General Program Activities

General Program Activities

TASK # **1.1**

TITLE: **Program Assessment**

SECTION 4.3-4.7

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- [ ] MONTHLY
- [ ] QUARTERLY
- [x] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Implement and assess the program, and update goals as necessary. Describe changes in public awareness resulting from implementation of the program.

ACTIVITY DESCRIPTION:

Assess program and update where needed for each minimum control measure.

PROGRAM / ENVIRONMENTAL IMPACT:

Measures program progress and areas for improvements.

MEASURABLE GOAL(S):

Annual assessment of activities and recommend changes, if needed.

TRACKING:

ACTIVITY UPDATE & DATE:

General Program Activities

TASK # **1.2**

TITLE: **Annual Report**

SECTION 4.3-4.7

RESPONSIBLE PARTIES:

MS4 Coordinator, MS4 Staff

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Report progress of MS4 Program activities.

ACTIVITY DESCRIPTION:

Report status of measurable goals, program requirements, compliance schedules, and timetables for each MCM.

PROGRAM / ENVIRONMENTAL IMPACT:

Keeps program accountable.

MEASURABLE GOAL(S):

Provide annual report to IDEM by April 1st each year, documenting metrics for meeting measurable goals.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 1 & 2: Public Education, Outreach, Participation, and Involvement

MCM 1&2: Public Education, Outreach, Participation, and Involvement

TASK # **2.1**

TITLE:

Public Education, Outreach, and Involvement Program Written Plan

SECTION 4.3.a.1/2

RESPONSIBLE PARTIES:

Stormwater Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☑ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop a written plan for the Public Education, Outreach, and Involvement Program (MCM 1 and MCM 2).

ACTIVITY DESCRIPTION:

Develop a written plan that identifies a target audience/constituent(s), and three (3) community wide stormwater quality issues. At least one (1) event during the permit cycle must be targeted towards one of the groups: Construction, Residential, Commercial/Industrial. Review findings in Water Quality Characterization Report to identify stormwater quality issues in the community.

PROGRAM / ENVIRONMENTAL IMPACT:

Incorporating a specific group in the community and issues will lead to more targeted awareness, and therefore better water quality.

MEASURABLE GOAL(S):

Identify a target audience, three issues, and activities that will incorporate the community and will improve water quality.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 1&2: Public Education, Outreach, Participation, and Involvement

TASK # **2.2**

TITLE:

Public Outreach Events

SECTION 4.3.a.3

RESPONSIBLE PARTIES:

Stormwater Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Conduct a minimum of two public events or work collaboratively with other entities to conduct the events.

ACTIVITY DESCRIPTION:

The MS4 will educate residents in the region on stormwater quality issues. An additional activity will be identified in the Written Plan in Activity 2.1, which may include hosting a booth at a community festival, or participating in a River Sweep clean up event.

PROGRAM / ENVIRONMENTAL IMPACT:

Raising awareness of what causes problems with stormwater quality will help change behaviors and improve water quality.

MEASURABLE GOAL(S):

Track the number of messages diseminated. Track attendees at public events.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 1&2: Public Education, Outreach, Participation, and Involvement

TASK # **2.3**

TITLE:

Educational Materials Development and Tracking

SECTION 4.3a4/d3

RESPONSIBLE PARTIES:

Stormwater Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop educational materials for distribution and outreach opportunities. Maintain a list of all public education materials developed and used throughout the permit cycle.

ACTIVITY DESCRIPTION:

Cooperate with other communities through the GLAD Partnership to develop and maintain stormwater educational materials, including brochures and guidebooks. These materials will be distributed throughout community. Maintain a list of educational materials available and utilized. Update the website to include educational materials and utilize social media outlets for community outreach.

PROGRAM / ENVIRONMENTAL IMPACT:

Having a wide variety of educational materials available improves opportunities for public education in meaningful ways.

MEASURABLE GOAL(S):

Track new materials developed and/or updates to existing materials. Track the number of materials distributed each year.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 1&2: Public Education, Outreach, Participation, and Involvement

TASK # **2.4**

TITLE:

Annual Training - Construction Community Education Program

SECTION 4.3.a.5

RESPONSIBLE PARTIES:

GLAD/SWCD

TIMELINE/SCHEDULE:

- [ ] MONTHLY
- [ ] QUARTERLY
- [x] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Conduct annual training for builders, developers, contractors, and engineers related to the construction site run-off and post-construction MCMs.

ACTIVITY DESCRIPTION:

Work with the GLAD Partnership to host the Qualified Professional Inspector (QPI) program to train the construction community. This program provides a system to qualify persons to inspect construction sites as required by the Stormwater Construction General Permit and local ordinances. The training course is tailored to address stormwater pollution prevention on construction site and post-construction BMP measures. The QPI program consists of training, a qualifying examination, and program administration.

PROGRAM / ENVIRONMENTAL IMPACT:

Training and qualifications to conduct construction site inspections leads to consistentency across the region and water quality protection.

MEASURABLE GOAL(S):

The MS4 will continue working in partnership with the GLAD and SWAC and local SWCD to implement and administer the QPI program a minimum of one (1) training per year. Track and report upon the number of people trained and certified.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 1&2: Public Education, Outreach, Participation, and Involvement

TASK # **2.5**

TITLE:

IDDE Education Program

SECTION 4.3.b

RESPONSIBLE PARTIES:

MS4/SWCD/S. Waste/Health Dept.

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop a program for educating the public, schools, businesses, and public employees about illicit discharges and proper disposal of waste.

