

MS4 Annual Reporting

Construction, Post-Construction
And Municipal Operations

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Ohio EPA, Division of Surface Water

Construction



Construction

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
<p>Ordinance or Other Regulatory Mechanism</p> <hr/> <p>Name of person and department or agency responsible for passing or updating the construction site ordinance.</p>	<p>The NPDES permit required this ordinance to be in place in 2008 and be updated to meet or exceed the requirements of the CGP within 2 years of permit renewal. This deadline was June 2011 for most MS4s.</p> <p>This includes all construction sites where the larger common plan of development or sale disturbs 1 or more acre of land.</p>	<p>Report "YES" if an ordinance or resolution has been enacted and/or updated. Otherwise, report "NO".</p>	<p>Report the section of the municipal code or county and township resolution number of your construction site runoff control ordinance. The ordinance must be officially enacted and part of your municipal, county or township codes. The ordinance must require the submittal of an erosion and sediment control plan and plan for non-sediment pollutants at construction sites where the larger common plan of development or sale disturbs 1 or more acre of land.</p> <p>Include web link. If no link available, provide a hard copy of the code</p> <p>DO TOWNSHIPS HAVE TO PASS THEIR OWN CONSTRUCTION RESOLUTIONS or CAN THEY RELY ON THE COUNTY RESOLUTION? Relying on the county resolution is typical.</p> <p>LINK: http://www.epa.ohio.gov/dsw/permits/GP_MS4StormWater.aspx</p>	<p>Report if the ordinance or resolution has been passed and describe any updates made to the ordinance or resolution this reporting year.</p>	<p>If the ordinance or resolution provides your community with the legal authority to regulated storm water runoff from construction sites where the larger common plan of development or sale disturbs 1 or more acre, report "YES". Otherwise, report "NO" and indicate why.</p>

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Standards Being Used	Summary of Results or Activities	Effective (Yes or No)
<p data-bbox="59 561 202 658">Sediment and Erosion Control Requirement</p> <hr data-bbox="59 739 202 742"/> <p data-bbox="65 841 197 1119">Person Department or Agency responsible for establishing Sediment and Erosion control standards</p>	<p data-bbox="227 354 396 1053">Standards were required to be in place in 2008 and updated in 2011 (for most MS4s) to reflect the requirements of the Ohio EPA CGP.</p>	<p data-bbox="419 354 653 876">Report "YES" if you have adopted or established standards for sediment and erosion controls in your community. Otherwise, report "NO".</p>	<p data-bbox="678 376 1277 722">Rainwater and Land Development is the most common standard. If your program does not use this standard, ensure the standards being used meet or exceed requirements of the CGP.</p> <p data-bbox="678 782 1277 925">Link to standards: http://www.dnr.state.oh.us/tabid/9186/default.aspx</p>	<p data-bbox="1300 376 1619 722">Describe any changes or updates you have made to your standards, if any, during the reporting year.</p>	<p data-bbox="1647 376 1821 833">Do your standards provide a clear guidance on the selection, design and maintenance of erosion and sediment controls? If so, report "YES". If not, report "NO".</p>

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Complaints		Summary of Results or Activities	Effective (Yes or No)
			Received	Followed-Up On		
<p>Complaint Process</p> <p>-----</p> <p>Name of Person or agency responsible for investigation of Sediment and Erosion Control Complaints</p>	<p>This is identified in the SWMP. The NPDES permit does not set a specific goal for this BMP.</p>	<p>If the MS4 has implemented a process to investigate complaints, report "YES". Otherwise, report "NO".</p>	<p>Number of complaints regarding sediment and erosion control on construction sites during the reporting year.</p>	<p>Number of complaints for which you conducted an investigation to address the complaint.</p>	<p>Summarize the outcome of complaint investigations</p> <p>·</p> <p>ATTACH List if Necessary</p>	<p>Report "YES" if your program to respond to complaints is effective at addressing complaints. Otherwise, report "NO".</p>

