instances of fluid loss. Resident is responsible for any damage caused to asphalt or concrete surfaces resulting from their vehicle's fluid loss.

**Resident shall not store vehicles for other people or grant permission to others to park in the Community.**

Residents, Occupants, Guests and invitees must adhere to posted speed limit signs and notices to vacate any parking areas for maintenance of facilities.

Other prohibitions:

- Resident shall not park in driveways or carports of any other residence.



- Resident shall park with the flow of traffic when parking on the street.
- All motorcycles must be parked in a garage or within the confines of the carport (or use a kick plate if parked in community parking areas). Motorcycles are not permitted on sidewalks, in landscaped areas or in the home.
- Boats, trailers, recreational vehicles, and oversized vehicles may not be parked within the Community—except for a maximum of 24 hours when you are getting them ready for use or storage. If more time is needed due to other circumstances please contact the Housing Management Office at 719-867-9688 to discuss. You can park and store these vehicles in the Outdoor Recreation Storage Lot for a small fee. Call the 10<sup>th</sup> Force Support Squadron Outdoor Recreation RV Storage lot at 719-333-4475 for rental information.

Vehicles found in “No Parking” areas, red zones, blocking access, without current registration, inoperable, stationary for extended periods of time, or in Handicapped spaces (without a permit) will be towed at the vehicle owner’s expense and risk.

Owner shall not be responsible for any theft or damage to vehicles parked in the Community.

## **PERSONALLY-OWNED PLAY EQUIPMENT AND COMMUNITY PLAYGROUNDS**

Playgrounds are provided throughout the Community for Residents, Occupants and Guests use and enjoyment. Although the playgrounds and common areas are cleaned and mowed on a schedule by Community Management Office, Resident is responsible to supervise children and guests and ensure the area used is clean when the Resident, Occupant and/or Guest leave.

Personally owned play equipment outside of fenced areas associated with the Premise (rented unit) is not permitted—toddler play sets intended for ages 4 and under may be maintained outside of fenced areas. Toddler sets must be kept neatly in yard or stored away when not in use. Personally owned play equipment shall be kept in good working order, and will not be secured to the ground using concrete anchors. Play equipment must be kept within the fenced backyard area. Play sets longer than 8ft or taller than 6ft must have written approval by the Community Management Office prior to installation.

The resident is responsible for any damage to lawns caused by swings, wading pools, furniture, decorations, pets, etc. Resident is responsible for returning the yard to the original condition at move out and could be charged for any repairs made by Community Management Office to restore to acceptable conditions.

Skateboard ramps are not permitted.

## **PERSONAL PROPERTY INSURANCE**

**Owner strongly recommends that Resident secure renter’s insurance to protect against liability, property damage and casualty losses.** Unless inconsistent with state/local law, Owner shall not be liable for the loss or damage to Resident’s personal property from theft, vandalism, fire, water damage, smoke, Owner supplied appliances, operating systems, interruption of utility services, or other cause, unless due to the specific negligence of Owner. If for any reason Owner agrees to render services such as handling furniture, cleaning, delivering

or accepting packages, or providing access, Resident specifically agrees to hold Owner harmless from all liability in connection with such services.

Waterbeds and aquariums in excess of thirty-five (35) gallons are not permitted without providing Owner with a **valid water damage insurance policy.**

## **PEST CONTROL**

Routine control of normal household pests, along with keeping all pets free of fleas and ticks, is a Resident responsibility. The use of non-residual insecticides labeled for safe application by the general public, such as household spray insecticides, is expected of the Resident. Resident must contact the Community Management Office for assistance for infestations of pests that are beyond Resident capabilities and require professional control measures.

Migration of Miller moths occurs in late May or early June. Insecticides are not effective in controlling miller moths and should not be used. The best way to remove moths is to swat or vacuum them. Turn off all unnecessary lights in and around the home during Miller moth's migration, or substitute regular light bulbs on your porch with yellow lights.

As a general rule, poor housekeeping is the main factor in cockroach infestation. Roaches and mice thrive on leftover food placed on sinks, counters, in cupboards, on unwashed dishes, and on food left out for pets. Roaches may also feed on paper and glue products, including shelf paper. Some things the Resident can do to control roaches, mice and other household pests are:

- Deposit garbage in trash cans in plastic bags.
- Wipe up spilled foods or drinks immediately.
- Do not keep empty soft drink cans or bottles under the sink, and rinse them well before placing in recycling bins.
- Keep soiled clothing in a clothes hamper or other container. Wash clothes frequently enough that clothing does not pile up all over the floor.
- Store leftover food in airtight containers.

In the event the Premises require extermination, call the Service Request Line at 719-867-WORK (9675). Please prepare for extermination services as follows:

- Remove all items from under kitchen and bathroom sinks.
- Pick up toys or other objects that may interfere with application.
- All persons and pets should vacate the Premises during treatment and should not re-enter the home until treated floors, carpets and rugs are thoroughly dry. Under normal conditions, this may take 1 - 3 hours (4 hours are recommended).

- Remove pet birds from the house, or if the bird(s) cannot be removed, place in a ventilated room that will not be serviced.
- Turn off aquarium air pumps and cover tanks and pumps with plastic wrap. Pumps can be restarted about 3 hours after treatment.

After service, it is common to see an increased amount of insect activity as the specially formulated applications disrupt nesting and hiding sites.

## PET POLICIES

No pets are permitted in the Community at any time except by prior written consent of Owner. A maximum of two (2) authorized pets may be permitted in the Premises, and Owner and Resident must sign a Pet Addendum. A refundable pet deposit will be required.

Residents may not board dogs of any breed (including a mixed breed) that are deemed “aggressive or potentially aggressive,” unless the dog is a certified military working dog that is being boarded by its handler/trainer or approval is obtained by the Owner in partnership with the Air Force partner in writing. For purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow, and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following types of behaviors:

- (1) Unprovoked barking, growling or snarling at people approaching the animal
- (2) Aggressively running along a fence line or on dog lead when people are present
- (3) Biting or scratching people
- (4) Escaping confinement or restriction to chase people

Residents may not board exotic animals such as, but not limited to, large reptiles, rodents (other than hamsters, mice, and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, pot bellied pigs, monkeys, or any farm animal. Small common pets such as small snakes, pet store available rodents such as hamsters, mice, guinea pigs, lizards, etc., must be maintained in a terrarium and/or appropriate cage.

Pets must be secured with leashes and under positive control while outdoors, except in fenced patios and yards (which includes pet tethers, electric restraint, or authorized dog runs). **Loose or stray animals seen in specific neighborhoods/areas may be reported to the Maintenance Management team at 719-867-WORK (9675) and our subcontractor/animal control will be dispatched generally within 2-4 hours (normally during daylight hours) and the pet taken to the Humane Society where it can be claimed by its owner. Residents will be responsible for the payment of any related fees to the Humane Society. Due to past experiences with pets biting employees, etc., we are unable to temporarily restrain or keep lost pets at the Community Management Office.**

In accordance with state and city laws, personal liability, and community safety pet owners must maintain current immunizations on all pets. Dogs and cats are required to wear a collar or harness with current rabies and distemper vaccination attached. Tags identifying the Pet Owners name and/or phone number is highly encouraged to facilitate neighbors and the Humane Society in helping return lost pets

**Pet areas must be cleaned regularly to control and prevent vermin infestations. Pet feces must be picked up regularly so as to prevent nuisance to the Community or neighbors. Charges may be applied to Residents account if a vendor has to be sent out to clean up the area.**

Operating a commercial kennel is prohibited as is breeding animals on the Premises for commercial purposes (more than 1 breeding per year) and will constitute an unauthorized business and may result in immediate lease termination.