ACTIVITY DESCRIPTION:

The public will be educated on illicit discharges via social media messages, brochures, workshops, Lawrenceburg and/or GLAD websites, board meetings, and local hazardous household waste (HHW) disposal programs.

PROGRAM / ENVIRONMENTAL IMPACT:

Educating the public leads to more awareness of potential polluting activities and preventative steps.

MEASURABLE GOAL(S):

Document and report the date, location, and number of residents educated regarding the IDDE program.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 1&2: Public Education, Outreach, Participation, and Involvement

TASK # **2.6**

TITLE:

Stormwater Webpage

SECTION 4.3.c

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☑ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Create, revise, or update a public information webpage containing educational stormwater information, ordinances, a public reporting method, and MS4 program information.

ACTIVITY DESCRIPTION:

The MS4 will develop/update their website and upload additional required information. Additional information and links to the MS4 page will be maintained on the existing webpage that provides stormwater resources, details on MS4 program and education materials. The webpage is located at www.thinklawrenceburg.com

PROGRAM / ENVIRONMENTAL IMPACT:

Having information related to a community's stormwater program available electronically makes the program more accessible to the public, developers, and contractors.

MEASURABLE GOAL(S):

Track the website and social media outlet (Facebook) analytics per year. Update website annually.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 1&2: Public Education, Outreach, Participation, and Involvement

TASK # **2.7**

TITLE:

Elected Official/Advisory Board Updates

SECTION 4.3.e

RESPONSIBLE PARTIES:

MS4/Stormwater Coordinator

TIMELINE/SCHEDULE:

- [x] MONTHLY
- [ ] QUARTERLY
- [ ] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [x] YR 1:
- [ ] YR 2:
- [x] YR 3:
- [x] YR 4:
- [x] YR 5:

PERMIT REQUIREMENT:

Report stormwater program updates to elected officials or advisory board.

ACTIVITY DESCRIPTION:

The Board of Public Works and Safety meetings are held monthly and will include a discussion on the stormwater program when necessary. The MS4 Coordinator or Stormwater Coordinator will attend meetings to educate and inform the elected officials on the stormwater program when needed.

PROGRAM / ENVIRONMENTAL IMPACT:

Keeping the elected official and/or advisory board members regularly aware of the stormwater program activities gives them more "buy in" to the program.

MEASURABLE GOAL(S):

Record the dates of meetings attended by the MS4 or Stormwater Coordinator where program updates were presented.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 3: Illicit Discharge Detection and Elimination

MCM 3: Illicit Discharge Detection and Elimination

TASK # **3.1**

TITLE:

Illicit Discharge Ordinance

SECTION 4.4.a

RESPONSIBLE PARTIES:

Elected Officials/Advisory Board

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☑ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop an ordinance or other regulatory mechanism that prohibits discharges into MS4 conveyances and establishes enforcement policy and procedures.

ACTIVITY DESCRIPTION:

The MS4 will develop and adopt an Illicit Discharge ordinance to meet requirements of the MS4 General Permit within two (2) years. The IDDE ordinance defines and prohibits illicit discharges from commercial, industrial and residential sources, including illegal dumping, and establishes a regulatory process for administration by municipal staff or other as authorized by the City of Lawrenceburg, including enforcement policies and procedures.

PROGRAM / ENVIRONMENTAL IMPACT:

The ordinance provides the authority for stopping and managing illicit discharges within the MS4 boundary.

MEASURABLE GOAL(S):

The MS4 will develop and adopt the IDDE ordinance within two (2) years from the date of the NOI, and will continue to implement the existing IDDE ordinance until the updated ordinance is adopted.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 3: Illicit Discharge Detection and Elimination

TASK # **3.2**

TITLE:

IDDE Standard Operating Procedure

SECTION 4.4.b.1

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☑ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop standard operating procedures (SOP) to locate problem areas via dry weather screening, determine the source of the discharge, remove/correct illicit connections, and document actions taken.

ACTIVITY DESCRIPTION:

The MS4 will develop an IDDE SOP to eliminate illicit discharges. The SOP will ensure it meets requirements of the MS4 General Permit. The SOP specifies the MS4's procedures for identifying illicit discharges via a dry-weather screening program. Efforts will be focused on response to investigations of potential illicit discharges identified by public employees, businesses, and citizens. Removal of illicit discharges is anticipated to require both voluntary and compliance-based tactics, which may include civil fines and penalties.

PROGRAM / ENVIRONMENTAL IMPACT:

Eliminate illicit discharges to reduce their negative impact to the MS4 system and waterways.

MEASURABLE GOAL(S):

Develop an IDDE SOP to meet new permit requirements.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 3: Illicit Discharge Detection and Elimination

TASK # **3.3**

TITLE:

IDDE SOP - Tracking and Reporting

SECTION 4.4.b.5

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- [ ] MONTHLY
- [ ] QUARTERLY
- [x] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Develop standard operating procedures (SOP) to provide investigators with guidance and forms to ensure that consistent investigations occur for every known illicit discharge. (Connected to Task 3.2.)

ACTIVITY DESCRIPTION:

The MS4 will develop and implement procedures for investigation of known illicit discharges within two (2) business days of notification/discovery, inspection requirements and follow-up actions, ensuring corrective action is taken, outline internal communication procedures, outline methods for illicit discharge elimination, a prioritization system for investigation, reporting procedures, and a tracking system.