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Applicable Sites Requiring Plans	# of Plans Reviewed	Summary of Results or Activities	Effective (Yes or No)
<p>Site Plan Review Procedure -----</p> <p>Person or Agency conducting SWPPP reviews</p> <p>ATTACH MOU or contract if necessary</p>	<p>The NPDES permit requires MS4s to review all plans where construction activities disturb 1 or more acre of land. Review and approval of the plan is required before construction activities can commence.</p> <p>DO WE EXPECT MS4s TO INCLUDE INDIVIDUAL LOT REVIEWS? DO WE EXPECT MS4s TO REVIEW ODOT or COUNTY PROJECTS WITHIN THEIR JURISDICTION?</p>	<p>If the MS4 has implemented a procedure to review sediment and erosion control plans, report "YES". Otherwise, report "NO".</p>	<p>The number of plans submitted for sites where the larger common plan of development or sale disturbs 1 or more acre. This number should align with the number of CGP permits issued for sites in their community.</p> <p>Link: http://wwwapp.epa.oio.gov/dsw/maps/construction/index.php</p>	<p>The number of plans actually reviewed. This should match the prior block. If not, the MS4 may want to provide an explanation.</p>	<p>See footnote below. (often missed)</p> <p>A LIST OF PLANS REVIEWED, SITES INSPECTED and ENFORCEMENT ACTIONS TAKEN</p>	<p>Is the plan review process adequate to ensure plans are developed in compliance with your construction site ordinance and accepted standards? If so, report "YES". Otherwise, report "NO".</p>

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed			Summary of Results or Activities	Effective (Yes or No)
			# of Applicable Sites	# Performed	Avg. Frequency		
<p>Site Inspection Procedures</p> <p>-----</p> <p>Person(s) and department or agency responsible for conducting construction site inspections</p> <p>Link to inspection sheets: http://www.epa.ohio.gov/portals/35/storm/CGP_Ins1.pdf</p>	<p>The NPDES permit requires all active construction sites to be inspected at least once per month if the SWMP does not include a prioritization procedure for site inspection.</p> <p>DO WE EXPECT MS4s TO INSPECT INDIVIDUAL BUILDING LOTS and ODOT or COUNTY ENGINEER PROEJCTS?</p>	<p>If the MS4 has implemented a program to inspect construction sites for compliance with the approved erosion and sediment control plan, report "YES". Otherwise, report "NO".</p>	<p>Number of active construction sites in the community during the reporting year. Be sure to check against the Ohio EPA NPDES permit list for the CGP! This should match.</p> <p>http://www.epa.gov/dsw/mnstruction/index.php</p>	<p>Number of construction site inspections performed.</p> <p>WOULD WE PREFER A LIST OF SITES WITH THE NUMBER OF INSPECTIONS FOR EACH SITE REPORTED or IS AN AGGREGATE NUMBER OK?</p>	<p>This must be once per month or greater to be in compliance with the NPDES permit.</p>	<p>See footnote below.</p> <p>(often missed)</p> <p>ATTACH</p> <p>A LIST OF PLANS REVIEWED, SITES INSPECTED and ENFORCEMENT ACTIONS TAKEN</p>	<p>Do inspections result in the implementation of approved sediment and erosion controls? If so, report "YES". Otherwise, report "NO".</p> <p>Example: Track Compliance over years to determine improvement or decline in compliance.</p>

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
<p>Enforcement Procedures</p> <p>-----</p> <p>Person and department responsible for initiating and pursuing enforcement actions for sediment and erosion control</p>	<p>Provide examples of acceptable goals for enforcement</p> <p>Enforcement Protocols</p>	<p>If the MS4 has developed and implemented an enforcement escalation plan and procedures, report "YES". Otherwise, report "NO".</p>	<p>Report the number of notices of violation sent to the operators of construction sites. Note that letters from the SWCD are typically not NOV's for sites within municipality</p>	<p>Report the number of enforcement actions taken, e.g., stop work orders, fines imposed, permit revocations, etc.</p>	<p>See footnote below.</p> <p>(OFTEN MISSED)</p> <p>A LIST OF PLANS REVIEWED, SITES INSPECTED and ENFORCEMENT ACTIONS TAKEN</p>	<p>If the MS4 enforcement program ensures the development and implementation of sediment and erosion control plans, report "YES". Otherwise, report "NO".</p>

- Summarize activities you plan to undertake during the next reporting cycle.