Residents are responsible for informing guests that guests' pets are not allowed in the common areas without proper leash and guests' pets must be documented with the Community Management Office to include expected length of stay. Residents will not be permitted to use the Premises to care for pets belonging to other persons without the written consent of Owner; stays of guest pets for more than 30 days will require a pet deposit unless a pet deposit has already been paid at move-in. Guest pets will not count towards the two (2) authorized pet guideline for the Premise unless staying more than 30 days.

However, the keeping of pets is a conditional privilege extended to the Resident exhibiting responsible behavior and in control of the cat and/or dog. Resident is financially and legally responsible for all pets. Resident must comply with state and local laws governing pet ownership, including laws regarding licensing and vaccinations. The local municipality is responsible for enforcing animal control ordinances in the Community. Additionally, the Resident must execute a **Pet Addendum** to the Lease Agreement.

The pet owner will be liable for damages and/or injuries caused by a pet.

Resident's liability includes, but is not limited to, property damages, cleaning, deodorization, flea or other pest extermination costs, carpet or other flooring replacement, and/or personal injuries. Resident will be liable for the entire amount of any injury to the person or property of others caused by such pet(s).

Dogs are allowed to be walked in the Community, but are restricted from parks and baseball fields ran by the base to avoid any damage to the areas. If the dog deposits waste, the Resident must pick up and remove it from the property immediately. There are dog stations installed throughout the community with pet waste bags for your convenience.

#### **Pet Care:**

Tying of Pets: Pets may not be tied to common areas such as trees, pavilions or any common area in the Community.

Noise and Odors: Pet owners are responsible to control pet noise and odor.

Owner will have the right to inspect the Premises, upon notice to the Resident, if written complaints have been received or upon demand (after a 24-hour notice) if Owner has reason to believe the pet is a threat to the health and safety of other Residents or the Community.

Owner and their Agent have the right to enter a Premise and have a pet removed that has become vicious or is a threat to other Residents, if the Resident refused to remove the pet or cannot be contacted.

If a Resident is suspected of not providing appropriate care to pets or being neglectful Owner will first contact the Resident or other authorized occupant to address concerns and complaints.

If Resident is unable or unwilling to properly care for pets or in the event the Resident or other authorized occupant is not of assistance, Owner will report the incident to the Animal Protective Shelter or appropriate authority for action in order to protect the animal and general safety and well-being of the Community. **The cost of the care facility will be borne by the Resident.**

Owner Liability: Owner and/or its Agent are absolved by the Resident or designated point of contact of any or all liability, financial or otherwise, for actions taken on behalf of the Resident pet owner or the well-being of the pet as may be permitted by state or local law.

Failure to comply with the Pet Policy contained in the Community Handbook and the Pet Addendum may result in the removal of the cat(s) or dog(s) from the Premises and/or eviction of the Resident from the Premises.

Any Resident who has been required to remove a cat or dog due to violations of the Pet Policy or the Pet Addendum will not be permitted to have **any** cats or dogs on the Premises.

### **Assistive Animal Policy:**

Animals used to assist persons with disabilities living in the housing community or who visit the housing community are not subject to the pet ownership rules. Assistive animals are reasonable accommodations. Assistive animals are not pets. They are animals that work, provide assistance, or perform tasks for the benefit of persons with disabilities, or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability-related assistance or provide the disability-related benefit needed by the person with the disability. Proper documentation will be required.

Management has the right to change policies if:

- The animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation.
- The animal would cause substantial physical damage to the property of others.
- The presence of the assistive animal would pose an undue financial and administrative burden to the landlord.
- The presence of the assistive animal would fundamentally alter the nature of the landlord services.

The fact that a person has a disability does not automatically entitle him/her to an assistive animal. There must be a relationship between the person's disability and his/her need for the animal.

Management may not require a resident to pay a fee or a security deposit as a condition of allowing the resident to keep the assistive animal. However, if the individual's assistive animal causes damage to the home or the common areas of the housing community, at that time, Management may charge the individual for the cost of repairing the damage.

## **POOLS AND HOT TUBS**

Use of small wading pools, not exceeding (18) inches in height, are authorized under the following guidelines:

- The water must not exceed 12 inches in depth, and will be emptied on a daily basis.
- Wading pools are to be constantly monitored by an adult during use, and must not be left unattended while holding water.
- Pools are to be emptied and turned over when not in use and properly stored.
- Grounds damaged by the pools must be restored.
- Wading pools must be kept in backyard areas.
- Residents are responsible for supervision of any person using the pool and liable for all injuries resulting from the pool, whether the Resident is present or not at the time of injury.

Installed or portable hot tubs are not permitted. Medical exceptions will be reviewed on a case-by-case basis and should be submitted to the Community Management Office as a Request for Reasonable Accommodation.

10<sup>th</sup> Force Support Squadron operates an indoor swimming pool at the USAFA Fitness Center on Community Drive that is accessible to Residents. Additionally, the local YMCA facilities offer great outdoor swimming facilities at an affordable rate.

## **REFUSE COLLECTION, RECYCLING AND HAZARDOUS WASTE**

### **Refuse**

The Owner provides refuse collection in all Communities at no additional cost to the Resident. The following policies are to be followed:

- Resident will be issued trash/refuse bin(s) during move-in.
- Resident is responsible for the refuse bin(s) and will be charged for replacement if damaged beyond fair wear and tear, lost or stolen.
- Resident will be responsible for regular cleaning of the bin(s).
- Refuse bins must be at the curb before 0700 hours on the scheduled pick-up days, unless otherwise instructed by the Community Management Office.
- The bins must be returned to proper storage by 2000 hours on the day of collection.
- For residents living in a cluster, a dumpster has been designated for your use. Residents should place refuse inside the dumpster and secure the lid after the refuse is placed in the bin. Refuse is not to be left on the ground or next to the dumpster.
- Plastic liners and covered trash bins minimize odor and pest control problems.
- Toys, bicycles and personal items left within close proximity of the refuse bin may be accidentally picked up.
- Large, bulky items such as mattresses, furniture, and appliances will be picked up on the same day as regular trash pickup. Bulk pickup must be scheduled with the Maintenance Office at 719-867-WORK(9675) so the contracted Waste Company can be notified of required pick up. Contact the Community Management Office for additional information or schedules.
- Car batteries must be disposed of through a local battery recycler. The disposal of automotive fluids (e.g., oil, grease, brake fluid, radiator coolant, hydraulic fluid, etc.) or any other toxic or hazardous substances onto the ground or into the storm water drainage system or sewage collection system is strictly prohibited. Propane tanks must not be disposed of in trash receptacles or in any dumpster.
- All hazardous waste must be disposed of properly, and not thrown with regular waste. Please call the Housing Management Office at 719-867-9688 for a list of hazardous waste and where to dispose of them or see page 41.



## Recycling

Recycling is strongly encouraged and Recycling containers are provided. Recycling containers must be properly stored with trash bins. A schedule for recycling and a list of procedures outlining the items to be placed in the containers will be provided by Owner at the time of move in and is published routinely in the community newsletter

## Hazardous Materials/Waste

It is critical that hazardous materials not be included in trash or recycling. Common Household Hazardous Waste ("HHW") products include, but are not limited to:

- Paint, paint thinner and aerosols
- Turpentine and other spirits
- Polishes and waxes
- Glue
- Gasoline and other petroleum products, including used oil
- Batteries
- Pesticides, herbicides, fertilizers, and soil additives
- Common household cleaners and disinfectants, including bleach
- Fluorescent light bulbs

Residents are responsible to dispose of all hazardous waste and materials on their own. The Housing Management Office cannot accept or dispose of any hazardous waste for the Resident. Unusable Household Hazardous Waste (HHW) may be disposed Monday - Friday, 7am - 5pm or on the Second Saturday of each month, 9am-1pm at the El Paso County Household Hazardous Waste Facility located at 3255 Akers Drive, Colorado Springs. The Phone number is 719-520-7871. Please see the Housing Management Office for a flyer and list of items.

Please contact the Community Management Office if you have questions on correct disposal procedures.