PROGRAM / ENVIRONMENTAL IMPACT:

Thorough procedures for the investigation and removal of illicit discharges reduces the negative impact to the environment.

MEASURABLE GOAL(S):

Track the number of illicit discharges identified, actions taken to remove the discharge, compliance/enforcement actions, and date investigation was closed. The goal is to remove 100% of identified illicit discharges after they are discovered/reported.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 3: Illicit Discharge Detection and Elimination

TASK # **3.4**

TITLE:

IDDE Public Reporting and Tracking

SECTION 4.4.b.6

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- [x] MONTHLY
- [ ] QUARTERLY
- [ ] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Develop/review program for public reporting of illicit discharges and spills.

ACTIVITY DESCRIPTION:

The public and municipal staff can report illicit discharges and spills via the the community website. Check the associated email daily. Identify a central point of contact for complaints, illicit discharges, and spills.

PROGRAM / ENVIRONMENTAL IMPACT:

Public reporting increases the likelihood of reducing illicit discharge and/or spills in a timely manner.

MEASURABLE GOAL(S):

Track the number of complaints, illicit discharges, and spills reported to the MS4 from the public.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 3: Illicit Discharge Detection and Elimination

TASK # **3.5**

TITLE:

Stormwater Outfall Mapping

SECTION 4.4.d/e

RESPONSIBLE PARTIES:

MS4 Coordinator, Planning & Zoning

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Collect/update mapping data of outfalls and conveyance systems, and as new development occurs. Develop a map displaying the outfalls, conveyance systems, and waterbodies that receive discharges.

ACTIVITY DESCRIPTION:

The MS4 is actively mapping the stormwater drainage system, including outfalls and conveyances, and the data is stored in a GIS system. The MS4 will continue to collect data and update the mapping data as development or changes take place. Updates will occur annually, at a minimum. Receiving waters and 303(d) impaired streams will be added to the map. Outfall identification codes, latitutde/longitude, and photos of each outfall will be added to the mapping system.

PROGRAM / ENVIRONMENTAL IMPACT:

Knowing the locations of outfalls and stormwater conveyances allows for improved IDDE tracking, system maintenance, and program implementation.

MEASURABLE GOAL(S):

Provide a summary of updates and/or changes to the stormwater system data and maps. Report the number of new MS4 outfalls mapped.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 3: Illicit Discharge Detection and Elimination

TASK # **3.6**

TITLE:

IDDE High Priority Areas

SECTION 4.4.f

RESPONSIBLE PARTIES:

MS4 Coordinator, Planning & Zoning

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☑ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop a map that identifies high priority areas for administering the IDDE program .

ACTIVITY DESCRIPTION:

The MS4 will develop a map depicting all high priority areas for administering the IDDE program. Priority areas will be based on land use, prior history, and frequency of discharges. Conduct screening and illicit discharge investigations in priority areas on an increased frequency. Increase stormwater education and outreach in high priority areas.

PROGRAM / ENVIRONMENTAL IMPACT:

Illicit discharges may be reduced/eliminated more quickly if they can be identified quicker based on priority areas.

MEASURABLE GOAL(S):

Track number of illicit discharges recorded in high priority areas.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 3: Illicit Discharge Detection and Elimination

TASK # **3.7**

TITLE:

Dry-Weather Outfall Screening

SECTION 4.4.h/b.2

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☑ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Conduct dry-weather field screening to detect and eliminate illicit discharges for all mapped stormwater outfalls. Create a schedule for screening all outfalls.

ACTIVITY DESCRIPTION:

The MS4 will conduct dry-weather field screening of all MS4-owned and operated outfalls once each permit term, utilizing methods described in the IDDE SOP. The MS4 will develop a schedule so 100% of all outfalls will be screened during each permit term.

PROGRAM / ENVIRONMENTAL IMPACT:

Dry-weather screening allows the MS4 to detect illicit discharges. A schedule will help maintain compliance.

MEASURABLE GOAL(S):

Develop a schedule in Permit Year 1 to screen all MS4-owned and operated outfalls each permit term. Report on the number and location of outfalls screened each year.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 3: Illicit Discharge Detection and Elimination

TASK # **3.8**

TITLE:

Industrial Facility Mapping

SECTION 4.4.b.3

RESPONSIBLE PARTIES:

MS4 Coordinator, Planning & Zoning

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☑ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Identify and map all active industrial facilities within the MS4 area that discharge into a MS4 conveyance.

ACTIVITY DESCRIPTION:

Once a permit term, the MS4 will review a list of industrial sites (Rule 6 sites) from IDEM. The sites will be mapped in the MS4's GIS system.

PROGRAM / ENVIRONMENTAL IMPACT:

Knowing the location of industrial sites allows for increased response time in case of an accidental spill or discharge.

MEASURABLE GOAL(S):

The MS4 will track the number and location of all active industrial facilities within the MS4 area.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 3: Illicit Discharge Detection and Elimination

TASK # **3.9**

TITLE: **HHW Collection/Participation**

SECTION 4.4.b.4

RESPONSIBLE PARTIES:

Solid Waste Management District

TIMELINE/SCHEDULE:

- [ ] MONTHLY
- [ ] QUARTERLY
- [x] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Participate in and/or coordinate activities that are used to keep commonly dumped wastes out of collection system.

ACTIVITY DESCRIPTION:

The local Solid Waste District operates a recycling and collecton program for commonly dumped pollutants such as hazardous household wastes, motor oil, antifreeze, pesticides. The MS4 will encourage the public to utilize the program for disposing of waste properly.