BMP & Responsible Party	Measurable Goal	Summary of Planned Activities	Proposed Schedule
Ordinance or Other Regulatory Mechanism	Report planned improvements or amendments to the program over the next reporting cycle.		
Complaint Process			
Site Inspection Procedures			

POST CONSTRUCTION

**Best pond we could
get**



ALTERNATIVE STREAM BANK PROTECTION



POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Cite Local Code(s) Being Used (If available, web link for code(s))	Summary of Results or Activities	Effective (Yes or No)
<p>Ordinance or Other Regulatory Mechanism</p> <p>-----</p> <p>Include responsible party information</p>	<p>The NPDES permit required this ordinance to be in place in 2008 and be updated to meet or exceed the requirements of the CGP within 2 years of permit renewal. This deadline was June 2011 for most MS4s.</p> <p>This includes all new development and redevelopment where the larger common plan of development or sale disturbs 1 or more acre of land.</p>	<p>Report "YES" if an ordinance or resolution has been enacted and/or updated. Otherwise, report "NO".</p>	<p>Report the section of the municipal code or county and township resolution number that requires the implementation of post-construction BMPs on all new development and redevelopment that disturbs 1 or more acre of land. This should include all ordinances for structural controls, non-structural BMPs such as riparian setbacks, and low-impact development or green infrastructure practices. The ordinances must be officially enacted and part of your municipal, county or township codes. The ordinances must require the submittal of a post-construction BMP plan for all sites where the larger common plan of development or sale disturbs 1 or more acre of land.</p> <p>Include web link. If no link available, provide a hard copy of the code</p> <p>DO TOWNSHIPS HAVE TO PASS THEIR OWN POST-CONSTRUCTION RESOLUTIONS or CAN THEY RELY ON THE COUNTY RESOLUTION? Relying on the county resolution is typical.</p>	<p>Report if the ordinance or resolution has been passed and describe any updates made to the ordinance or resolution this reporting year.</p>	<p>If the ordinance or resolution provides your community with the legal authority to require post-construction BMPs on new development or redevelopment that disturbs 1 or more acre of land, report "YES". Otherwise, report "NO" and indicate why.</p>

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Site Inspections Performed		Summary of Results or Activities	Effective (Yes or No)
			# Performed	Avg. Frequency		
Inspection Procedures Person(s) and department or agency responsible for ensuring the installation of post-construction BMPs Include LONG-TERM MAINTENANCE INSPECTION PERSONEL	The NPDES permit requires MS4s to inspect sites to ensure that approved post-construction BMPs are installed. INSPECT ODOT or COUNTY ENGINEER PROJETS IN THEIR JURISDICTION?	If the MS4 inspects sites to ensure that the approved post-construction BMPs are implemented report "YES". Otherwise, report "NO".	Number of sites inspected to ensure the implementation of post-construction BMPs REPORT THE NUMBER OF LONG-TERM MAINTENANCE INSPECTIONS CONDUCTED OR LONG-TERM MAINTENANCE REPORTS RECEIVED	What does this mean in the context of ensuring post-construction BMP implementation? Frequency would really only apply to long-term maintenance inspections.	Provide a list or table of sites inspected	Do inspections ensure that post-construction BMPs are installed per the approved SWP3? If so, report "YES". Otherwise, report "NO".
BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Violations		Summary of Results or Activities	Effective (Yes or No)
			# of Violation Letters	# of Enforcement Actions		
Enforcement Procedures	Provide examples of acceptable goals for enforcement Include enforcement protocols	If the MS4 has enacted an enforcement program for post-construction BMPs, report "YES". Otherwise, report "NO".	Report the number of NOV's sent for either (a) not installing approved BMPs or (b) not maintaining post-construction BMPs.	Report the number of enforcement actions taken to ensure BMPs are installed per the approved plan or to ensure long-term maintenance.	Provide a list or table of sites inspected	If the enforcement program ensure the implementation and maintenance of post-construction BMPs, report "YES". Otherwise, report "NO" and describe the actions that will taken to improve the program.

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	# of Sites Requiring Plans-Agreements	# of Plans Developed-Agreements in Place	Summary of Results or Activities	Effective (Yes or No)
<p>Long-Term O&M Plans-Agreements</p> <p>Person and department or agency responsible to ensure that a long-term maintenance plan/agreement is in place for post-construction BMPs associated with all new development and redevelopment that disturbs 1 or more acre.</p>	<p>The NPDES permit requires a long-term maintenance plan for post-construction BMPs on all sites where the larger common plan of development or sale disturbs 1 or more acre of land.</p> <p>MS4s are required to have a program to ensure the maintenance of post-construction BMPs.</p>	<p>If the MS4 makes sure a long-term maintenance plan exists and has a program to ensure long-term maintenance, report "YES". Otherwise, report "NO".</p>	<p>Report the number of sites where the larger common plan of development or sale disturbs 1 or more acre.</p>	<p>Report the number of long-term maintenance plans reviewed during the reporting year and the number of maintenance agreements entered into during the reporting year.</p>	<p>list the sites for which a long-term maintenance plan was developed or long-term maintenance inspection was conducted (or report submitted)</p>	<p>Does the MS4 feel that its program ensures the long-term maintenance of post-construction BMPs and ensures an LTM plan exists? If so, report "YES". Otherwise, report "NO".</p>