## 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:

### Bicycle/Skating/Skateboard

Bicycle helmets are required in all Communities for all cyclists, including children in safety seats, regardless of age. Helmets and other protective gear are also strongly encouraged for skaters and skateboarders.

### Children's Safety

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

## Disaster

Residents should familiarize themselves with the area local shelters and evacuation routes and plans. Should severe weather conditions ever arise, please listen to local radio or television stations for shelter designations and instructions set forth by Civil Defense and your local law enforcement agencies.

The Federal Emergency Management Agency recommends that each family have an emergency kit readily available for transport in case of severe weather, hurricane, earthquake or other emergency. A Disaster Supply Kit list is attached as Exhibit A to this Community Handbook

## Fire Protection

The Resident is responsible for ensuring their Premises are in compliance with all applicable fire and life safety standards. A fire plan and fire prevention suggestions are attached as Exhibit B to this Community Handbook. For further information regarding questions on fire prevention, please contact the local Fire Department.

## Fireplaces

Resident is responsible for the safe operation and cleaning of interior wood burning and gas fireplaces. The Community Management Office will instruct the Resident on the safe and proper use of the fireplace at move-in. Contact the Maintenance Office if not comfortable with the operation of the fireplace.

## 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. We recommend that you report all malfunctions to the Maintenance Office at 719-867-WORK(9675) so qualified professionals can make the necessary repairs/adjustments. A few simple precautions can protect family and friends from potential harm. Please take a minute to read the following safety tips:

- Do not stand or walk under a moving door.
- Do not let children play with or use the transmitters or remote controls.
- Teach children about garage door and opener safety; explain the danger of being trapped under the door.
- When using the pushbutton or transmitter, 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.

Should the power fail, 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 or Community Management Office. A service technician will repair and/or replace the transmitter within 24 hours.

### **Personal Safety Reminders**

- Take responsibility for personal safety. Know your local emergency phone numbers.
- Verify the identity of anyone at your front door desiring entry. If the person claims to be an employee of the Community Management Office and you do not recognize them, call the Community Management Office for verification.
- Be observant and always be aware of your surroundings and the people in the area.
- Do NOT display house keys in public or leave them in the mail area, in common areas 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 computers, television, VCR, stereo, etc. This will greatly aid in recovering stolen goods.
- DO NOT confront suspicious persons loitering around the property, but report them immediately to the proper authorities and the Community Management Office or to Security Forces at 719-333-2000.
- Vehicles should remain locked at all times with items stored out of sight.

### **Smoke and Carbon Monoxide Detectors**

In addition to Carbon Monoxide detectors, Smoke detectors have been provided and should not be deactivated or removed. Resident is responsible for checking and maintaining all smoke and carbon monoxide detectors, and must immediately notify Community Management Office, of any problem, malfunction or damage to the detectors. Replacement of batteries is the Resident's responsibility. Any questions about operation or performance can be directed to the Community Management Office. Community Management Office recommends checking the monitors monthly. Disconnection and/or disabling a smoke detector is a violation of the local and State ordinances and will be cause for eviction.

### **Welding**

Welding is prohibited at the Premises and in the Community at all times.

### **Window Safety**

Children often climb on furniture and push against windows and/or screens, tumble out and suffer severe injuries or even death. To avoid such hazards, beds, tables, chairs and other furniture should not be placed in close proximity to windows above ground level.

Lock all windows. Do not leave young children unsupervised in second-story rooms with open windows.

## **SERVICES-OTHER**

Services provided as a courtesy or convenience for the Residents and Occupants, excluding utilities and trash removal described in the Lease Agreement, are provided at the discretion of the Owner and Community Management Office. Reduction or elimination of any or all of the other services does not result in reduced Rent or allow for early termination of the Lease Agreement.

## **SIGNS**

Sign or banner advertising an event can only be posted on authorized bulletin boards or areas specifically designated by the Community Management Office. Yard/Garage sale signs may be of a stick-sign nature and may be posted at the Premise as early as the day prior to the sale and removed at the end of the day of the sale (see Yard Sale section). Signs are not to be attached to utility poles, mailboxes, signposts, trees, etc., and contained to only the housing areas.

## **SNOW AND ICE REMOVAL**

Resident is responsible for snow removal on driveways, individual entry walks in front of and around their Premises within 12 hours of completion of storm. Resident may be liable for injuries incurred due to failure to keep areas of responsibility free of snow and ice. The Community Management Office will take care of all other areas.

Hunt MH Shared Services, LLC Contractor will remove snow 8 feet in width from access roads to each house or house cluster and to some garage doors if possible. In the event that vehicles are parked in the driveways or on the access roads, plow units will not plow any closer than 3 feet from parked vehicles.

Snow removal operations will begin when accumulations of 2" are present in any area. Snow removal can be a lengthy process, therefore priority is placed on main roads throughout the community first, designated addresses, bus stops, then side roads, individual clusters, and last sidewalks, mailbox areas, etc.

## **SOLICITATIONS**

Door-to-door sales, surveys, and/or solicitations of any sort are not permitted; Youth Groups such as Boy Scouts and/or Girl Scouts may request permission to market to the Community for specific fundraiser campaigns or service programs such as Holiday Tree Recycling. Likewise, commercial advertising or flyers of any kind may not be posted or distributed unless a specific service or marketing tool of the Community Management Office. It is a Federal offense to attach anything to mail boxes.

## **TELEPHONE LINE MAINTENANCE**

Information concerning telephone service in the Community will be provided during move-in. Resident is responsible for all costs incurred with the exception of maintenance to the one telephone line supplied by the Owner. Report any line problems as shown below. If the problem

is with the telephone or telephone service, and not the telephone line, the Resident will be responsible for all charges.

Additional phone outlets and/or lines are allowed at Resident expense. Resident is limited to one (1) additional hookup installed per room with prior written approval. Resident will not be responsible for the removal of the additional hook-ups or subject to an additional charge at Move-Out as long as prior approval was obtained from the Community Management Office. Request forms are available from the Community Management Office.

## **TEMPORARY ABSENCE FROM PREMISES**

Contact the Community Management Office prior to leaving the Premises vacant for more than fourteen (14) days. The Resident must leave an emergency contact number at the Community Management Office. It may be necessary to contact the Resident in the event of an emergency or if an unexpected issue arises. In addition, please take the following actions prior to leaving the Premises:

- DO NOT turn off heat, turn thermostat back to the lowest setting, but not lower than 65 degrees to prevent water lines from freezing.
- Disconnect all hoses from outdoor faucets during colder months when expecting bad weather.
- Lock all doors and windows.
- Lower, but do not completely close blinds, shades or curtains.
- Place timers on a few lights or a small radio.
- Stop deliveries of newspapers, mail, and other routine deliveries.
- Arrange for any items in the yard to be moved or removed for lawn care services to mow the lawn.
- Make arrangements to have any fenced areas mowed. Resident is responsible for the cost of any required yard maintenance in the fenced area that must be completed by the Community Management Office.

## **TRAMPOLINES**

Trampolines are not permitted on Resident's Premises unless approved by the Community Management Office. Trampolines (regardless of size) must be kept in fenced-in backyard areas. Use is at Residents' risk. All trampolines must be equipped with safety netting and padding. Trampolines are the sole responsibility of the Resident. Owner is not liable for any damages or injury as a result of the use of trampolines.

## **VEHICLES**

Repair of automobiles, parking, and the storage of recreational vehicles are a few of the topics that must be addressed in order to maintain a desirable residential family environment. The following are the rules and regulations for the Community:

### **Automotive Maintenance and Policies**

- All vehicles must: (1) be operable and (2) display current tags.

- Commercial vehicles may not be kept in the Community or Premises unless they are of a size/type to fit within the Premises garage or carport area. Resident may not park commercial vehicles in the street or driveway except when actively loading or unloading the vehicle.