PROGRAM / ENVIRONMENTAL IMPACT:

Reduce illicit discharges by collecting commonly dumped pollutants and disposing of them properly.

MEASURABLE GOAL(S):

The MS4 will report on the estimated amount of material collected from recycling and/or HHW collections, the number of drop-off centers for automotive fluids, and the number of residents participating in the HHW program.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 3: Illicit Discharge Detection and Elimination

TASK # **3.10**

TITLE:

IDDE Employee Training

SECTION 4.4.g

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop a training program for employees whose job responsibilities include investigation of an illicit discharge or illicit connection to the stormwater conveyance system.

ACTIVITY DESCRIPTION:

The MS4 will implement training for employees with an involvement in stormwater management activities, including the Health Department, Parks Department, and the Police and Fire Departments. Municipal employees will be provided with the IDDE Field Guide Manual to assist in identifying illicit discharges. Train staff to contact the MS4 Coordinator immediately if an illicit discharge is suspected.

PROGRAM / ENVIRONMENTAL IMPACT:

Municipal employees who know how to recognize an illicit discharge will be able to report it.

MEASURABLE GOAL(S):

Document and report the date, location, and number of municipal employees trained in illicit discharge or illicit connection detection. Include staff member names, titles, and responsibilities.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 4: Construction Site Stormwater Run-off

MCM 4: Construction Site Stormwater Run-off

TASK # **4.1**

TITLE:

Construction Site Runoff Ordinance

SECTION 4.5.b/e

RESPONSIBLE PARTIES:

Elected Officials/Advisory Board

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☑ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop an ordinance or other regulatory mechanism to regulate construction site stormwater run-off.

ACTIVITY DESCRIPTION:

The MS4 will develop and adopt a Construction Site Runoff Control ordinance to meet the requirements of the Construction Stormwater General Permit. Regulations apply to all projects disturbing one (1) or more acres of land within the MS4 area, or sites within a larger development. The ordinance establishes the regulatory mechanism for enforcement actions for those persons responsible for violating the Ordinance.

PROGRAM / ENVIRONMENTAL IMPACT:

The ordinance provides the authority for managing stormwater controls on construction sites within the MS4 boundary.

MEASURABLE GOAL(S):

The MS4 will develop and adopt the Construction Site Stormwater Run-off Ordinance within two (2) years from the date of the NOI, and will continue to implement the existing regulations until the updated ordinance is adopted.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 4: Construction Site Stormwater Run-off

TASK # **4.2**

TITLE:

Construction Site Standards

SECTION 4.5.f

RESPONSIBLE PARTIES:

MS4/Stormwater Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☑ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop written standards and specifications for the implementation of stormwater quality measures on construction sites.

ACTIVITY DESCRIPTION:

The MS4 will develop and adopt Stormwater Best Management Practice Design Manual, which includes design specifications and selection guidance for both construction and post-construction BMPs.

PROGRAM / ENVIRONMENTAL IMPACT:

Proper stormwater BMPs will be used, reducing erosion and sediment leaving construction sites.

MEASURABLE GOAL(S):

The MS4 will develop, adopt, and continue to implement the Stormwater BMP Design Manual and make it available to local construction and development community.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 4: Construction Site Stormwater Run-off

TASK # **4.3**

TITLE:

Construction Plan Review and Permitting Procedures

SECTION 4.5.c/k

RESPONSIBLE PARTIES:

Stormwater Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Establish permitting procedures, internal processes, and timetables for submittal and review of construction plans and applications for stormwater runoff permits. Must meet the requirements of CSGP.

ACTIVITY DESCRIPTION:

The MS4 will accept and review construction plans and associated stormwater pollution prevention plans (SWPPPs). Plans will be approved or denied based upon their compliance with the requirements of Construction Site Runoff Control Ordinance and their appropriate usage of stormwater BMPS. Submit plans for MS4-owned and operated projects to IDEM for review. MS4-owned projects must address coordination across departments and self-monitoring.

PROGRAM / ENVIRONMENTAL IMPACT:

Tracking applications allows the MS4 to quickly identify the status of all construction projects within MS4 boundary. Established procedures for plan review ensure consistency.

MEASURABLE GOAL(S):

Track and report number of plans submitted, reviewed, approved/denied for stormwater runoff permit or authorization to discharge. Track number of MS4-owned and operated plans submitted to IDEM, and number of sites active at time of Annual Report submittal.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 4: Construction Site Stormwater Run-off

TASK # **4.4**

TITLE:

Construction Site Inspection Procedures

SECTION 4.5.d.1/2

RESPONSIBLE PARTIES:

Stormwater Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☑ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Establish procedures and internal processes to inspect construction sites to ensure the stormwater quality measures are properly installed and are maintained, and to enforce local ordinances.

ACTIVITY DESCRIPTION:

The MS4 will develop written procedures for oversight inspections of active construction sites to ensure compliance with the Construction Site Runoff Control Ordinance and the CSGP. A common form/checklist will be used by the MS4 to document inspections. Identify priority sites for inspections.

PROGRAM / ENVIRONMENTAL IMPACT:

Achieves the objectives of the Construction Stormwater Runoff Control Ordinance.

MEASURABLE GOAL(S):

Develop/update written procedures and form/checklist for active construction site inspections performed by the MS4. Track active construction sites in the priority area(s).

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 4: Construction Site Stormwater Run-off

TASK # **4.5**

TITLE:

Construction Site Inspections

SECTION 4.5.d(3)

RESPONSIBLE PARTIES:

Stormwater Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Inspect active construction sites.