Municipal Operations



POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

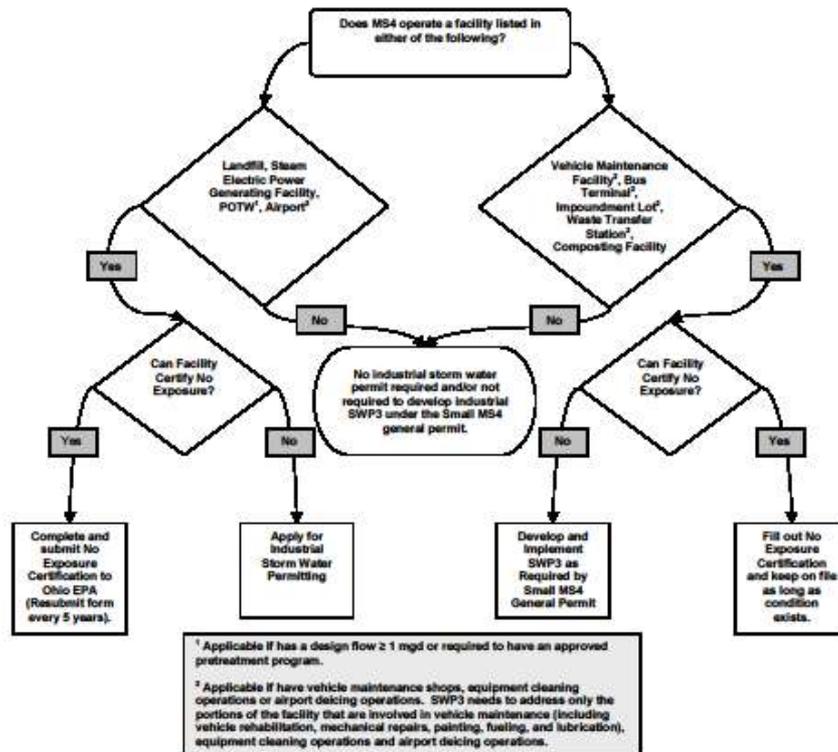
http://www.epa.ohio.gov/portals/35/permits/MS4_industrial_guidance_jun09.pdf

BMP & Responsible Party	Measurable Goal	Completed (Yes or No)	Topic(s)	Targeted Audience	# of Employees Attended	Summary of Activity	Effective (Yes or No)
<p>Employee Training Program</p> <p>Person and department or agency responsible for developing/conducting the employee training program on storm water BMPs</p>	<p>The NPDES permit requires employee training once per year.</p>	<p>If employee training was conducted during the reporting year, report "YES". Otherwise, "NO".</p>	<p>List the topics covered in the employee training. They must relate to storm water pollution prevention.</p>	<p>Identify the department or employees that were trained during the reporting period.</p>	<p>Report the number of employees that attended training. If more than one training opportunity was provided, the MS4 may want to break this out by event rather than reporting a cumulative number.</p>		<p>If employee training as resulted in storm water BMP implementation at municipal operations, report "YES". Otherwise, report "NO".</p>
List of Municipal Facilities Subject to Program					O&M Procedures Developed for Facilities (Yes or No)	# of Facility Inspections Performed	Frequencies of Such Inspections
<p>This should include service yards, maintenance facilities (including parks and recreation facilities, paint shops, etc), waste transfer stations, airports, marinas, compost yards, vehicle impound lots, cemeteries, road kill management facilities, wastewater treatment plants, landfills, steam electric power plants, bus terminals, and parking lots owned and operated by the MS4. Provide the name of the facility and its address. This should be contained within the SWMP.</p> <p>MS4s may lease operations to others. DO WE WANT THEM TO REPORT THOSE HERE TOO? THOSE SITES ARE TYPICALLY PERMITTED AS INDUSTRIAL SITES WITH THE PRIVATE COMPANY AS THE PERMITTEE.</p> <p>http://www.epa.ohio.gov/portals/35/permits/MS4_industrial_guidance_jun09.pdf</p>					<p>This should identify if an SWP3 has been developed for the facility. There should be a "YES" or "NO" for each facility listed in the block to the left.</p>	<p>Report the number of inspections conducted for each facility listed in the first block in this row. Inspections must be for the purposes of determining implementation of the SWP3.</p>	<p>SWP3s are to comply with the previous generation of the IGP. The current permit called for routine inspections to be conducted at least quarterly.</p>