Due to environmental and safety concerns, automobile/vehicle maintenance shall not be performed by Resident, Occupant or Guest anywhere in the Community or Premises including garages, carports, parking spaces, or street. Additionally, vehicles may not be on jacks, jack stands, or ramps at any time. Prohibited maintenance includes, but is not limited to: transmission repairs, bodywork repairs, engine cleaning, changing oil, and car washing. Residents are encouraged to utilize the Auto Hobby Shop operated by the 10<sup>th</sup> Force Support Squadron which may be contacted at 719-333-4752 for automotive maintenance needs.

- Vehicles shall not be in an inoperative status in excess of fourteen (14) days. All inoperable vehicles must be removed from the Community and Premises.

### **Garages/Carports/Sheds**

Garages are intended for parking vehicles, to provide auxiliary storage of personal effects, and storing recycle and refuse bins.

The following policies apply to the use of the garage/carport:

- Storage of flammable liquid, such as gasoline, is restricted to 1 gallon and should be stored in a secure area.
- Garages shall not be used for living spaces, and shall not be altered or modified for such use.
- Pets shall not be kept in garages or sheds.
- Do not block or barricade garage doors.
- Do not store items near or block water heaters located in garages.
- Oil or gas space heaters shall not be used in garages or sheds.
- The Resident, Occupant or Guest may not alter electrical wiring in garage or shed spaces or any other area of the home.
- A garage or carport is considered a “designated parking space”. No additional parking will be allocated for vehicles displaced by storage of personal goods.
- While carports are part of the leased premises, their appearance does affect your neighbor’s enjoyment of their home and community. Please keep these areas neat and orderly.

- While enjoying the outdoors is common in our Colorado environment, common carports and patios may not house or exhibit furniture intended for indoor use—only patio or furniture intended for outdoor use (by manufacturer) is permitted.

### **Recreational Vehicles and Other Vehicles**

Recreational vehicles, utility trailers, boats, campers, snowmobiles, ATV's, and jet skis must be parked in authorized designated areas, and are prohibited in the Community unless the item fits into the garage or covered carport area. The only exception to this rule is when the vehicle is being made ready for use or storage not to exceed 24 hours coming or going. Proper storage of recreational vehicle or other vehicles in a garage will not justify improper parking of vehicles.

The following rules apply:

- Automotive maintenance policies apply to RVs, boats, campers, snowmobiles, ATV's, and jet skis; therefore, oil changes, engine repair, bodywork, and interior repairs on the Premises are not allowed.
- Flammables, such as paints, thinners, and gasoline may not be stored in vehicles.
- Guests' RVs may not be parked in the Community for more than 24 hours. Guest RVs are encouraged to utilize the FamCamp operated by the 10<sup>th</sup> Force Support Squadron which may be contacted at 719-333-4980.
- Go Carts and ATV's are not to be used at USAFA.

Violation of these RV and other vehicle policies shall result in the removal of the RV or other vehicle from the Community at the Resident's expense in accordance with applicable law.

### **WEBSITE**

Owner's Community website is located at [www.airforceacademyhousing.com](http://www.airforceacademyhousing.com). Residents will be able to use this website to inquire about and access information regarding Community Management Office forms, policies, monthly newsletter and upcoming events.

### **WILDLIFE AND BIRD FEEDING**

**To prevent the local wildlife in the Community from becoming a pest, or danger, the following rules and regulations must be followed:**

- Resident shall not feed feral animals or wildlife other than birds. Do not put food scraps outside or throw food scraps into the woods.
- Trash bins must be properly stored with lids securely closed.

## YARD AND GARAGE SALES

All yard and garage sales will be limited to Friday, Saturday and Sunday. Items are not allowed to be left outside the Premises overnight. Signs may be utilized to advertize, signs must be smaller stick-in-ground signs, or boxes with a sign attached on the ground. Signs may not be posted sooner than the day before the sale and must be removed by the end of the day of the sale. **Signs are restricted to housing areas only**, they cannot be placed on main roads or other places throughout the base. **Signs MUST NOT be attached to road signs, telephone poles, mailboxes, trees, etc.**

### YARDS–PROHIBITED ITEMS

Patios, yards, and carport areas must be neat and clean at all times. Boxes, furniture and/or equipment may not be stored on patios and in carports. Towels and laundry may not be hung within patios or from balcony railings, clothes lines are not permitted. Furniture, other than furniture intended for lawns or outdoor usage shall not be kept on patios, in carports, or in yards. Carpeting on patios/decks is prohibited. Yards should be clear of debris as well as ornamentation that affects mowing.

Toys and bicycles are not to be left on the lawn areas or in common areas, but should be stored in the Resident's garage or neatly stored in Resident's carport area or patio. Tree houses and tree swings are not permitted on Resident's property, in common areas or in any tree on Community grounds.

Outdoor grills (gas or charcoal) are permitted only outside the home no closer than ten (10) feet to the house or fence while in use. Must be stored properly when not in use on back patios, carports, or garages. Barbeque grills should not be left unattended when in use or while still hot. Cooking food in the front yard using hibachis, grills, etc. is prohibited.

Burning of rubbish or bonfires is not permitted.

Disposal of cigarette butts in the roadways, parking lots, sidewalks, or any other public areas or in landscaped areas is prohibited. Charges may occur to Residents account if Housing Management Office has to send vendor out to clean it up.

## Condition of Home

Resident is responsible to return the premises in the same condition it was received at move in, to include cleaning. Resident is responsible to clean the house according to the cleaning checklist. A cleaning checklist and price list for damages will be provided in the Notice to Vacate packet received once Resident notifies Housing Management Office. Cleaning and damages will be assessed at the Pre and Final Inspections. Resident is responsible for any and all cleaning and damage charges found at move out to include any pet and smoke smells.

### SMOKING INSIDE THE HOUSE

Smoking inside the premises is not prohibited, however the **Housing Management Office highly recommend that Residents DO NOT smoke inside the premises**. Resident will be responsible for any and all smoke damages and smells that have occurred during Residents tenancy. Please see Housing Management Office for damage price list or additional questions.

## EXHIBIT A - DISASTER SUPPLY KIT

The Federal Emergency Management AGENCY (FEMA) recommends each family keep the following items readily available for transport in case of severe weather, earthquake or other emergency: **Be prepared in advance and have emergency materials on hand.**

- Flashlight/Batteries
- Battery operated Radio with extra batteries
- Water – at least 1 gallon daily per person for 3 to 7 days
- Food – enough for 3 to 7 days
- Non-electric can opener
- Non-perishable and canned foods
- Food for infants or elderly
- Snack foods
- Cooking tools, fuel
- Paper plates, roll of paper towels, plastic utensils
- Blankets, Pillows
- Clothing – seasonal, raingear, sturdy shoes
- First Aid kit, Prescription Medicines
- Toiletries
- Cash
- Keys
- Tools
- Important Documents (keep in a waterproof container)
- Special needs for Infants or Elderly
- Pet Care Items (food, water, carrier/cage, medicines)

## **EXHIBIT B - FIRE PLAN AND PREVENTION**

### IN CASE OF FIRE:

- 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.
- HAVE ALL THE OCCUPANTS VACATE THE HOME.
- CALL 911 FROM YOUR NEIGHBOR'S HOME IMMEDIATELY.
- AFTER YOU HAVE LEFT YOUR HOME, DO NOT RETURN UNTIL THE FIRE HAS BEEN PUT OUT AND APPROVAL HAS BEEN GIVEN 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 with wet towels.
- Go to a room with an outside window; close all doors between you and smoke or fire.
- Open window for air and hang sheet or blanket out to signal for help.

### *Fire Prevention*

Following are suggested tips for fire prevention:

- 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.
- 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.

Do not put food on the stove to cook and go to sleep or leave your home.

Do not overload your electrical outlets. If any 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 that the stove, TV or 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 cover or baking soda. Wait for the pan to cool before removing. It would be helpful to 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 of the dryer.

Do not leave burning candles unattended.