ACTIVITY DESCRIPTION:

Inspect 100% of all new construction sites at least once during the initial phase of construction that includes the installation of infrastructure (grading, roads, utilities). Active sites with 5+ acres of land disturbance: inspect 100% twice per year. Active sites 1-4.99 acres: inspect 50% annually. Out-of-compliance construction sites may be issued a range of enforcement actions consistent with the Construction Site Stormwater Runoff Control Ordinance.

PROGRAM / ENVIRONMENTAL IMPACT:

Site inspection on a regular basis, especially at the start of construction, helps ensure stormwater controls are being utilized properly.

MEASURABLE GOAL(S):

Track number of active construction sites that have been inspected.
Track number of violations and enforcement actions taken.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 4: Construction Site Stormwater Run-off

TASK # **4.6**

TITLE:

Construction Site Inventory Tracking

SECTION 4.5.I

RESPONSIBLE PARTIES:

Stormwater Coordinator

TIMELINE/SCHEDULE:

- [x] MONTHLY
- [ ] QUARTERLY
- [ ] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Maintain an inventory of all construction site projects that are subject to the Construction Stormwater General Permit, the MS4 ordinance, and those that are owned and/or operated by the MS4 entity.

ACTIVITY DESCRIPTION:

Track all construction site projects within the MS4 boundary that are subject to the Construction Stormwater General Permit. Tracking must include: project name, lat/long, receiving waters, parcel number(s), project start date, status of project (active, terminated, etc.), compliance status/enforcement actions taken. Submit inventory to IDEM with 48 hours of notification.

PROGRAM / ENVIRONMENTAL IMPACT:

Tracking construction sites allows the MS4 to quickly know the status of sites and develop an inspection schedule.

MEASURABLE GOAL(S):

Maintain inventory of construction site projects within MS4. Submit list to IDEM upon request.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 4: Construction Site Stormwater Run-off

TASK # **4.7**

TITLE:

Construction Site Public Inquiry Tracking and Investigation

SECTION 4.5.g/d

RESPONSIBLE PARTIES:

Stormwater Coordinator

TIMELINE/SCHEDULE:

- [x] MONTHLY
- [ ] QUARTERLY
- [ ] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Develop standard operating procedures for receipt, resolution, and tracking of public inquiries, complaints and other information regarding local construction projects. Investigate 100% of all complaints.

ACTIVITY DESCRIPTION:

The public can make inquires, complaints, and get other information on local construction projects utilizing the stormwater hotline or the community website. Develop written procedures to manage how inquiries are tracked, investigated, and follow-up actions.

PROGRAM / ENVIRONMENTAL IMPACT:

The public can take an active role in stormwater quality by reporting possible violations.

MEASURABLE GOAL(S):

Develop written procedures for public inquirys. Track number of public inquiries received regarding construction sites, and document reason for the complaint/inquiry. Track investigations conducted and follow-up actions.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 4: Construction Site Stormwater Run-off

TASK # **4.8**

TITLE:

MCM 4 Employee Training

SECTION 4.5.j

RESPONSIBLE PARTIES:

Stormwater Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Document annual training attended by MS4 staff and/or contractual staff that are specific to the responsibility the individual performs for the MS4 entity.

ACTIVITY DESCRIPTION:

Annual training related to MCM 4 is required by employees with an involvement in EPSC plan reviews, inspections, compliance actions, and enforcement. Tracking must include: staff responsibilities, date, type of training attended.

PROGRAM / ENVIRONMENTAL IMPACT:

Continuous training regarding stormwater controls and management on construction sites enhances the strength of the MS4 program.

MEASURABLE GOAL(S):

Track and report on staff training related to the EPSC program. List professional certifications MS4 staff have obtained.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 5: Post-Construction Stormwater Run-off

MCM 5: Post-Construction Stormwater Run-off

TASK # **5.1**

TITLE:

Post-Construction Stormwater Runoff Ordinance

SECTION 4.6.b

RESPONSIBLE PARTIES:

Elected Officials/Advisory Board

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☑ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop an ordinance or regulatory mechanism to address post-construction stormwater runoff.

ACTIVITY DESCRIPTION:

The MS4 will develop and adopt a Post-Construction Stormwater Runoff Ordinance to meet the requirements of the Construction Stormwater General Permit. Regulations apply to all projects disturbing one (1) or more acres of land within the MS4 area, or sites within a larger development. New retail gasoline outlets and new MS4-owned fueling areas are also subject to new regulations.

PROGRAM / ENVIRONMENTAL IMPACT:

The ordinance provides the authority for managing post-construction stormwater controls on construction sites within the MS4 boundary.

MEASURABLE GOAL(S):

The MS4 will develop and adopt the Post-Construction Stormwater Runoff Ordinance within two (2) years from the date of the NOI, and will continue to implement the existing regulations until the updated ordinance is adopted.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 5: Post-Construction Stormwater Run-off

TASK # **5.2**

TITLE:

Post-Construction Stormwater Runoff Technical Standards

SECTION 4.6.c.1-5

RESPONSIBLE PARTIES:

MS4 Coordinator/GLAD

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☑ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop written performance standards and specifications for the implementation of post-construction stormwater measures on construction sites which address quality and quantity.