June 2009

Guidance for MS4 Operated Industrial Facilities

Federal storm water regulations identify many industrial facilities as subject to National Pollutant Discharge Elimination System (NPDES) industrial storm water permitting. In addition, Ohio EPA's Small MS4 general permit (OHQ000002) requires that MS4s develop/implement industrial Storm Water Pollution Prevention Plans (SWP3) for certain industrial facilities they operate which are not subject to industrial storm water permitting. The following flow chart provides guidance for MS4 operators on industrial and MS4 permitting requirements for industrial facilities they may operate.



No Exposure is defined as all industrial materials and activities are protected by a storm resistant shelter to prevent exposure to rain, snow, snowmelt, and/or runoff. MS4s which operate a facility listed in either scenario above should evaluate No Exposure before applying for permit coverage or developing a SWP3 for the facility. Additional information about industrial storm water permitting and No Exposure can be obtained from the following: http://www.epa.ohio.gov/dsw/storm/industrial_index.aspx.

Any questions about this document can be directed to Jason Fyffe at (614) 728-1793 or jason.fyffe@epa.state.oh.us.

MS4 Maintenance	Summarize Maintenance Activities and Schedules		Summarize Activities Performed
	Describe the activities the MS4 does to ensure the maintenance of its system, e.g., catch basin cleaning, ditch cleaning, pipe repair and replacement, etc.		Provide the number of catch basins cleaned, length of ditch cleaned, length of pipe repaired or replaced, etc.
Disposal of Wastes	Procedures Developed (Yes or No)	Document Amounts of Wastes Properly Disposed	
	Has the MS4 developed procedures to ensure waste removed from the MS4 is properly disposed? Wastes removed from the MS4 are at least solid waste and must be disposed at an MSW.	Report the number of tons of waste removed from the MS4 and disposed at landfills during the reporting period.	
Road Salt	Covered (Yes or No)	Tons Used	Summarize Measures Taken to Minimize Usage
	If salt is stored in a shed, dome or Quonset hut, report "YES". Otherwise, report "NO".	This is the amount used, not the amount bought. Also, reporting period is Jan – Dec, not the salting season.	Describe the sensible salting policy implemented, use of anti-icers or additives, calibration practices for salt spreading equipment, etc.
Pesticide & Herbicide Usage	Procedures Developed (Yes or No)	Gallons Used	Summarize Measures Taken to Minimize Usage
	If community has a pesticide and herbicide application plan or BMPs to limit storm water pollution from pesticides and herbicides, report "YES". Otherwise, report "NO". If community does not use pesticides or herbicides, report such.		These should really also reflect storm water BMPs implemented to prevent storm water pollution, e.g., do not apply prior to rain, in windy conditions, sweep up overspread, etc.
Fertilizer Usage	Procedures Developed (Yes or No)	Pounds Used	Summarize Measures Taken to Minimize Usage
	If community has written procedures to limit the usage of fertilizers or BMPs to limit storm water pollution from fertilizers, report "YES". Otherwise "NO". If community does not use fertilizers, report such.		See block above.
Street Sweeping	Procedures Developed (Yes or No)	Document Amount of Material Collected and Properly Disposed	
	If the community has procedures in place to properly manage and dispose or beneficially reuse street sweepings, report "YES". Otherwise, "NO".	Report amount of street sweepings collected. Number should be documented through receipts from MSW where they are disposed. If MS4 has obtained the authorization to beneficially reuse street sweepings from DMWM, indicate how the street sweepings were used and the amount beneficially reused. SHOULD WE ASK THAT A COPY OF THE AUTHORIZATION BE ATTACHED TO THE ANNUAL REPORT?	
Flood Management Projects	Summarize any New or Existing Flood Management Projects that were Assessed for Impacts on Water Quality		
	Report any flood management project undertaken by the MS4 during the reporting period and indicate if water quality features were incorporated into the project.		