# **EXHIBIT C - HUNT MH SHARED SERVICE, LLC REASONABLE ACCOMMODATION AND MODIFICATION POLICY AND PROCEDURES**

## **HUNT MH SHARED SERVICES, LLC REASONABLE ACCOMMODATION AND MODIFICATION POLICY AND PROCEDURES**

### **POLICY STATEMENT**

We are committed to ensuring that our policies and procedures do not discriminate against individuals with disabilities, on the basis of disability. Therefore, if an individual with a disability requires an accommodation such as an accessible feature or change to policy, Hunt MH Shared Services, LLC will provide such accommodation or modification unless doing so would result in a fundamental alteration in the nature of the housing or an undue financial and administrative burden. In such case, Hunt MH Shared Services, LLC will make another accommodation or modification that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, rules, or services that provides a qualified individual with a disability the opportunity to participate in, or benefit from, housing or non-housing activities.

A reasonable modification is a structural modification of the home or of public or common areas.

This Reasonable Accommodation and Modification Policy is based on the following statutes or regulations: the Federal Fair Housing Act (Fair Housing Act), any other applicable federal statute, the respective implementing regulations for the applicable federal statutes, and state/local fair housing and civil rights laws.

### **REASONABLE ACCOMMODATION OR MODIFICATION**

A person with a disability may request a reasonable accommodation or modification at any time during the application process or residency. The requesting individual or any person identified by the individual must reduce all requests to writing.

Reasonable accommodation or modification methods or actions that may be appropriate for a particular individual may be found to be inappropriate for another individual. The decision to approve or deny a request for a reasonable accommodation or modification is made on a case-by-case basis and takes into consideration the disability and the needs of the individual as well as the nature of the housing or non-housing activity.

### **APPLICATION OF REASONABLE ACCOMMODATION AND MODIFICATION POLICY**

The Reasonable Accommodation and Modification Policy applies to individuals with disabilities.

### **PERSON WITH A DISABILITY DEFINED**

A person with a disability as defined by the Federal Fair Housing Act is an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase “physical or mental impairment” includes:

Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or

Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment” includes visual, speech, and hearing impairments; cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction, and alcoholism.

“Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, and learning.

The definition of disability does not include any individual who is an alcohol abuser or drug abuser whose current use of alcohol or drugs would constitute a direct threat to property or the safety of others. The definition does protect alcohol abusers and drug abusers who are being treated or have received treatment for their alcoholism or drug addiction.

### **EXAMPLES OF REASONABLE ACCOMMODATIONS AND MODIFICATIONS**

Examples of reasonable accommodations and modifications may include, but are not limited to:

- Making a home, part of a home or public and common use elements accessible for the head of household or a household member with a disability;
- Permitting a family to have a service or assistive animal necessary to assist a family member with a disability;
- Transferring a resident to a larger size home as a disability-related need;
- Transferring a resident to a home that is completely on one level;
- Installing strobe-type flashing lights and other such equipment for a family member with a hearing impairment; and
- Permitting an outside agency or family member to assist an applicant to meet admission standards or a resident meet the essential terms of the lease and/or Community Handbook.

### **PROCESSING OF REASONABLE ACCOMMODATION AND MODIFICATION REQUESTS**

Individuals may submit their reasonable accommodation or modification request(s) in writing, orally, or by any other equally effective means of communication. We will ensure that all reasonable accommodation or modification requests will be reduced to writing within 24 hours of receipt. Upon request on-site employees will assist the individual in completing the “Request for Reasonable Accommodation and Modification”, (“Request Form”), attached hereto, for all applicants and residents with disabilities who request a reasonable accommodation or modification.

Reasonable accommodations or modifications will be made for applicants during the application process. All applications must be taken in an accessible location.

Residents seeking accommodation(s) or modification(s) may contact the Community Manager. We will send the resident an “under consideration” letter or other form of written acknowledgement. The Vice-President of Military Housing and Hunt MH Shared Services, LLC in-house counsel may also send an “under consideration” letter. Within two (2) business days of receipt of any third-party certifications from health care providers, we will forward the resident’s reasonable accommodation or modification request(s) to the Vice-President of Military Housing.

Within fourteen (14) business days of receipt, the Vice-President of Military Housing or the in-house counsel for Hunt MH Shared Services, LLC will respond to the Resident’s request.

If additional information or documentation is required, the Vice-President of Military Housing or Hunt MH Shared Services, LLC in-house counsel will notify the resident, in writing, of the need for the additional information or documentation. The written notification should provide the resident with a reply date for submission of the outstanding information or documentation.

If all necessary and supporting documentation information is first received, within ten (10) business days of receipt, the Vice-President of Military Housing or in-house counsel for Hunt MH Shared Services, LLC will provide written notification to the resident of its decision to approve or deny the Resident’s request(s).

If the Vice President of Military Housing approves the accommodation or modification requested, the resident will be notified of the projected date for implementation.

If the accommodation or modification is denied, the resident will be notified of the reasons for denial. In addition, the notification of the denial will also provide the resident with information regarding Hunt MH Shared Services, LLC reconsideration process.

All approved determinations by the Vice-President of Military Housing will be forwarded to the on-site manager for implementation.

### **VERIFICATION OF REASONABLE ACCOMMODATION AND MODIFICATION REQUEST**

We may request documentation of the need for a reasonable accommodation or modification. In addition, we may request that the individual provide suggested reasonable accommodations or modifications.

We may verify a person’s disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation or modification have a disability-based need for the requested accommodation or modification. Hunt MH Shared Services, LLC may not require third- party certification of disability status for an obvious and readily known impairment.

However, we may not require individuals to disclose confidential medical records in order to verify a disability. In addition, we may not require specific details regarding the individual’s disability. We may only request documentation to confirm the disability-related need(s) for the requested reasonable accommodation or modification. We may not require the

individual to disclose the specific disability/disabilities or the nature or extent of the individual's disability/disabilities.

Verification of a resident's disability and the need for the requested accommodation or modification may be provided from someone in the medical field including:

Physician;  
Licensed health professional;  
Professional representing a social service agency; or  
Disability agency or clinic.

Upon request, the on-site manager will forward the recommendation, including all supporting documentation, to the Vice-President of Military Housing within five (5) days of receipt.

### **DENIAL OF REASONABLE ACCOMMODATION OR MODIFICATION REQUEST(S)**

Requested accommodations or modification will not be approved if one of the following would occur as a result:

A violation of state and/or federal law;  
A fundamental alteration in the nature of the housing;  
An undue financial and administrative burden on the landlords;  
A structurally unfeasible alteration; or  
An alteration requiring the removal or alteration of a load-bearing structural member.

### **TRANSFER AS REASONABLE ACCOMMODATION**

We shall not require a resident with a disability to accept a transfer in lieu of providing a reasonable accommodation or modification. However, if a resident with a disability requests modifications that involve structural changes, including but not limited to widening entrances, rooms, or hallways, and there is a vacant, comparable, appropriately sized home with the special accessibility feature(s) needed by the person(s) with disabilities in that resident's Community, we may offer to transfer the resident to another home in lieu of providing structural modifications. However, if that resident rejects the proffered transfer, we shall permit modifications to the resident's home unless doing so would be structurally impracticable or would result in an undue financial and administrative burden.

For all other reasons (that is, non-accessibility reasons) for transfers, each request will be processed on a case-by-case basis with the particularized details of the requester's specific accommodation or modification. The totality of the circumstances will be reviewed.

If a home with special accessibility features is occupied by a family without a family member needing the special accessibility features, that family may be asked to transfer to a home without special accessibility features so a family needing the special accessibility features may move in. Such a resident without disabilities with the longest remaining time on the PRD may be asked to transfer.

### **SERVICE OR ASSISTIVE ANIMALS**

Residents with disabilities are permitted to have assistive animals, if such animals are necessary as a reasonable accommodation for their disabilities. Residents or potential residents

who need an assistive animal as a reasonable accommodation must request the accommodation in accordance with the reasonable accommodation policy. Assistive animals are not subject to the requirements of the pet ownership policies or pet deposit.