ACTIVITY DESCRIPTION:

The MS4 will develop and adopt a Stormwater BMP Design Manual which includes design specifications and selection guidance with a comprehensive list of construction and post-construction BMPs. Measures utilized on sites must be designed and engineered to address runoff rate and/or volume, pollutants associated with final land use, and must be appropriate for the site conditions. Strategies for management may include Low Impact Development (LID), green infrastructure, and infiltration measures.

PROGRAM / ENVIRONMENTAL IMPACT:

Establishing design criteria reduces pollutants leaving a site and allows the MS4 to manage stormwater quantity.

MEASURABLE GOAL(S):

The MS4 will update, adopt, and continue to implement the Stormwater BMP Design Manual which includes post-construction measures, and make it available to local construction and development community.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 5: Post-Construction Stormwater Run-off

TASK # **5.3**

TITLE:

Post-Construction O&M Plan

SECTION 4.6.d

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☑ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop a written operational and maintenance plan for all stormwater structural measures that are owned and/or operated by the MS4 entity and those within private development.

ACTIVITY DESCRIPTION:

The BMP Design Manual includes written BMP operations and maintenance requirements that must be implemented and maintained by the final site owner. The MS4 will require a Long Term Operation and Maintenance Agreement (LTOMA) with the site owner and will conduct regular inspections to ensure that owners are maintaining BMPs in compliance with the agreement.

PROGRAM / ENVIRONMENTAL IMPACT:

Continued maintenance and proper operation of post-construction BMPs through clarified ownership will allow the measures to function as intended.

MEASURABLE GOAL(S):

The MS4 will update written O&M procedures with enforceable actions. LTOMA agreements currently in place will be reviewed and revised if necessary.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 5: Post-Construction Stormwater Run-off

TASK # **5.4**

TITLE:

Post-Construction Inspection Program Procedures

SECTION 4.6.e/f

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop written procedures and internal processes to ensure that all post-construction measures are maintained and operational for those owned/operated by the MS4 entity and/or private entitles.

ACTIVITY DESCRIPTION:

The MS4 will develop and implement an inspection program to ensure all post-construction measures are maintained and operational.

PROGRAM / ENVIRONMENTAL IMPACT:

Achieves the objectives of the Construction Stormwater Runoff Control Ordinance.

MEASURABLE GOAL(S):

Develop and implement the written procedures for the inspection program. Track and report the number of sites requiring post-construction controls. Track the number, type, and location of structural BMPs installed. Include parcel numbers on reporting requirements

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 5: Post-Construction Stormwater Run-off

TASK # **5.5**

TITLE:

Post-Construction BMP Inspections

SECTION 4.6.f.1-3

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ✔ YR 1:
- ✔ YR 2:
- ✔ YR 3:
- ✔ YR 4:
- ✔ YR 5:

PERMIT REQUIREMENT:

Inspect 100% of all post-construction measures owned and/or operated by the MS4 entity. Develop a form/checklist to document inspections.

ACTIVITY DESCRIPTION:

During each permit term: inspect 100% of MS4 owned/operated post-construction BMPs; and inspect 100% or a maximum of 250 privately owned BMPs within the MS4 boundary. Notify responsible individuals of inspection findings and implement corrective actions, as needed.

PROGRAM / ENVIRONMENTAL IMPACT:

Stormwater BMP inspections on a regular basis helps ensure stormwater controls are being maintained and operated properly.

MEASURABLE GOAL(S):

Document inspections of post-construction BMPs and any corrective actions required. Track and report number, type, and location of inspections of BMPs. Note BMPs modified to function properly. Include parcel numbers.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 5: Post-Construction Stormwater Run-off

TASK # **5.6**

TITLE:

Post-Construction Complaint Tracking and Investigation

SECTION 4.6.f.4

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- [x] MONTHLY
- [ ] QUARTERLY
- [ ] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Inspect all measures for which complaints are received. Take corrective action or as necessary enforcement action for measures that are not functioning or where compliance issues have been identified.

ACTIVITY DESCRIPTION:

The MS4 will accept public inquiries/complaints from the public regarding post-construction BMPs. The MS4 will inspect all BMPs listed in the complaints, and take corrective action or enforcement action, as necessary. The public can submit complaints through the community's stormwater webpage, located on the City of Lawrenceburg's website.

PROGRAM / ENVIRONMENTAL IMPACT:

The public can take an active role in the stormwater program by reporting possible issues.

MEASURABLE GOAL(S):

Maintain on City of Lawrenceburg website public reporting options for complaints.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 5: Post-Construction Stormwater Run-off

TASK # **5.7**

TITLE:

MCM 5 Employee Training

SECTION 4.6.i

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Document annual training attended by MS4 staff and/or contractual staff that is specific to the responsibility the individual performs for the MS4.

ACTIVITY DESCRIPTION:

Annual training related to MCM 5 is required for employees involved in post-construction plan reviews and inspections. Training includes appropriate control measures, plan review procedure, approval of Long Term Operation and Maintenance Agreements, inspection protocols, and enforcement procedures. Tracking must include: staff responsibilities, date, type of training attended.

PROGRAM / ENVIRONMENTAL IMPACT:

Continuous training regarding stormwater BMPs enhances the strength of the MS4 program.

MEASURABLE GOAL(S):

Track and report on staff training related to the post-contruction program measures. List professional certifications MS4 staff have obtained.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 6: Municipal Operations Pollution Prevention & Good Housekeeping

MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

TASK # **6.1**

TITLE:

Municipal Facility Inventory

SECTION 4.7.b

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☑ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop and/or maintain an inventory of MS4 owned and/or operated facility or facilities.

ACTIVITY DESCRIPTION:

The MS4 owned/operated facility inventory must include a facility location map, table with facility name and address, stormwater or wastewater permits issued to each facility, facility management contact information. Identify facilities with greatest potential to generate stormwater pollution, as well as those requiring a stormwater pollution prevention plan (see Task 6.2).

PROGRAM / ENVIRONMENTAL IMPACT:

Having a complete list of municipal facilities and their pollution potential allows the MS4 to focus stormwater pollution prevention measures where needed.

MEASURABLE GOAL(S):

The inventory and map will be developed and updated on an as needed basis.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

TASK # **6.2**

TITLE:

Facility SWPPP Development

SECTION 4.7.d/e

RESPONSIBLE PARTIES:

MS4 Coordinator/Consultant

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☑ YR 2:
- ☑ YR 3:
- ☑ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop a stormwater pollution prevention plan for each MS4 owned and/or operated facility that use, store, or discharge pollutants that may degrade water quality.

ACTIVITY DESCRIPTION:

Develop a Stormwater Municipal Operations Plan (SMOP) for each municipal facility where vehicle maintenance, salt storage, and equipment storage takes place. These will include: drainage system mapping, facility inspection reports, maintenance performed on stormwater quality BMPs, and a maintenance schedule. The SMOPs may utilize the Municipal Stormwater Resource Handbook BMP sheets containing proper operational procedures, maintenance, disposal guidelines, and corrective actions.

PROGRAM / ENVIRONMENTAL IMPACT:

Knowing the pollutant discharge potential and having plans in place to prevent or mitigate potential pollution discharging from facility reduces risks to water quality.

MEASURABLE GOAL(S):

Develop and implement the SMOPs for each municipal facility. Develop a new SMOP for facilities that don't have one but require one, based on the list in Task 6.1. Maintain copy at facility and with MS4 Coordinator.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

TASK # **6.3**

TITLE:

Quarterly Facility Inspections

SECTION 4.7.f.1-3

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- [ ] MONTHLY
- [x] QUARTERLY
- [ ] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Perform quarterly inspections of stormwater management measures at municipal facilities which require a stormwater pollution prevention plan (see Task 6.2).

ACTIVITY DESCRIPTION:

An on-site municipal employee or the MS4 coordinator will complete a quarterly inspection of stormwater management BMPs identified in the facility SMOP. Ensure materials and equipment are stored in a way that minimizes potential pollutant discharge risk. Document deficiencies and corrective actions, such as spill kits that need to be refilled.

PROGRAM / ENVIRONMENTAL IMPACT:

Regular inspections reduce the likelihood of pollutants discharging from the facility, and increases staff awareness of stormwater quality management measures.

MEASURABLE GOAL(S):

Document quarterly inspections performed, including date, name of employee inspecting, deficiencies, corrective actions. Keep records with SMOP on-site and send copy to MS4 coordinator.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

TASK # **6.4**

TITLE:

Annual Facility Assessments and Inspections

SECTION 4.7.c/f.4

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Complete annual assessment of all MS4 owned and/or operated facilities identified in Tasks 6.2 and 6.3. At least one quarterly facility inspection is to be completed by the MS4 coordinator.

ACTIVITY DESCRIPTION:

Once per year, the MS4 coordinator will perform the quarterly inspection (see Task 6.3) which includes a more in-depth assessment at municipal facilities which require a stormwater pollution prevention plan (see Task 6.2). The assessment should be based on the pollutants that are associated with the facility.

PROGRAM / ENVIRONMENTAL IMPACT:

Regular inspections by the MS4 coordinator reduce the likelihood of pollutants discharging from the facility.

MEASURABLE GOAL(S):

Perform quarterly inspection tasks and tracking identified in Task 6.3. Update facility SMOP if there are changes to facility operations, materials stored, or BMPs utilized.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

TASK # **6.5**

TITLE:

Stormwater Infrastructure O&M Plan

SECTION 4.7.g.1-2

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☐ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☑ YR 2:
- ☑ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop a written operation and maintenance plan for MS4 owned/operated stormwater infrastructure, including maintenance activities, schedules, inspections, and procedures for waste disposal.

ACTIVITY DESCRIPTION:

The MS4 utilizes a Municipal Stormwater Resource Handbook containing proper operational procedures, maintenance, disposal guidelines, and corrective actions for stormwater BMPs. Additional written documentation for maintenance schedules will be developed.

PROGRAM / ENVIRONMENTAL IMPACT:

Easy-to-use fact sheets regarding maintenance activities helps simplify management processes. A maintenance plan keeps the stormwater system functioning as intended.

MEASURABLE GOAL(S):

Update the Municipal Stormwater Resource Handbook, as needed. Develop written maintenance schedules for stormwater infrastructure maintenance.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

TASK # **6.6**

TITLE:

Surface Visual Inspection

SECTION 4.7.g.3-4

RESPONSIBLE PARTIES:

MS4 Coordinator/Civil City Dept

TIMELINE/SCHEDULE:

- [ ] MONTHLY
- [ ] QUARTERLY
- [x] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Perform a surface visual inspection of all catch basins, outfalls, and conveyance systems. Complete at least 15% annually and 100% by the end of the permit term.

ACTIVITY DESCRIPTION:

Utilize GIS data of the stormwater system collected in previous permit terms to identify the catch basins, outfalls, and conveyance systems. Utilize the Stormwater Visual Assessment Protocol (SVAP) for outfall and conveyance system assessments, with an expansion of the program to include outfalls and conveyances not previously used as a monitoring site. Identify issues that require correction. Increase visual monitoring to three (3) times per year for areas with re-occurring issues until problem is eliminated.