### **PAYMENT FOR REASONABLE MODIFICATIONS**

The Federal Fair Housing Act requires Hunt MH Shared Services, LLC to permit reasonable modifications to be made at the resident's expense.

### **RECONSIDERATION PROCESS**

The applicant or resident may request a reconsideration of a denial of an accommodation or modification by the Vice-President of Military Housing. The applicant or resident may request reconsideration with the management office or directly from the Vice-President of Military Housing. The Vice-President of Military Housing will issue a written decision affirming or overturning the original denial.

Attachment G  
MS4 Information Management System





Attachment H  
Post-Construction Stormwater Control Structure  
Inventory

Permanent Structure	MGRS	coord_x	coord_y	Location	Inspection Date	Deficiencies
<b>Parade Loop</b>						
AOG Memorial Pond	ED 12644 18636	512644	4318636	Cemetery		
Stairway to Heaven	ED 12229 18167	512229	4318167	On south side of Parade Loop		
Compost Area Pond	ED 13884 18051	513884	4318051	East end of Contractor Yard		
<b>AIRFIELD</b>						
Airfield Infiltration Trench	ED 15307 14521	515307	4314521	Airfield NE Corner of West Runway		
Airfield Ponds	ED 15232 12345	515232	4312345	South of Airfield Entrance Road		
<b>ATHLETIC FIELD and CADET AREA NORTH</b>						
Athletic Field North Parking Area	ED 09347 18920	509347	4318920	Pond into Deadman's Creek		
Cadet Gym Pond	ED 09857 18286	509857	4318286	NE Corner of Bldg		
Deadman's Creek Check Dams	ED 09620 18918	509620	4318918	North of Athletic Fields		
Field House Pond	ED 10410 18397	510410	4318397	Next to Field House east parking lot		
Field House Bioswale	ED 10353 18378	510353	4318378	Northeast of Field House and north of parking lots		
North Cadet Parking Area Pond	ED 10786 18149	510786	4318149	Parking Lot on Parade Loop		
Holiday Athletic Center (HAC) Pond	ED 10055 18669	510055	4318669	North of HAC center SE of field		
Running Track Pond	ED 10054 18658	510054	4318658	SE Corner of Running Track North of HAC		
Soccer Stadium Pond	ED 09250 18322	509250	4318322	South side on Soccer field in Cadet area		
Resistance Training Lab Warehouse Pond	ED 08512 19352	508512	4319352	West of Deadman's Lake		
<b>Prep School Area</b>						
Archery Range Infiltration Trench	ED 13554 14429	513554	4314429	Archery Range		
Athletic Field Pond Trench Inlet at Prep School	ED 12472 14418	512472	4314418	Athletic Field at Prep School		
Athletic Field Pond at Prep School	ED 12639 14384	512639	4314384	Athletic Field at Prep School		
Community Center Pond NE of Prep School	ED 12570 14599	512570	4314599	East of Prep School / Running Track		
Child Development Center Pond	ED 12038 14646	512038	4314646	East of AFFES Gas Station		
Douglas Valley Housing Check Dams	ED 12491 15804	512491	4315804	East Douglas Drive		
<b>West of Service Area on Park Dr</b>						
Base Service and Supply Area (BSSA) Pond	ED 14566 11744	514566	4311744	Just west of RV storage yard (Park Dr)		
Civil Engineering Materials Yard Pond	ED 14946 11598	514946	4311598	South of Park Drive and Bldg 8125		
Recreation Vehicle Parking Area Infiltration Trench	ED 14812 11531	514812	4311531	NS Corner of Parking Yard South of Park Dr		
Perm Large Vehicle Inspection Service (PLVIS) Pond	ED 15791 11929	515791	4311929	South Entrance Gate		
<b>Housing Area and South</b>						
Equestrian Center Dam	ED 12181 12920	512181	4312920	West of riding arena		
Pine Drive Infiltration Trench	ED 11247 14119	511247	4314119	Pine Drive across from Fire Station # 1		
West Monument Creek Rd	ED 10242 13584	510242	4313584	On West Monument Creek Rd		
<b>Academy Dr</b>						
Firestation # 2 Permeable Pavers	ED 10377 16304	510377	4316304	On Academy Drive and Interior Drive		
Medical Center Permeable Pavers	ED 09930 15922	509930	4315922	On Academy Drive and Pine Drive		
Hospital Pond	ED 10055 16224	510055	4316224	NE corner of intersection going into area		
<b>JACK'S VALLEY</b>						
Jack's Valley No. 1	ED 11551 20873	511551	4320873	West of BCT		
Jack's Valley No. 2	ED 10080 20984	510080	4320984	East of CATM in Jack's Valley		
Jack's Valley No. 3	ED 10418 20956	510418	4320956	East of CATM in Jack's Valley		
Jack's Valley Road Channel	ED 13132 20175	513132	4320175	1st turnoff heading north from gate		
CATM Area Pond	ED 09649 20927	509649	4320927	Jack's Valley		
Field and Engineering and Readiness Laboratory (FERL)	ED 09996 20447	509996	4320447	East of Firing Range		
Munitions Storage Area Pond	ED 12904 20305	512904	4320305	Near Entrance to Jack's Valley		
UAL Training Complex Pond	ED 09728 20814	509728	4320814	West end of Jack's Valley		
<b>West and South of Cadet Area</b>						
Goat Camp Creek Pond	ED 08527 17606	508527	4317606	West of West substation		
Goat Camp Creek Pond outlet structure	ED 08597 17427	508597	4317427	South end of parking lot near west substation		
Lehman Run Dams	ED 09469 17284	509469	4317284	South Cadet Area and Visitors Center		
Lehman Run Infiltration Trenches	ED 09718 17308	509718	4317308	Interior Drive		
Sijan Hall Riprap Apron	ED 09682 17390	509682	4317390	SE Corner of parking lot SW of Bldg 2410		
South Cadet Parking Area Pond	ED 10254 17397	510254	4317397	East of parking lot and west of Cross Dr		
Hidden Pond	ED 10240 13610	510240	4313610	On road to CSU treatment plant		
Kettle Creek Jurisdictional Dam (East of I25 new NG Readiness)	ED 16873 13712	516873	4313712	In Good Condition		

Attachment I  
Dry Weather Screening and Illicit Discharge  
Detection and Elimination Tracking Log

MS4 Information Management System

Dry Weather Screening

<b>Date of Dry Weather Screening</b>	<b>Dry weather discharge observed (Yes or No)</b>	<b>If yes, provide details on follow up investigation activities. If illicit discharge is confirmed, enter in Illicit Discharge Tracking sheet.</b>
Dec-16	No discharge observed	
Dec-17	No discharge observed	
Jul 2018 and Nov 2018	No discharge observed	
May-19	No discharge observed	
Nov-19	No discharge observed	



Attachment J  
Construction Site Inspection Template

**USAFA MS4 STORM WATER INSPECTION FORM**  
**2017 National Pollution Discharge Elimination System (NPDES) General**  
**Permit for Discharges from Construction Activities (COR12000F)**

*(Inspector- Provide copy of inspection report to Contractor Project Manager)*

**Project Name:**

**USAFA Inspector (Print):**

**Recent Significant Precipitation Event(s):**

**Current Weather Conditions:**

**Inspection frequency (Quarterly)**

If bi-weekly, is there a rain gauge or weather station readings? (CGP 4.7.1.d)

Yes  No  NA

**GENERAL**

Were conditions on site or portions of site unsafe to perform inspection? Please describe reason unsafe and specify locations that this condition applies to. (CGP 4.7.1.e)

Yes  No  NA

Is permit coverage (NPDES permit tracking number, contact name, and phone number) posted at a safe, publicly accessible location in close proximity to site? (Is it visible from the public road that is nearest to the active part of the construction site and large enough font to be viewed from a public right-of-way (CGP 1.5)?

Yes  No  NA

**SWPPP OVERVIEW/INSPECTIONS**

Is a signed/certified SWPPP and inspections available on-site or readily available for inspection? (CGP 1.5)

Yes  No  NA

Are SWPPP inspection reports current and complete? (CGP 4.7.3)

Yes  No  NA

As applicable, have modifications to the SWPPP been documented (map and/or verbiage)? (CGP 7.4.1)

Yes  No  NA

If modifications to SWPPP (including site maps), have they been completed within 7 days? (CGP 7.4.1)

Yes  No  NA

**INSPECTED AREAS (please check all that are applicable and problems identified)**

All areas that have been cleared, graded, or excavated and have not yet been completely stabilized? (CGP 4.4.1)

Yes  No  NA

Material, waste, borrow or equipment storage and maintenance areas. (Is there any condition that could cause a spill or leak?) (CGP 4.5.3)

Yes  No  NA

Areas that stormwater flows within site, including drainage ways designed to divert, convey, and or treat stormwater. (CGP 4.5.4)

Yes  No  NA

All points of discharge (and if applicable, the banks of any surface waters flowing within property) - Document any signs of erosion or sedimentation that have occurred (that are attributed to the site). (CGP 4.6.4)

Yes  No  NA

Locations where stabilization measures have been implemented. (CGP 4.5.6)

Yes  No  NA

Have controls been installed prior to construction commencement and each phase of the project and have they been installed to comply with this permit (installed, operational, and working as intended)? (CGP 4.6.1)

Yes  No  NA

Are modified controls necessary? (CGP 4.6.3)

Yes  No  NA

#### **BEST MANAGEMENT PRACTICES**

Are SWPPP BMPs properly installed, appear to be operational, and working as intended to minimize pollutant discharges? (CGP 4.6.1)

Yes  No  NA

Are SWPPP BMPs being properly maintained? (CGP 4.6.1)

Yes  No  NA

Have repairs or replacement work been initiated immediately and completed by the end of next work day? (CGP 5.1.1)

Yes  No  NA

If significant repair, has it been repaired or replaced 7 days from time of discovery? (CGP 5.2.2)

Yes  No  NA

If repair is infeasible, has it been documented in the SWPPP with a schedule for installing the stormwater control and making it operational? (CGP 5.2.3)

Yes  No  NA

Have changes to stormwater controls or procedures been documented in the SWPPP? (CGP 5.2.3)

Yes  No  NA

Is sediment being adequately controlled and not leaving the construction site? (Sediment deposited downstream from the installed BMPs) (CGP 5.1.4)

Yes  No  NA



Have BMPs been installed for overburden stockpiles? Are they protected from stormwater? (CGP 2.2.5)

Yes  No  NA

Has inlet protection been installed to removed sediment prior to discharge into storm drain? (CGP 2.2.10)

Yes  No  NA

Have measures been implemented that minimize soil disturbance (i.e. phasing, minimize steep slope disturbance, soil compaction, and direct stormwater to vegetated areas). (CGP 2.2.7)

Yes  No  NA

Is discharge occurring at time of inspection? If yes, are stormwater controls are operating effectively? (Document points of discharge, quality and characteristic of discharge). (CGP 4.6.6)

Yes  No  NA

Any incidents of noncompliance observed? (CGP 4.6.5)

Yes  No  NA

Is road sediment track-out being minimized and/or removed at the end of each construction day? (CGP 2.2.4)

Yes  No  NA

Is vehicle restricted to designated exit/entry points? Are there appropriate stabilization techniques? (CGP 2.2.4)

Yes  No  NA

Did the installation of stabilization measures occur immediately in any areas of exposed soil where construction activities have permanently ceased or will be temporarily be inactive for 14 or more calendar days; and complete the installation of stabilization measures as soon as practicable, but no later than 7 calendar days after stabilization has been initiated. (CGP 2.2.14)?

Yes  No  NA

Are construction site activities in compliance with MS4 Permit #COR042000 regarding Construction Site Stormwater Runoff Control measurable goal BMP?

Yes  No  NA

Is PMJM habitat being adequately protected from storm water run-off?

Yes  No  NA

### **POLLUTION PREVENTION**

Are any conditions on site that could lead to spills, leaks, or other accumulation of pollutants on site? (CGP 2.3)

Yes  No  NA

Are there any locations where new or modified stormwater controls are necessary to meet effluent limitations? (CGP 3.1)

Yes  No  NA

Are potential contributing storm water pollutants being properly managed? (Petroleum, oil, lubricant, chemicals, C&D debris, ACM waste, wastewater, soaps and solvents, toxic or hazardous substances) (CGP 2.3.1-2.3.5)

Yes  No  NA

Are potential contributing storm water pollutants located away from surface waters, storm sewer inlets, and drainage ways? (CGP 2.3.1-2.3.5)

Yes  No  NA

Are municipal activities being performed which limit pollutants from being exposed to storm water and associated run-off?

Yes  No  NA

**CORRECTIVE ACTIONS** (*Inspector- verify if corrective action has been completed by subsequent inspection*).

Have corrective actions been initiated due to any of the following: 1.) stormwater control replacement, modification, or major repair 2.) Cleanup of a spill, release or other deposit or 3.) to remedy a permit violation?

Yes  No  NA

Have corrective actions been implemented immediately to prevent pollutant discharges until a permanent solution is implemented by the contractor as identified by previous inspection? (CGP 5.2.1)

Yes  No  NA

Have steps been taken to prevent pollution discharge immediately (if applicable)? (CGP 5.2.1)

Yes  No  NA

Was the new or modified control completed and made operational within 7 days of time of discovery? If infeasible, has it been documented in SWPPP? (CGP 5.4.1)

Yes  No  NA

Has a corrective action report generated and follows the requirements for the 24 hour and 7 day criteria? (CGP 5.4.1)

Yes  No  NA

Is corrective action report signed? Is report at site and easily accessible? (CGP 5.4.3)

Yes  No  NA

**COMMENTS/OBSERVATIONS/RECOMMENDATIONS-** A corrective action report is needed for conditions defined in part 5.2.1 of the Construction General Permit and will be needed for BMPs that were not installed.

*"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 gathered and evaluated the information contained therein. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information contained 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."*

---

USAFA Environmental Representative (delegated) Signature and Date

## MS4 Supplement

Attachment K  
Storm Drain Inlet Inspection Sample Report

# Structure No: PND-0.02

USAFA Minor Structure Condition Inspection Report

## General

Location: Latitude: 38°58'30.43847"N Longitude: 104°50'08.41063"W  
 Inspection Date: 11/16/2009  
 Feature Intercepted: Road Drain  
 Road Carried: Pine Dr.

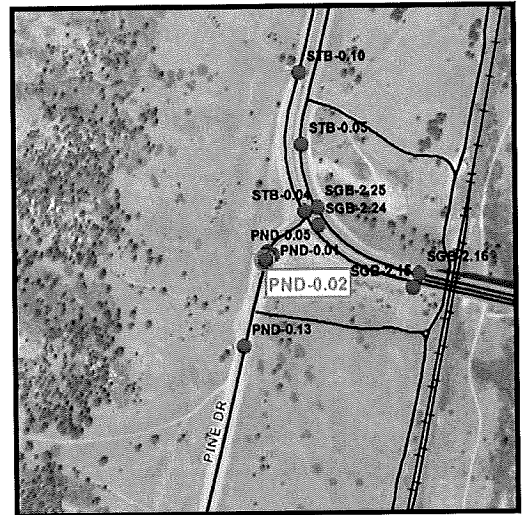
## Structure Type

Type: Reinforced Conc. Pipe (RCP)  
 Shape: Circular  
 Wall Thickness (in.): 4.00

## Structure Inventory and Appraisal Rating

Traffic Safety Features: N: Not Applicable  
 Approach Roadway Alignment: 8  
 Culvert: 8  
 Channel and Channel Protection: 8  
 Waterway Adequacy: 9  
 Inventory Rating (kips): 72.0  
 Operating Rating (kips): 96.0

## Vicinity Map



## Overall Rating

Priority Score: 75



## Recommendation

Replacement:	This structure was not hydraulically evaluated, it is not at risk of roadway overtopping.	Cost Estimate:	\$0
Repair:	None	Cost Estimate:	\$0
Maintenance:	1. Remove silts from pipe. 2. Provide erosion control around area drains	Cost Estimate:	\$1,250

## Geometry

	Opening Diameter							Total Length (ft.)	Segment Slope(s) (%)
	Circular	Elliptical		Arch		Box			
	Diameter (in.)	Horiz. Axis (in.)	Vert. Axis (in.)	Span (in.)	Rise (in.)	Span (in.)	Rise (in.)		
Barrel/Cell #1	12							60.54	2.27
Barrel/Cell #2									
Barrel/Cell #3									

\*Looking downstream, number barrels/cells from left to right. Slopes are per each segment starting upstream.

## Configuration (Upstream or Inlet Side Only)

Pipe Type	Description	End Treatment
RCP		Curb Opening Inlet
RCBC		
CMP		

## Roadway

Curb/Sidewalk Width (ft): 2  
 Wearing Surface Width (ft.): 40  
 No. of Lanes: 2  
 Wearing Surface: Asphalt  
 Approach Roadway Width (ft): 50  
 Weight Restriction: N/A  
 Posting Signs in Place: N/A  
 Narrow Bridge Signs: N/A  
 Hazard Markers: None

**Structure No: PND-0.02**

USAFA Minor Structure Condition Inspection Report

**Elevation Survey Data**

	Elevation (ft)-A	Elevation (ft)-B	Elevation (ft)-C
CL Roadway/CL Culvert	6480.459		
Upstream Invert:			
Barrel/Cell #1	6476.899		
Barrel/Cell #2			
Barrel/Cell #3			
Downstream Invert:			
Barrel/Cell #1	6475.522		
Barrel/Cell #2			
Barrel/Cell #3			

**Hydraulics**

Maximum Capacity (cfs): -

Design Flow (cfs): -

Replacement Size: This structure was not hydraulically evaluated, it is not at risk of roadway overtopping.

\*Looking downstream, number barrels/cells from left to right. Elevations are per each segment starting upstream.

**Miscellaneous Assessment**

Preble's Mouse Habitat:

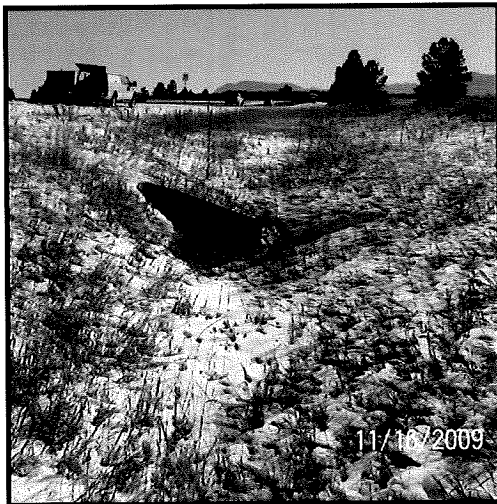
Severe Safety Issue:

Safety Items of Interest:

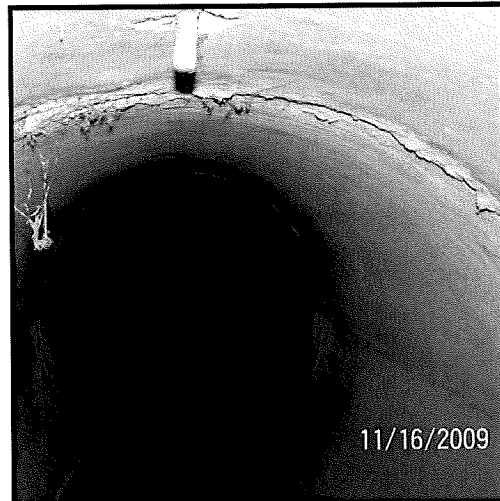
Recurring Maintenance Problems:

**Photos**

Looking Upstream to Crossing



Inside Pipe Failing Joint



# USAF A DRAINAGE INSPECTION FIELD FORM

USAF A Structure ID: **PND-0.02**

Creek:

Crossing:

Area:

Size:

Number:

Located in Preble's Conservation Zone

GPS Latitude:

GPS Longitude:

RWP

- 8-1 Storm Culverts
- 9-1 Drainage Ditches
- 10-1 Storm Drains

**STRUCTURE TYPE (Check One)**

Pipe  Box  Arch  Bridge  Other (weir, etc.)

**STRUCTURE MATERIAL (Check Applicable)**

Concrete  Metal  PVC  Masonry  Timber

**STRUCTURE PROBLEM(S) (Check all that apply)**

<p><b>Upstream</b></p> <p><input checked="" type="checkbox"/> None visible</p> <p><input type="checkbox"/> Cracked</p> <p><input type="checkbox"/> Hole(s)</p> <p><input type="checkbox"/> Collapsed</p> <p><input type="checkbox"/> Separated</p> <p><input type="checkbox"/> Blocked</p> <p>Sediment inches: _____</p>	<p><b>Downstream</b></p> <p><input type="checkbox"/> None visible</p> <p><input type="checkbox"/> Cracked</p> <p><input type="checkbox"/> Hole(s)</p> <p><input type="checkbox"/> Collapsed</p> <p><input type="checkbox"/> Separated</p> <p><input type="checkbox"/> Blocked</p> <p>Sediment inches: _____</p>
--	---

**CHANNEL PROBLEM(S) (Check all that apply)**

Pipe/Box  Headwall  Wingwall  Apron  Flared End

Deck  Abutment  Pier  Other (describe): \_\_\_\_\_

**CHANNEL MATERIAL (Check One)**

Bedrock  Boulder (10-80 in.)  Cobble (2.5-10 in.)

Gravel (0.1-2.5 in.)  Sand (gritty)  Silt/Clay (smooth)

**CHANNEL PROBLEM(S) (Check all that apply)**

<p><b>Upstream</b></p> <p><input checked="" type="checkbox"/> None visible</p> <p><input type="checkbox"/> Bed Erosion</p> <p><input type="checkbox"/> Bank Erosion</p> <p><input type="checkbox"/> Deposition</p> <p>Other (describe): _____</p>	<p><b>Downstream</b></p> <p><input type="checkbox"/> None visible</p> <p><input type="checkbox"/> Bed Erosion</p> <p><input type="checkbox"/> Bank Erosion</p> <p><input type="checkbox"/> Deposition</p> <p>Other (describe): _____</p>
---	--

Inspection Date: **2/13/19**

Inspector 1 Name: **Justin** Office:

Inspector 2 Name: **Jesome** Office:

**SKETCH/NOTES/RECOMMENDATIONS**

Excess Veg

Provide: Sketch of structure, Flow direction arrow, Problem Area(s), Recommendations  
 Note: Left and Right are determined facing downstream

**INSPECTION SUMMARY**

<p>Structure Condition</p> <p><input type="radio"/> Red</p> <p><input type="radio"/> Yellow</p> <p><input checked="" type="radio"/> Green</p>	<p>Channel Condition</p> <p><input type="radio"/> Red</p> <p><input type="radio"/> Yellow</p> <p><input checked="" type="radio"/> Green</p>	<p>Overall Condition</p> <p><input type="radio"/> Red</p> <p><input type="radio"/> Yellow</p> <p><input checked="" type="radio"/> Green</p>
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DATE REPAIRS ARE REQUESTED: \_\_\_\_\_

ADDITIONAL COORDINATION REQUIRED w/:

CEV  CECE  CECH

WOJJO: \_\_\_\_\_