PROGRAM / ENVIRONMENTAL IMPACT:

A targeted visual inspection of components of the stormwater system allows the MS4 to identify issues early on and schedule maintenance.

MEASURABLE GOAL(S):

Track which outfalls, catch basins, and conveyances were inspected annually. Complete at least 15% annually and 100% by the end of the permit term.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

TASK # **6.7**

TITLE:

Infrastructure Maintenance Program

SECTION 4.7.g.4

RESPONSIBLE PARTIES:

MS4 Coordinator/Civil City Dept

TIMELINE/SCHEDULE:

- [x] MONTHLY
- [ ] QUARTERLY
- [ ] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Develop and follow a plan for performing stormwater system maintenance and cleaning for conveyances and structures, including outfalls, open channels, ditches, and other drainage structures.

ACTIVITY DESCRIPTION:

Utilize the results of the surface visual inspections in Task 6.6 to address erosion around outfalls and in conveyances, and document which catch basins were cleaned/maintained. Utilize the Municipal Stormwater Resource Handbook for procedures regarding maintenance activities and waste disposal. Cleaning includes litter pick-up by Civil City/Sanitation Department and/or volunteers and residents.

PROGRAM / ENVIRONMENTAL IMPACT:

Maintaining and cleaning the stormwater system on a regularly scheduled basis reduces floatables and pollutants from flowing downstream, and keeps the system functioning.

MEASURABLE GOAL(S):

Track number/linear feet and location of outfalls and conveyance systems that have been repaired, roadside shoulder and ditch stabilization, and outfall scour remediation. Estimate amount of material collected during drainage system cleaning and method of disposal.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

TASK # **6.8**

TITLE:

Litter Coalition

SECTION 4.7.g.5

RESPONSIBLE PARTIES:

MS4 Coordinator/Civil City Dept

TIMELINE/SCHEDULE:

- [x] MONTHLY
- [ ] QUARTERLY
- [ ] ANNUALLY
- [ ] ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- [ ] YR 1:
- [ ] YR 2:
- [ ] YR 3:
- [ ] YR 4:
- [ ] YR 5:

PERMIT REQUIREMENT:

Develop and follow a plan to reduce the discharge of pollutants from MS4 owned/operated streets and parking lots.

ACTIVITY DESCRIPTION:

Partner with local litter coalition group for road closures for litter clean-ups. Additionally ensuring municipally-owned parking lots are included in the schedule. Review the existing routes and schedule to determine if priority areas are being addressed. Make a list of community events (fireworks, parades) that generate additional trash to schedule clean-up afterwards.

PROGRAM / ENVIRONMENTAL IMPACT:

Reduce the amount of pollutants from streets and MS4-owned parking lots getting into the stormwater system.

MEASURABLE GOAL(S):

Track/estimate amount of materials collected from street sweeping, including disposal methods. Track community events requiring additional clean-up afterwards.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

TASK # **6.9**

TITLE:

Di-icing Materials Storage and Application

SECTION 4.7.g.5/n

RESPONSIBLE PARTIES:

Municipal Staff

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Develop and follow a plan to reduce the discharge of pollutants from MS4 owned/operated streets and parking lots.

ACTIVITY DESCRIPTION:

List location of de-icing road salt and sand utilized by the MS4. Utilize the Municipal Stormwater Resource Handbook and continue to train municipal staff in proper storage and application methods for de-icing materials. Keep di-icing materials under cover to minimize exposure.

PROGRAM / ENVIRONMENTAL IMPACT:

Minimize effects from pollutant runoff from de-icing operations by following proper storage and application methods.

MEASURABLE GOAL(S):

Track/estimate amount of materials used in di-icing operations. List number and location of de-icing material storage locations.

TRACKING:

ACTIVITY UPDATE & DATE:

MCM 6: Municipal Operations Pollution Prevention and Good Housekeeping

TASK # **6.10**

TITLE:

Contractor Procedures for Good Housekeeping

SECTION 4.7.j

RESPONSIBLE PARTIES:

MS4 Coordinator

TIMELINE/SCHEDULE:

- ☐ MONTHLY
- ☐ QUARTERLY
- ☑ ANNUALLY
- ☐ ONCE PER PERMIT TERM

IF ONCE PER PERMIT TERM, ENTER YEAR OF IMPLEMENTATION:

- ☐ YR 1:
- ☐ YR 2:
- ☐ YR 3:
- ☐ YR 4:
- ☐ YR 5:

PERMIT REQUIREMENT:

Establish procedures to ensure contractors or third-party entities hired to perform maintenance/ operational activities associated with the stormwater system comply with MCM 6 and facility-specific procedures.

ACTIVITY DESCRIPTION:

The MS4 will establish written procedures for hired contractors performing maintenance or other operational activities associated with the stormwater system to ensure they comply with stormwater good housekeeping practices required by the MS4. The MS4 will utilize existing training materials developed by the GLAD and facility SMOPs to ensure consistent training, if needed.

PROGRAM / ENVIRONMENTAL IMPACT:

Ensures those performing work on behalf of the MS4 are aware and agree to follow municipal procedures for maintaining water quality.

MEASURABLE GOAL(S):

Track hired contractors and third-party entities who have received training in MS4 MCM 6 procedures.

TRACKING:

ACTIVITY UPDATE & DATE: